

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
August 17, 2021

ROLL CALL

Secretary Laughlin called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

Present:

Vice-President, Paul J. Nelson, Treasurer, Michael Golden, Secretary, Sharon Laughlin
Members: Anne O. Boehne, Olia Mladenova, Patricia Schumacher

Also Present: Gail Herff, Business Manager

Absent: President, Maxine Swanson

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from July 20, 2021

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, July 20, 2021 meeting, as presented.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$ 34,405.26.

Mr. Golden noted the janitorial invoice was more than it usually is. In addition to their regular cleaning services, they cleaned the exterior windows and 2nd floor carpet this month.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

**Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson (absent)**

2. Treasurer's Report:

We have been having some challenges with our accounting service. We need to get through the audit and then we will decide on a plan going forward.

Vice President's Report:

Mr. Nelson let the other members know that he spoke to Mrs. Swanson, and she sounded good.

Library Director's Report:

Nothing to add to the report that was shared prior to the meeting.

OLD BUSINESS

None

NEW BUSINESS

Mr. Golden made and Mrs. Boehne seconded a motion to approve the Proposal for HVAC Replacement from General Mechanical for \$19,680.00.

Roll Call Vote: **Ayes: 6** **Nays: 0** **Motion Passed**

Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson (absent)

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Proposal for Parking Lot Sealcoating from Black Pearl Sealcoating, Inc. for \$2,450.00.

Gail will confirm favorable references prior to signing the contract.

Voice Vote: **Ayes: 6** **Nays: 0** **Motion Passed**

Mr. Golden made and Mrs. Boehne seconded a motion to accept the Resignation of Mrs. Swanson, Library Board President, with regret.

Voice Vote: **Ayes: 6** **Nays: 0** **Motion Passed**

Library Program Guidelines

The Board discussed content guidelines to ensure that all patrons feel welcome to attend library programs.

Employee Engagement Survey

The Board reviewed a list of sample questions. Additional questions will be added related to the building and workspace. Space will be provided after each question for comments. The survey would be conducted annually in advance of the director's evaluation.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business before the Board, Mr. Golden made and Mrs. Mladenova seconded a motion to adjourn.

The motion carried on the following:

Voice Vote: **Ayes: 6** **Nays: 0** **Motion Passed**

The meeting adjourned at 8:27p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.



Sharon Laughlin, Secretary

9-22-21
Date