

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
October 19, 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, Secretary, Anne O. Boehne

Members: Sharon Laughlin, Patricia Schumacher

Also Present: Gail Herff, Business Manager, Anja Tranter, guest

Absent: None

PUBLIC COMMENT: Ms. Tranter introduced herself to the board and shared her background with them.

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, September 21, 2021

Mr. Golden made and Mrs. Boehne seconded a motion to approve the minutes from Tuesday, September 21, 2021 meeting, as presented.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Bills Payable in the amount of \$ 49,463.20.

Mr. Golden asked why the Garvey Office Supply expense was so lower than it typically is. Gail said that we didn't purchase any toner this month and that could be why.

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
Mr. Paul J. Nelson
Mrs. Patricia Schumacher**

2. Treasurer's Report:

Mr. Golden asked Gail to provide an update on the accounting firm search.

President's Report:

- Mr. Nelson suggested that we might want to consider a book discussion with a local author, Sue Henken.

Library Director's Report:

- Ridgeway thanked the board for the opportunity to lead the library. He said he is grateful to be here.
- He has been working with Carrie to select a company to update our website. They have chosen Weblinx. The appearance of the website will be updated as well as the content. We will have some internal guidelines for what goes on the website.
- New signage will be installed by Youth picture books in the near future.
- He is working on updating the Social Media policy.
- He has made site visits to the Roselle, Bloomingdale, and Elk Grove Village libraries. He spoke to the director of the Wood Dale Public Library on the telephone. Their library is currently closed due to a renovation.
- He is very impressed with how well we have managed our collection. Our shelves aren't too full, and items are easily accessible. We also have good places to study, and lots of tables and outlets.
- He has had a 1:1 with each of the department heads.

OLD BUSINESS

None

NEW BUSINESS

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Organizational Chart as corrected.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the updated Illinois Freedom of Information Act (5 ILCS 140/1) Procedure.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Discussion of Fine Free proposal

Ridgeway talked to the staff, and they feel we should go fine free. It is a patron-friendly move that makes the library more accessible to patrons. Area libraries are fine free. The closest library that is not fine free is Helen Plum in Lombard. SWAN would be able to make this change for us. Fine revenue is down due to the change we made relative to auto renewals. We would lose approximately \$2,000 in fine revenue annually. The goodwill that will result from this change is well worth it. We can market this to our patrons. We would not change auto renewals. We will have to revise our loan rules if we opt to go fine free. Ridgeway confirmed that new materials could be out for almost two months. He said that we would need to make sure we have an adequate number of items on hand. This change would only impact fines. Fees for lost or damaged items would still need to be paid.

Ridgeway will create a new circulation policy for the next meeting that combines loan rules, circulation, and fines & fees.

EXECUTIVE SESSION

None

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
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The meeting adjourned at 7:50 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne Boehne
Anne Boehne, Secretary

11-29-2021
Date