

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
February 15, 2022

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

Absent: None

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, January 18, 2022

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the minutes from Tuesday, January 18, 2022 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 \$ 35,490.93.

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:

No report

President's Report:

Mr. Nelson asked if everyone would be comfortable moving the board meetings back into the SE meeting room beginning in March. Members can email him to let him know if they have any concerns.

Library Director's Report:

- We will be moving to mask optional in the library on Monday, February 28th. Programs for children under 5 will require masks. Mr. Golden asked about requiring masks for children 2 and under, since that is not currently recommended. Ridgeway will investigate this and modify our guidelines based on what he learns. Mrs. Mladenova suggested that we might want to contact the park district to find out what they are doing. The plexiglass guards will continue to be in place at the public services desks.
- We have started working on setting up Library Calendar. Mrs. Boehne is very impressed with the detailed information they provided.
- Ridgeway is looking for someone to take professional photos of the rooms and building for the website.
- The website project is moving into the coding phase. There won't be any additional mockups until April or May. Mr. Golden asked if the old website goes away when the new one goes live. Patrons will be redirected to the new website. Ridgeway will find out what happens to the old one.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Executive Session minutes for July 8, 2021, July 13, 2021, July 15, 2021, July 22, 2021, July 26, 2021, July 29, 2021, August 4, 2021, August 9, 2021, August 11, 2021, August 16, 2021, August 19, 2021, August 30, 2021, November 16, 2021, December 21, 2021.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the making public of all Executive Session minutes that have previously been confidential except August 15, 2017, July 16, 2019, August 20, 2019, September 17, 2019, January 21, 2020, March 17, 2020, August 18, 2020, September 15, 2020, November 16, 2021, December 21, 2021.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the destruction of the verbatim recordings for the January 21, 2020 and March 17, 2020 Executive Session meetings.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Library Audit Pertaining to Fiscal Year 2021.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Volunteer Policy.

Mrs. Boehne shared a grammar correction in the second paragraph with Ridgeway. Mrs. Schumacher asked if we would be asking volunteers to sign something to acknowledge their understanding of the policy. Ridgeway will create a form for them to sign.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the Remote Work Policy.

Mr. Golden asked who Ridgeway expected would use this policy. He expects it will be used infrequently for things like all day seminars. Mrs. Mladenova asked if staff would need to coordinate this with their supervisor. Ridgeway confirmed that remote work would be preplanned and not something that would be approved on an emergency basis.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the update to Vacation Policy effective May 1, 2022.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the update to Sick Time Policy effective May 1, 2022.

The update was made to clarify reasons for use.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the updated Organizational Chart.

The motion carried on the following:

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed

Discussion

Discussion of Library Calendar:

There were no questions about the information contained in the director's report.

Discussion of upcoming status changes for employees:

Some staff members' FLSA status will be changing from exempt to non-exempt effective May 2, 2022.

Discussion of Director Evaluation Timeline:

Board members discussed the timeline. Ridgeway will modify the document to reflect the changes.

EXECUTIVE SESSION

Mr. Golden made and Mrs. Mladenova seconded a motion to go into Executive Session at 7:49 p.m.

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 8:27 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.



Anne Boehne, Secretary



Date