

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
July 17, 2018

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;
Treasurer, Kris Kauther, Sharon R. Laughlin, Secretary
Members: Anne O. Boehne, Michael Golden, Olia Mladenova

Also Present: Tuki Sathaye, Library Director; Gail Herff, Business Manager

Absent:

AUDIENCE TO VISITORS: *None*

SECRETARY'S REPORT

1. Approval of the Minutes from June 19, 2018

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, June 19, 2018 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes: 7	Nays: 0	Motion Passed
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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 \$44,725.27.

The motion carried on the following:

Roll Call Vote:	Ayes: 7	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
Mr. Paul J. Nelson
Mrs. Maxine Swanson**

2. Treasurer's Report:

None

President's Report:

- The Ice Cream Social invitation looks so nice! It was done by Alison and Tuki.
- Colleen does such a fantastic job delivering books. She is really on top of what's on hold. She drops the books off and chats for a few minutes – it's just perfect!
- Thank you to Kris and Anne for taking care of the food for tomorrow's staff appreciation breakfast. The menu is very impressive!
- Mrs. Swanson asked the board members to wear their green library shirts to the Ice Cream Social, so patrons can easily identify staff and board members.
- She is very impressed by how many patrons are now using the self-check machine. Tuki reminded the board about the previous location. Jon Hewelt suggested that we move it to its currently location, it's really taken off.

Library Director's Report:

- Tuki informed the board that Betsy Adamowski has been recognized as ILA Librarian of the Year.
- Tuki provided the board with a renovation budget breakdown. We were able to stay within our budgeted amount, which is really great.
- Mrs. Mladenova commented that she has been in the library for several weeks and when she walked in recently, it felt like a totally different library. Looks great! Tuki shared that she has heard so many positive comments about how everything looks. It's gratifying to know that all of the hard work is appreciated by our patrons.
- Tuki has contacted Product Architecture to discuss the next phase of the project.
- Adult Services is now managing the study room use and Patron Services takes care of the meeting rooms. The study rooms always seem to have someone in them, especially on the 2nd floor.
- Tuki met with Colleen from the Fox & Turtle Restaurant regarding the donations we receive from Trivia Night. There seems to be some challenges with management at the restaurant. Colleen came prepared with information on how each check amount was calculated. Alcohol and menu 'specials' are not eligible for the 15% donation, which isn't widely known. Going forward the servers along with Nick and Alison will make sure customers are aware. We are also going to get something in writing with the restaurant, so there's no question in the future about what we have agreed on.
- Tuki spoke to the Mayor about the alcohol license. If we are serving alcohol, we would only need to submit a letter to him and he would be able to provide us with the license. If we are selling it, it is a bit more involved. Either way we would need to get DRAM insurance. Gail contacted our insurance broker and he estimates it would cost a few hundred dollars. We don't have any need at the current time, but this is good information for the future.
- Tuki has invited the Mayor to say a few words at the Ice Cream Social during the ribbon cutting. Mrs. Swanson will also make some brief comments. Culvers will be serving the ice cream. Tuki will also have ice pops and cookies on hand for those that can't have or don't care for the ice cream. Mrs. Boehne suggested that we stamp each patrons hand when they get their ice cream, so we know who has already been served.
- Mrs. Laughlin asked the Director if there have been any additional issues with special needs patrons. Tuki shared that during a fire evacuation, the caregiver of one of our special needs patrons wanted to drop her off and asked if we could keep an eye on her. Tuki informed her that we wouldn't be able to do that, so she left. We haven't seen her back since that day.
- There was an incident with a patron recently. The patron's cell phone went off and the call was a video chat. The patron was loud and Alison asked her to move to a location that wouldn't disturb other patrons. The patron was unhappy about the request and said they would be attending the board meeting.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Mladenova made and Mrs. Golden seconded a motion to approve the Exam Proctoring Policy.

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 Loan Period Policy.

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 Executive Session Minutes from January – March, 2018.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to make public all minutes that have previously been approved with the exception of the minutes of the Executive Session dated 8/15/2017 as it pertains to a personnel matter.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve the destruction of the verbatim recording of the January 2017 Executive Session meeting.

The motion carried on the following:

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

ADJOURNMENT

With no further business before the Board made and seconded a motion to adjourn.

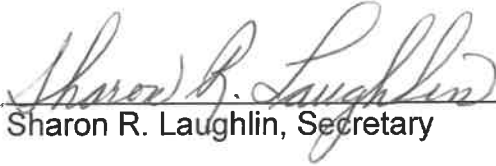
The motion carried on the following:

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

The meeting adjourned at 7:37 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon R. Laughlin, Secretary


Date