

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
December 21, 2021

ROLL CALL

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

Present:

President, Paul J. Nelson, Vice President, Olia Mladenova, Treasurer, Michael Golden, Secretary, Anne Boehne

Members: Sharon Laughlin, Patricia Schumacher

Also Present: Ridgeway Burns, Library Director, Gail Herff, Business Manager, Emily Foster, Patron Services Department Head, Anja Tranter, trustee candidate

Absent: None

PUBLIC COMMENT: None

Mr. Nelson started the meeting with the first item under New Business, Swearing in of new trustee. Anja Tranter was sworn in by Emily Foster. Members welcomed Anja to the board!

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, November 16, 2021

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the minutes from Tuesday, November 16, 2021 meeting, as presented.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$ 44,067.96.

The snow removal fee covers plowing for the entire season.

The motion carried on the following:

Roll Call Vote: Ayes: 7 Nays: 0 Motion Passed

**Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Sharon Laughlin
Mrs. Olia Mladenova
Mr. Paul Nelson
Mrs. Patricia Schumacher
Mrs. Anja Tranter**

Treasurer's Report:

Mr. Golden inquired about the check for \$500 from the Glencoe Library. Ridgeway informed the board that the \$500 is payment for the Owl. We sold it because we weren't using it.

Mr. Golden asked for an update on the new accounting firm. They are scheduled to be at the library on December 29th. They seem to be getting through everything efficiently, but since they've gone back to the start of the fiscal year, it is taking a bit longer than expected.

Mr. Golden would like to have the budget process reviewed with the board when the time comes to ensure that everyone is familiar with how it works.

President's Report:

No report

Library Director's Report:

- Ridgeway displayed the honorary Maxine Swanson street sign to the board. The park district has offered to help with installation when the time comes. Ridgeway will contact the Swanson family to arrange a date.
- He has been working on the website redesign project with Carrie. They have a meeting scheduled with Weblinx tomorrow. We may add an option for making room reservations to the website project. There would be an additional charge for this, however it would be advantageous for patrons to have the ability to schedule meeting and study rooms via the website at any time.
- The BOS furniture proposal was included in the packet. This furniture would replace the remaining wood furniture that we have. It coordinates with the furniture that was purchased during the last renovation. The order includes some chairs and two loveseats that will allow parents to sit together with their children.
- Krista Kosar will be rejoining our staff for the 3rd time. She will be working 3 hours per week on the archives.
- Ridgeway received feedback from patrons about the Staff Favorites 2021 list that was circulated with patrons via the e-newsletter. He will work on some guidelines for staff to use when creating lists such as this in the future.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Library Closures 2022.

The motion carried on the following:

Voice Vote: **Ayes: 7** **Nays: 0** **Motion Passed**

Mrs. Mladenova made and Mrs. Laughlin seconded a motion to approve the BOS furniture proposal for \$15,755.51.

Mr. Golden asked if we are tax exempt because the proposal includes tax. Ridgeway confirmed that the library is tax exempt. He will contact BOS to ask them for a revised proposal.

The motion carried on the following:

Voice Vote: **Ayes: 7** **Nays: 0** **Motion Passed**

EXECUTIVE SESSION

Mr. Golden made and Mrs. Mladenova seconded a motion to go into Executive Session at 7:28 p.m.

The motion carried on the following:

Voice Vote: **Ayes: 7** **Nays: 0** **Motion Passed**

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: 7** **Nays: 0** **Motion Passed**


The meeting adjourned at 7:45 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.



Anne Boehne, Secretary



Date