

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 (<i>abstain</i>)			
Mrs. Sharon R. Laughlin			
Mrs. Olia Mladenova			
Mr. Paul J. Nelson			
Mrs. Maxine Swanson (<i>absent</i>)			

FINANCIAL REPORT

1. Approval of Bills Payable

- 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
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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

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

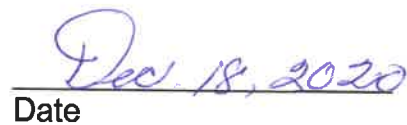
**Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Kris L. Kauther
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson**

The meeting adjourned at 7:51p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon Laughlin, Secretary


Date