

President's Report:

- Mrs. Swanson really liked the Black History month collage.
- Mrs. Swanson requested that all library staff wear their name badges when they are working. She also asked that staff identify themselves by first name when answering the telephone, so patrons would know who they were talking to.

Library Director's Report:

- Donations have been received in memory of Shirley Ketter. We have received two checks totaling \$200.00 thus far.
- Nick and his wife had a baby boy, so he will be out for several weeks. Jon Hewelt is filling in for Nick at Trivia Night for a couple months and last week was the first time. He did a great job!
- We are working on creating a reading garden in each of the two south corners behind the library. The funds we received in memory of Virginia Preston will be used to offset the expense. Since the weather should be warming up shortly, we will need to move forward on this very soon. We need to resolve some security concerns and confirm that the doors are ADA compliant. We may need to phase the project over a couple years. Whatever we do will need to be as maintenance free as possible, since we don't have staff to maintain the grounds.
- The Shape of Itasca is Monday, May 6th.

OLD BUSINESS

- The program that was held in the library recently by Itasca Bank & Trust went very well. They had 21 in attendance. The next program date is April 16. The topic is Social Security Planning.
- We met with Product Architecture + Design to review the scope of work that we would like to complete during the next fiscal year. They will have a proposal ready for us on April 8th for the East Meeting Room, the vestibule walk-off carpet and furniture for several rooms.
- The bond refunding process has been completed. The savings to the taxpayer will be approximately \$81,000, which is more than we expected. The estimate was based on an interest rate of 3%. Itasca Bank & Trust submitted a bid at a much lower rate. We will have an interest payment due in June, as we normally do, and then the final interest and principal payment will be made in December 2019.

NEW BUSINESS

- The board discussed the process for how we calculate non-resident library card rates. Historically, we have used the tax bill method, because that method results in a more accurate fee charged to the patrons.
- We have had some challenges over the years developing and sustaining a favorable working relationship with the Village. Tuki will set up a meeting with the Village so we can share our concerns.
- The staff brainstorming session that was held on March 1st went very well. Some suggestions that came out of the meeting were to consider providing restricted library cards to homeless patrons, increasing the fine threshold, changing the renewal guidelines for new materials and adding a value calculator (informs patrons how much they saved by using the library versus purchasing the materials). All in all, there were a lot of really good ideas!

Mrs. Kauther made and Mrs. Mladenova seconded a motion to approve the Employee Holiday Pay policy.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion passed

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the Absenteeism, Tardiness and Work Schedules policy.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion passed

Mrs. Kauther made and Mrs. Mladenova seconded a motion to approve the proposal to conduct repair, construction and maintenance work on the library parking lot.

We will do the repair this cycle and put funds aside to do a full replacement in a few years.

The motion carried on the following:

Roll Call Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Anne Boehne
Mr. Michael Golden (*absent*)
Mrs. Kris L. Kauther
Mrs. Sharon R. Laughlin (*absent*)
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the proposal for Front facing shelving for the Adult and Youth new materials.

The front facing shelf will only be installed on the top shelf of the units and will be the same length as existing shelving.

The motion carried on the following:

Roll Call Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Anne Boehne
Mr. Michael Golden (*absent*)
Mrs. Kris L. Kauther
Mrs. Sharon R. Laughlin (*absent*)
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson

Mrs. Kauther made and Mrs. Mladenova seconded a motion to go into Executive Session.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion passed

Mrs. Kauther made and Mrs. Mladenova seconded a motion to approve the Director's salary of \$94,500.00.

The motion carried on the following:

Voice Vote: **Ayes: 5** **Nays: 0** **Motion passed**

ADJOURNMENT

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

The motion carried on the following:

Voice Vote: **Ayes: 5** **Nays: 0** **Motion passed**

The meeting adjourned at 8:35 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne O. Boehne
Anne O. Boehne, Secretary Pro Tem

04-16-2019
Date