

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
October 20, 2020

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, 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.

Mrs. Swanson asked members to identify themselves by name before they speak.

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

SECRETARY'S REPORT

1. Approval of the Minutes from September 15, 2020

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, September 15, 2020 meeting, as presented.

The motion carried on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
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Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Kris L. Kauther *(delayed arrival)*
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$ 57,447.63.

Mr. Golden inquired about the insurance check. The check covers the annual premium for the Building & Contents, Commercial Auto and Worker's Compensation policies.

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 *(delayed arrival)*

Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova

Mr. Paul J. Nelson

Mrs. Maxine Swanson

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson is so pleased with all of the work being done by Fred! We're very lucky to have him.
- She was surprised to read about how many responses we received for the Adult Services Librarian job posting.
- It's great that we've renewed 162 library cards for our patrons!
- She would like a hard copy of the Serving our Public to read.
- Congratulations to Frank for completing Director University! Betsy posted a picture of Frank holding his certificate on her Facebook page.
- It was very nice of Simon Claps to bring in treats for the staff

Library Director's Report:

- If anyone else wants a hard copy of Serving our Public, please let him know.
- We have extended an offer to Simon Czerwinskyj for the Adult Services Librarian position. He worked here previously in a part-time capacity. We're happy that he will be rejoining our staff.
- We submitted three grant proposals to the Illinois State Library. We should know sometime in November if our applications were approved.
- We will not be hosting Night with Santa this year due to COVID. We are working with the park district to do something else, whether its deliveries to homes or maybe a socially distanced Santa visit.
- Thank you for your patience and time getting the library email addresses set up.
- Monday, November 2nd we will be returning to our regular hours. There is an uptick of COVID cases in DuPage County, so we are going to proceed with caution and see how it goes.

OLD BUSINESS

License Plate Renewal Stickers

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Contract of License Plate Renewal.

Frank is working with Propay, our credit card merchant, to reduce the processing fees. Our plan is to charge \$7.50 for the sticker. Of the \$7.50, SSLT, the 3rd party processor, takes \$1.25 per sticker. While we would like to be generating a lot of revenue, this is more about providing another service to our community. Mrs. Swanson is very happy that we are moving forward with this. She hopes this will bring more patrons into our library.

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 (delayed arrival)
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson**

NEW BUSINESS

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the updated Closing Dates for 2020.

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

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

The director and board discussed how sick and vacation time benefits are calculated for staff.

The director and board discussed the upcoming election and guidelines in place for voters and poll workers. To ensure patron and staff safety, it was agreed that the library should be closed to patrons and staff that day. Most staff will be working remotely that day.

EXECUTIVE SESSION

None

ADJOURNMENT

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

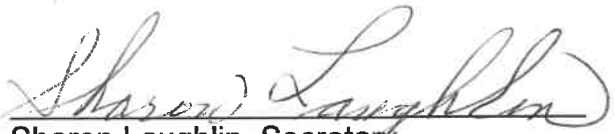
The motion carried on the following:

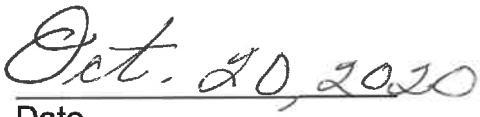
Roll Call Vote:	Ayes: 7	Nays: 0	Motion Passed
Mrs. Anne Boehne			
Mr. Michael Golden			
Mrs. Kris L. Kauther			
Mrs. Sharon R. Laughlin			
Mrs. Olia Mladenova			
Mr. Paul J. Nelson			
Mrs. Maxine Swanson			

The meeting adjourned at 7:49 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon Laughlin, Secretary


Date