# MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

500 W. Irving Park Road Itasca, Illinois May 18, 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), Patricia Schumacher (remote)

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

Absent: None

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. Mrs. Mladenova was not in attendance for Roll Call. She is expected to join the meeting late.

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

PUBLIC COMMENT: Beth McCloskey, Youth Services Librarian
Carrie Straka, Adult Services Department Head

Beth and Carrie provided an overview of Summer Reading for the Youth and Adult departments.

## SECRETARY'S REPORT

## 1. Approval of the Minutes from April 20, 2021

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, April 20, 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 (absent)
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

## 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 \$ 54,210.46.

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 (absent)
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

## 2. Treasurer's Report:

None

## **President's Report:**

- Mrs. Swanson said she always enjoys reading the Department Head reports. She is continually amazed at how much is going on in each department. She thanked them for their hard work and said she especially likes the pictures they include.
- She extended her appreciation and thanks to Frank for his service to the library. She would
  prefer that he did not leave, but she understands why he accepted the new position. She
  wished him good luck in his new post.

## **Library Director's Report:**

- Frank thanked Mrs. Swanson for her kind words. He thanked the Board for the opportunity to serve the Itasca community.
- We are seeing more and more patrons in the library. The use of study rooms has increased. We've also seen tutors back in the library. The number of patrons allowed in the meeting rooms has been increased to be in line with updated protocols. He is watching for updates from the IDPH regarding mask requirements. We will continue to do what we've been doing. It sounds like Phase 5 will be rolled out sometime over the next 30 days, which is earlier than expected. We will keep some safety precautions in place, like sneeze guards and hand sanitizer throughout the building.
- The Self-check machine currently allows for fee payment using a credit card. The fees we pay to provide that service far outweigh the funds we are collecting. We would like to terminate the agreement since there are other ways for patrons to pay their fees and fines.
- The Lion's Club will be providing funds for another program at the library. Hats off to Colleen for getting an LBGTQ program scheduled for September.
- He is working on getting the IPLAR completed before he leaves.
- The patron purge that SWAN had planned is being postponed. Many libraries were not pleased with the parameters. Emily has done a good job attending these meetings and sharing the information.

- The Shape of Itasca is on Monday, May 24th at 7:00 p.m. It will be held virtually on Zoom this year. Maxine will read a statement and Frank will be on hand to answer questions.
- Frank thanked the Board for their support and for the opportunity to be a library director in Itasca.

## **OLD BUSINESS**

None

#### **NEW BUSINESS**

Mr. Golden made and Mrs. Laughlin seconded a motion to elect Maxine Swanson as Board President.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne Mr. Michael Golden

Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova (late arrival)

Mr. Paul J. Nelson

Mrs. Patricia Schumacher

Mrs. Maxine Swanson

Mr. Golden made and Mrs. Boehne seconded a motion to elect Sharon Laughlin as Board Secretary.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne Mr. Michael Golden

Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova (late arrival)

Mr. Paul J. Nelson

Mrs. Patricia Schumacher

Mrs. Maxine Swanson

Mrs. Laughlin made and Mr. Golden seconded a motion to elect Paul Nelson as Board Vice President.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne

Mr. Michael Golden

Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova (late arrival)

Mr. Paul J. Nelson

Mrs. Patricia Schumacher

Mrs. Maxine Swanson

Mrs. Boehne made and Mr. Nelson seconded a motion to elect Mike Golden as Board Treasurer.

**Motion Passed** Nays: 0 **Roll Call Vote:** Ayes: 6

Mrs. Anne Boehne Mr. Michael Golden Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova (late arrival)

Mr. Paul J. Nelson

Mrs. Patricia Schumacher

Mrs. Maxine Swanson

Mr. Golden made and Mrs. Laughlin seconded a motion to approve Non-Resident Library Card Participation.

Nays: 0 **Motion Passed** Aves: 6 Roll Call Vote:

Mrs. Anne Boehne Mr. Michael Golden Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova (late arrival)

Mr. Paul J. Nelson

Mrs. Patricia Schumacher

Mrs. Maxine Swanson

Mrs. Boehne made and Mr. Golden seconded a motion to approve the A&A Paving invoice in the amount of \$2,466.00.

Mr. Nelson asked if this was the same area we had trouble with previously. Frank confirmed that it was.

**Motion Passed** Roll Call Vote: Ayes: 6 Nays: 0

Mrs. Anne Boehne Mr. Michael Golden Mrs. Sharon R. Laughlin Mrs. Olia Mladenova (late arrival) Mr. Paul J. Nelson Mrs. Patricia Schumacher Mrs. Maxine Swanson

Discussion of National Library Week 2022

Mrs. Schumacher is looking forward to National Library Week next year. Since it is a weeklong event, she would like to plan something for our staff. Mrs. Swanson thanked Mrs. Schumacher for bringing this up. After some discussion, it was decided that Mrs. Schumacher would present some ideas in advance of the event and members could determine what they'd like to do. Frank will provide Mrs. Schumacher with guidelines on spending.

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

Mrs. Swanson is very excited to hear that this is taking off and will be helpful to the residents in Itasca.

Mrs. Boehne commented about how well the policy is written.

Frank said Krista Kosar, Adult Services Librarian, has put a lot of work into this policy and has done an excellent job!

Mrs. Boehne made and Mr. Golden seconded a motion to accept the Library Director's resignation.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova (late arrival)
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

#### **Discussion of Succession Plan**

Frank said the plan has been reviewed by our attorneys. It covers the need for both short- and long-term coverage.

Mrs. Laughlin said it's a very good idea and we really should have thought of it sooner.

The Board will vote to approve the plan at the June meeting.

## **EXECUTIVE SESSION**

Mr. Golden made and Mrs. Laughlin seconded a motion to go into Executive Session at 7:58 p.m.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova (late arrival)
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

#### **ADJOURNMENT**

With no further business before the Board, Mrs. Swanson made and Mrs. Boehne 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. Patricia Schumachel

Mrs. Patricia Schumacher Mrs. Maxine Swanson

The meeting adjourned at 8:43 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Sharon Laughlin, Secretary

June 18,2021