

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
December 15, 2020

ROLL CALL

President Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:02 p.m.

Present:

President, Maxine Swanson (remote), Vice-President, Paul J. Nelson (remote), Treasurer, Kris Kauther (remote), Secretary, Sharon Laughlin (remote)
Members: Anne O. Boehne (remote), Michael Golden

Also Present: Frank Murray, Library Director; Gail Herff, Business Manager

Absent: Olia Mladenova

AUDIENCE TO VISITORS: *Simon Czerwinskyj, Adult Services Librarian*

Due to COVID, the meeting was conducted via ZOOM.

Roll Call was taken to record all in attendance.

All motions must have Roll Call votes to be compliant with the updated OMA guidelines.

Mrs. Swanson welcome Simon to the meeting. She is very pleased that he has returned to the library. She thanked Simon for creating a Japanese collection for our patrons.

SECRETARY'S REPORT

1. Approval of the Minutes from November 17, 2020

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, November 17, 2020 meeting, as presented.

The motion carried on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
Mrs. Anne Boehne			
Mr. Michael Golden			
Mrs. Kris L. Kauther			
Mrs. Sharon R. Laughlin			
Mrs. Olia Mladenova (<i>absent</i>)			
Mr. Paul J. Nelson			
Mrs. Maxine Swanson			

FINANCIAL REPORT

1. Approval of Bills Payable

sign it at other libraries that are providing this service either. Each patron must sign a waiver form per the attorney.

- The holiday event that we participated in went well. A shout out to Erin Okada and Mary Kate Klasen for volunteering to work the event on behalf of the library.
- Frank received a call from DuPage County regarding our COVID expenses. Thank you to the Village for letting us know that we could submit directly to the county. Thank you to Carrie and Rachel for proofreading the letter of submission. Mrs. Boehne asked if we were going to be reimbursed for 100% of the expenses we incurred. Frank believes that we will get payment for all of it.
- Frank received an email from the Village regarding the trustee packets for the election. They have received them all prior to the deadline.

OLD BUSINESS

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve the Sick Time Policy.

Part-time staff would earn hours based on their weekly budgeted hours. Frank said that feedback from staff has been positive thus far. This is a nice benefit for staff and our hope is it will help with staff retention and recruitment. If approved, the updated policy will go into effect in January.

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Passed

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

Serving Our Public 4.0, Chapters 4-6

The board and director reviewed the information in chapters 4-6.

- Chapter 4 –

Mr. Nelson feels our signs are clearly visible. Frank clarified that the signage that's visible from the street may need to be improved. We may want to get a digital sign. We could also contact the Village to see if they could add some directional street signage.

- Chapter 5 –

No comments.

- Chapter 6 –

We provide emergency training for staff when they are hired and periodically thereafter, as needed. The fire department helps to conduct fire drills annually.

They recommend an evaluation of space needs every 5 years.

Frank reminded the board that we would be reviewing chapters 7-9 at the next meeting.

