

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
January 21, 2020

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, Vice-President, Paul J. Nelson,
Secretary, Sharon Laughlin, Treasurer, Kris Kauther
Members: Anne O. Boehne, Michael Golden, Olia Mladenova (arrived at 7:12 p.m.)

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

Absent: None

AUDIENCE TO VISITORS: None

SECRETARY'S REPORT

1. Approval of the Minutes from December 17, 2019

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, December 17, 2019 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes: 5	Nays: 0	Motion Passed
	(Mr. Golden abstained.)		

FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$ 44,048.21.

Mr. Golden asked if we had paid for all the furniture now. It is believed all outstanding invoices have been processed.

The \$2,000 for Bibliotheca is to upgrade our self-check to Windows 10. The upgrade was approved by Tuki last August.

The motion carried on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
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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 would like the names of all department staff below the department head name on the monthly reports in the future.
- She is very excited about getting a 3D printer at our library!
- St. Charles library will be closed for 18 months during their renovation. They will have an alternate location for patrons to use until the work is completed.

Library Director's Report:

- The HVAC unit that has been down was repaired yesterday. Everyone is very pleased that it's fixed. We were very lucky that the weather relatively mild while it was down.
- Frank reviewed the American Academy of Pediatrics tax appeal case with the board. Robbins Schwartz expects a ruling within a few months. They have been paying the taxes, so there is a chance that the county will refund what they have paid, should the ruling go in their favor. Our portion would be deducted from future tax payments. The amount is ~\$52,000.00.
- We have ~\$6,000 in excess funds from the bond levy. These funds will be transferred into a special reserve fund and earmarked for a future library project.
- The new maintenance technician position is set up to report to the director and will work approximately 10 hours per week. This position will not have any benefits. The compensation will be commensurate with experience and qualifications.

OLD BUSINESS

Non-Resident Library Card payment plan

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Non-Resident Library Card Payment Plan.

Frank will investigate how we can promote this program. Emily has been working on getting a procedure in place.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Auto-renewal Loan Period Policy

We have opened our limits up, so patrons have an opportunity to check out more materials. Video games may have a limit on them. We have also extended loan periods for teachers. The DVD loan period will go from 7 to 9 days.

Mr. Golden made and Mrs. Boehne seconded a motion to approve auto-renewal and updates to the Loan Period Policy.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Salary Benchmark Results

Frank reviewed some of the information contained in the Salary Benchmark report. The objective of the project was to ensure that we offer competitive salaries. HR Source benchmarked our library against other similarly situated libraries. The comparison is based on staff headcount, annual budget and population served. The last time we did this was in 2015.

NEW BUSINESS

Mrs. Mladenova made and Mrs. Laughlin seconded a motion to approve the Facility Maintenance Position.

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 Staff Library Card policy.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Customer Service Standards for the Employee Manual.

Mr. Golden really likes the crossover of helping in all departments.

The motion carried on the following:

Voice vote: Ayes: 7 Nays: 0 Motion Passed

EXECUTIVE SESSION

Mrs. Kauther made and Mr. Golden seconded a motion to go into Executive Session at 7:50 p.m.

The motion carried on the following:

Voice vote: Ayes: 7 Nays: 0 Motion Passed

ADJOURNMENT

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

The motion carried on the following:

Voice Vote:

Ayes: 7

Nays: 0

Motion passed

The meeting adjourned at 8:07 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne O. Boehne

Anne O. Boehne, Secretary Pro Tem

2-18-20

Date