# 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 (absent)
Mr. Paul J. Nelson
Mrs. Maxine Swanson

#### FINANCIAL REPORT

## 1. Approval of Bills Payable

Mrs. Kauther made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$ 30,274.73.

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 (absent) Mr. Paul J. Nelson Mrs. Maxine Swanson

## 2. Treasurer's Report:

None

## **President's Report:**

- Mrs. Swanson thanked Mrs. Kauther for her years of service on the library board. It was a
  pleasure to work with her. She is grateful that she was willing to take on the role of Treasurer
  the last couple years. Best wishes to you in the future! You will be missed.
- Mrs. Swanson extended a special thank you to Frank for his hard work staying on top of the situation with COVID. She appreciates how well he has kept the board informed.
- She is pleased that we already have people coming in to renew their license plate stickers.
- Mrs. Swanson would like the postcard that we are doing in lieu of our regular newsletter to have "Itasca Community Library" more prominently displayed. She thinks this will help our patrons to know it is mail from the library.
- Mrs. Swanson asked Mrs. Kauther if she would be willing to complete an evaluation for the director. Mrs. Kauther agreed to complete it.

## **Library Director's Report:**

- Frank thanked Mrs. Kauther for her service to the community and for everything she has done for our library.
- Frank welcomed Simon to the library team. He is creating a Japanese collection, working on laptop microphone issues and has already scheduled some classes. Franks is excited to work with him and he is glad Simon is back.
- We had our first positive COVID case on staff. We had a plan in place, so we followed the
  protocols as outlined. We consulted with the DuPage County Health Department. We are
  communicating with staff and being as transparent as possible. He feels we are doing a great
  job following safety protocols. The staff member is feeling better, which is what we are most
  concerned about.
- Mrs. Swanson said she is very comfortable with how we are handling having the library open and the safety measures we have in place for the public. She's also pleased that the library is deep cleaned every Sunday.
- The "Number of Books Held" numbers for October and November have been corrected in the Board Stats report.
- We have had 1 license plate sticker renewal per day so far. We are getting \$4.81 in revenue per transaction. SSLT was not willing to sign the rider that Ritzman provided. They did not

- 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 Country 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.

## **NEW BUSINESS**

Mrs. Boehne made and Mr. Golden seconded a motion to accept Mrs. Kauther's resignation from the Board of Trustees.

**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

Mrs. Kauther made and Mrs. Laughlin seconded a motion to approve the appointment of Mike Golden as the Board Treasurer.

**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

Mrs. Laughlin made and Mrs. Kauther seconded a motion to approve the 2021 Library Closing Dates.

**Roll Call Vote:** 

Ayes: 6

Navs: 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

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Laptop Lending Policy.

Frank shared that some libraries offer laptops for in-library and home use. It was very popular at the Brookfield Library. It is helpful during COVID since we limit the amount of time patrons can be in the library. Emily is concerned about laptops not being returned. In his time at Brookfield, Frank said they had 3 instances when the laptops were not returned. Two were resolved and the last one never made it back to the library.

We are going to start with two old laptops. We've had the batteries upgraded and we'll have to see how it goes. If it turns out to be popular, we can purchase more of them and possibly extend the check-out time.

Mr. Golden asked how we will determine if the laptop is in good working order when it is returned. Frank said we will have to create a checklist for this.

Mr. Boehne thinks it is wise to start by using the older laptops. If we needed to charge a patron to replace one, would they pay the current value or the actual replacement cost? We will have to contact the insurance company to determine how it would work.

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

Mrs. Kauther made and Mrs. Laughlin seconded a motion to approve the Hotspot Lending Policy.

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

## **EXECUTIVE SESSION**

None

#### **ADJOURNMENT**

With no further business before the Board, Mrs. Boehne made and Mrs. Kauther seconded a motion to adjourn.

The motion carried on the following:

Voice Vote:

Ayes: 6

Nays: 0

**Motion Passed** 

The meeting adjourned at 7:59p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Sharon Laughlin, Secretary

Jan 27,2021