

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
November 16, 2021

ROLL CALL

President Nelson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

Present:

President, Paul J. Nelson, Vice President, Olia Mladenova, Treasurer, Michael Golden
Members: Sharon Laughlin, Patricia Schumacher

Also Present: Ridgeway Burns, Library Director, Gail Herff, Business Manager

Absent: Secretary, Anne O. Boehne

PUBLIC COMMENT: None

Mr. Nelson made and Mr. Golden seconded a motion to appointed Mrs. Laughlin as Secretary pro tempore.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, October 19, 2021

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the minutes from Tuesday, October 19, 2021 meeting, as presented.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Schumacher seconded a motion to approve the Bills Payable in the amount of \$ 34,293.77.

The motion carried on the following:

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

Mrs. Anne Boehne (absent)
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Patricia Schumacher

Treasurer's Report:

Mr. Golden asked what the check for \$500 from the Glencoe Library was for. Ridgeway informed the board that we sold the Owl because we weren't using it.

President's Report:

- Paul thanked everyone for attending the services for Maxine. He thought it was a very nice service.
- A former staff member, Soon Har Tan, sent a sympathy card to the board. Paul passed it around for everyone to see.
- It looks like having an honorary sign placed on the street pole is going to be a problem, so Paul asked Ridgeway to look into getting a sign that could be placed on library property.
- Paul liked the historical photos that Emily put included in her report.
- It's great that 1,000 children have attended youth programs!
- Trivia Night has always been very popular. Do we know when it is going to be held in person again? Ridgeway said we're talking about it, but we haven't confirmed a date yet.
- Paul was wondering if COVID has impacted book discussion attendance. Ridgeway believes it has been fairly constant since it has been on Zoom and just recently, back in person.
- Kudos to Jeff for 21 years of service! That's great!

Library Director's Report:

- Ridgeway attended the Intergovernmental Meeting last night.
- Anne asked what the Marketing Committee was working on. Ridgeway informed her that they set guidelines for grammar, comma usage, signage, etc. to ensure that everything we post is uniform.
- He visited the Wood Dale Public Library recently. They just completed a renovation, and it seems much brighter inside the library. More patrons visit our library from Wood Dale than any other local library.
- The picture book signs look really nice – take a look if you haven't seen them yet.
- We are working on guidelines for website content.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Laughlin made and Mr. Golden seconded a motion to approve a Resolution Declaring a Vacancy and Appointing a Library Trustee.

Ridgeway met with Anja and he thinks she would fit in well.

The motion carried on the following:

Roll Call Vote:

Ayes: 5

Nays: 0

Motion Passed

Mrs. Anne Boehne (absent)

Mr. Michael Golden

Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova

Mr. Paul J. Nelson

Mrs. Patricia Schumacher

Mrs. Mladenova made and Mrs. Laughlin seconded a motion to approve the proposal from Weblinx in the amount of \$13,750.00.

This company has redesigned the websites for many libraries. They will provide us with training. Mr. Golden asked how long we will be able to get assistance once they are done. We have 30 days once the job is complete. Did we call any libraries that have used them? Yes, Carrie said she contacted other libraries. Ridgeway said that all the department heads would be trained on how to use it. He would also like to add a room booking feature down the road. It will allow patrons to book meeting and study rooms via the website.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Mladenova made and Mr. Golden seconded a motion to Approve the Circulation Policy.

Ridgeway combined three policies into this one and removed duplicated content.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Mladenova made and Mr. Golden seconded a motion to Approve the Die Cutter Policy.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to Approve the Laptop Lending Policy.

Ridgeway removed / updated language relative to the change with fines.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Mladenova made and Mr. Golden seconded a motion to Approve the Computer Website and Email Usage policy.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Laughlin made and Mrs. Golden seconded a motion to Approve the Accounting Proposal from Lauterbach & Amen.

EXECUTIVE SESSION

Mr. Golden made and Mrs. Mladenova seconded a motion to go into Executive Session at 8:09 p.m.

The motion carried on the following:

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

ADJOURNMENT

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

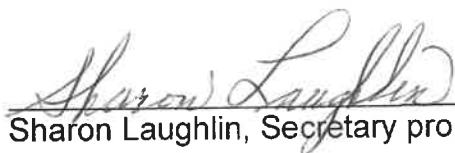
The motion carried on the following:

Voice Vote: **Ayes: 6** **Nays: 0** **Motion Passed**

The meeting adjourned at 8:23 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon Laughlin, Secretary pro tempore


Date