MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

500 W. Irving Park Road Itasca, Illinois November 17, 2020

ROLL CALL

President Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:11 p.m.

Present:

President, Maxine Swanson (remote), Vice-President, Paul J. Nelson (remote),

Treasurer, Kris Kauther (remote), Secretary, Sharon Laughlin (remote)

Members: Anne O. Boehne (remote), Michael Golden, Olia Mladenova (remote)

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

Absent: None

AUDIENCE TO VISITORS: None

Due to COVID, the meeting was conducted via ZOOM.

Roll Call was taken to record all in attendance.

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

President Swanson was experiencing technical difficulties, so Vice-President Nelson facilitated the meeting.

SECRETARY'S REPORT

1. Approval of the Minutes from October 20, 2020

Mr. Golden made and Mrs. Boehne seconded a motion to approve the minutes from the Tuesday, October 20, 2020 meeting, as presented.

The motion carried on the following:

Roll Call Vote:

Ayes: 5

Nays: 0

Motion Passed

Mrs. Anne Boehne

Mr. Michael Golden

Mrs. Kris L. Kauther (abstain)

Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova

Mr. Paul J. Nelson

Mrs. Maxine Swanson (absent)

FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Kauther made and Mrs. Mladenova seconded a motion to approve the Bills Payable in the amount of \$ 25,172.50.

The motion carried on the following:

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Passed

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

2. Treasurer's Report:

None

President's Report:

No report.

Library Director's Report:

- Frank thanked everyone for their patience with the technology issues.
- All regions in Illinois have been updated to Tier III. We are still able to operate the library at 25% or less of our building capacity. We will continue to promote our electronic resources and virtual programming. We are going to limit patrons to 30 60 minutes in the library and will not be allowing use of study or meeting rooms beginning Friday, November 20th. We are prepared to return to Curbside and Home Delivery services if the state returns to a Shelter in Place.
- Mrs. Kauther asked about plans to return to regular library hours. Frank said that we may shift our hours, so we're open in the early evening, which is when we are seeing an uptick of patrons in the building.
- We are working on some holiday events with the park district and the village. If anyone on the board would like to volunteer, please let him know. Due to COVID, there is a chance the events will not take place.
- We are going to submit a letter to DuPage County for CARES Act funds independent of the village. If we are not successful, the village has committed to reimbursing us for our expenses.
- Frank reminded members that are up for re-election to complete their paperwork. The deadline is approaching.
- Fred has been very productive! We have been able to get a lot done around the building since he has joined the library, so we are thankful he is here!
- Carrie has a new librarian in her department, Simon Czerwinskyj. You may remember him because he worked here on a part-time basis a couple years ago. We are excited that he's back. If you are here on Thursday nights, you will probably see him at the Adult desk.
- The Youth Department has done an amazing job engaging the community with their activities on Social Media. The pumpkin decorating contest was a huge hit! It was Karyn's idea and they really did a fabulous job with it.
- Emily did a fantastic job on everything that needed to be done for the election. She also put a lot of time and effort into getting the license plate sticker service up and running. Frank needs to renew his sticker, so he will be doing it here in December.

Mr. Golden asked how we were doing on collecting our tax revenue. Frank said that he
believes we have received almost all the funds we were expecting. He has not heard anything
about next year's revenue yet.

OLD BUSINESS

The board and director discussed staff vacation and sick time policies and entertained changes to these policies in the future.

Mrs. Swanson joined the meeting.

NEW BUSINESS

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

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Passed

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

Serving Our Public 4.0, Chapters 1-3

The board and director reviewed the information in chapters 1-3.

- Chapter 1 we are currently working on updating our Strategic and Disaster Plans and creating a Technology Plan. We also want to make sure that we survey the public every 3-5 years and use that feedback to review our library services.
- Chapter 2 we want to create a succession plan for our library.
- Chapter 3 we recently had HR Source review and update our Salary Schedule. We need to
 review and update our Trustee Orientation checklist for new board members. Frank let the
 board know that there are training resources for trustees, for those that are interested in
 participating. He will put something together and share it. Mrs. Boehne asked if the training is
 free. Many are free, but not all.

Frank reminded the board that we would be reviewing chapters 4-6 at the next meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business before the Board, Mr. Golden made and Mrs. Laughlin 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. Kris L. Kauther Mrs. Sharon R. Laughlin Mrs. Olia Mladenova Mr. Paul J. Nelson Mrs. Maxine Swanson

The meeting adjourned at 7:51p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Sharon Laughlin, Secretary

Date