MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

500 W. Irving Park Road Itasca, Illinois February 16, 2021

ROLL CALL

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

Present:

President, Maxine Swanson (remote), Vice-President, Paul J. Nelson (remote),

Treasurer, Michael Golden, Secretary, Sharon Laughlin (remote) Members: Anne O. Boehne (remote), Olia Mladenova (remote)

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

Absent: None

AUDIENCE TO VISITORS:

Patricia Schumacher (remote)
Brian LeFevre, Sikich LLP (remote)
Emily Foster, Patron Services Department Head
Beth McCloskey, Youth Services Librarian (remote)
Simon Czerwinskyj, Adult Services Librarian (remote)

Due to COVID, the meeting was conducted via ZOOM.

President Swanson informed meeting participants that the meeting was being audio and video recorded via Zoom.

Roll Call was taken.

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

President Swanson informed members that we will start the meeting with the first two items under New Business.

Mrs. Laughlin made and Mrs. Boehne seconded a motion to start the meeting with the first two items on the agenda under New Business.

Roli 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. Maxine Swanson

SECRETARY'S REPORT

1. Approval of the Minutes from January 19, 2021

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, January 19, 2021 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. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Schumacher (abstain)
Mrs. Maxine Swanson

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Bills Payable in the amount of \$ 33,042.82.

Mr. Golden asked what Dewey Technology does for the library. They are our IT services provider.

Mr. Nelson commented that it looks like passport services have picked up and we had another good month processing license plate sticker renewals.

The motion carried on the following:

Roll Call Vote:

Aves: 7

Nays: 0

Motion Passed

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

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson thanked Mr. Nelson for compiling the information for the director's evaluation.
 She really appreciates his willingness to take care of that for the board.
- She really enjoys seeing the pictures in the department reports. It's really fun to see what's going on at the library.
- It was nice to read the letter from one of our patrons.
- She is constantly amazed at what Fred accomplishes every month.
- Mrs. Swanson let Mrs. Schumacher know that she will receive information about the upcoming board meetings the Friday before the meeting.

 Mrs. Swanson thanked Jackie and Emily for the Youth books they set aside and delivered to her.

Library Director's Report:

- Frank thanked the board for their understanding and patience while he was out of the library. He also thanked them for the lovely card.
- The Reopening Plan update was in his report. We are moving to Phase 4 and will be extending patron time in the library from 1 to 2 hours. We will also start allowing patrons to sit in the library. There are two study rooms availing for patron use. We will be going back to our regular pre-COVID hours on Monday, March 15th. He feels the time is right to make this change. The number of patrons visiting the library has been increasing. Neighboring libraries are also going back to or have already returned to their regular hours.
- The number of website hits on our Board Stats report may be incorrect this month. We're working with the information provider to check on it, because they've changed how they are compiling the data.
- If you haven't signed up for the Year of Reading for 2021, please do! There are lots of prizes and incentives.
- We processed 37 license plate sticker renewals in December and 32 in January. There was a little decline in January and that could be attributable to the bad weather.

OLD BUSINESS

Serving Our Public 4.0, Chapters 10-13

The board and director reviewed the information in chapters 10-13.

• Chapter 10 – Programming

Frank feels we're doing a great job in this area, especially during COVID. Adult and Youth Services have both been very successful engaging the community with virtual programs and activities to pick up and do at home. An area where we can improve is in providing resources to patrons with disabilities. We can work on creating ways to provide services for the population that can't get to the library. Mrs. Laughlin asked if our book delivery service would count is this category and Frank felt it would. Mrs. Boehne thinks the Take & Make crafts might also count, since they could be modified, as needed, at home.

Mr. Brian LeFevre from Sikich arrived at the meeting at 7:22 p.m. The meeting moved to the Audit Report under New Business.

• Chapter 11 – Youth / Young Adult Services

Frank feels we can check most of the boxes in this category. There are two objectives that we can improve on. They are assisting youth with adaptive equipment and enabling patrons with disabilities to attend programming. The Youth team already does an amazing job! Mrs. Laughlin asked if we have staff that can assist with language challenges. Frank shared that Youth Librarians are trained to assist with literacy, but we don't currently have anyone that is bilingual. Kelly is proficient in American Sign Language, which is great.

• Chapter 12 – Technology

We have several opportunities for improvement in this area. We'd like to make sure our website is ADA compliant. Redesigning our website is one of the items on our Action Plan.

Frank would also like to see us develop a Technology Plan and has added that to our Action Plan. We will need to review and update our Internet Use Policy. Lastly, we want to make sure that we explore opportunities for providing additional services to patrons with disabilities. Mrs. Boehne thinks our staff is pretty amazing, because we've already been doing some of these things.

• Chapter 13 – Marketing, Promotion, and Collaboration

We need to create a Communication Plan. We're also working on establishing a Marketing Committee, which is listed in our Action Plan. We promote our programs on the Lion's and Village electronic sign boards. We can survey the community to obtain feedback on programs and services they'd like us to provide. We can also do evaluations at the end of our programs to solicit feedback. Beth takes the lead on our paper newsletter and Rachel sends out the electronic ones. Mrs. Laughlin thinks we're doing really well in all areas of this category.

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

Mrs. Laughlin commented that this is another nice service that we offer. Great idea!

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

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

NEW BUSINESS

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Resolution Declaring a Vacancy and Appointing a Library Trustee.

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. Maxine Swanson

Mrs. Schumacher was sworn in by Emily Foster. She signed the Oath of Office.

President Swanson welcomed her to the board! Mrs. Schumacher shared her background with the board.

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Vacation Policy. Mrs. Laughlin asked how staff feel about this policy update. Frank said they really like it. He shared that the additional benefits will help us with staff retention and recruitment.

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

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

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the Library Action Plan 2021-2022.

Mr. Golden said he was staggered by the dollar amounts in the Building Improvements section. Frank said that we could work with DLA Architects. They are located in Itasca and are already working on a project with District #10. He feels they may be able to propose a more cost effective project budget. Mr. Golden would like to proceed with caution since we are still unsure about how COVID will impact our tax revenue. Mrs. Swanson thanked Frank and the rest of the staff for their work on the plan and their interest in how we can improve our library.

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

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

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Trustee By Laws.

Mrs. Boehne feels that we should update the Public Comment section so that it is very clear that there would be no immediate response from the board. Mrs. Swanson agrees.

Mrs. Mladenova made and Mrs. Boehne seconded a motion to table the motion on the floor until the March meeting.

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

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

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the Executive Session minutes for August 18, 2020 and September 15, 2020.

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

Mrs. Anne Boehne

Mr. Michael Golden Mrs. Sharon R. Laughlin Mrs. Olia Mladenova Mr. Paul J. Nelson Mrs. Schumacher Mrs. Maxine Swanson

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the making public of all the Executive Session minutes that have previously been confidential except August 15, 2017, July 16, 2019, August 20, 2019, September 17, 2019, December 17, 2019 and January 21, 2020, March 17, 2020, August 18, 2020 and September 15, 2020.

Roll Call Vote:

Aves: 7

Nays: 0

Motion Passed

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

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the destruction of the verbatim recordings for the February 19, 2019, March 19, 2019, July 16, 2019 and August 20, 2019 Executive Session meetings.

Roll Call Vote:

Aves: 7

Navs: 0

Motion Passed

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

Mr. Brian LeFevre from Sikich reviewed the FY20 audit results with the Board. He went through both the Annual Financial Report and the Auditors Communication to the Board of Trustees. He informed the Board that there were no material deficiencies found in the audit. State Library statute requires the audit report to take place within six months of the fiscal year end. The Village requested an extension again this year. When the Village applies for an extension, it includes the library.

Mr. Golden asked Brian if we were doing okay. Brian shared that we have a healthy fund balance, and we retired our debt the previous fiscal year. He feels we are in a very strong financial position.

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Library Audit pertaining to Fiscal Year 2020.

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

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

EXECUTIVE SESSION

Mrs. Mladenova made and Mrs. Laughlin seconded a motion go to into Executive Session at 8:16 p.m.

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

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

ADJOURNMENT

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

The motion carried on the following:

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

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

The meeting adjourned at 8:57 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Sharon Laughlin, Secretary

Man. 18,2021