

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
January 16, 2018

**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; Vice-President, Paul J. Nelson;  
Secretary, Sharon R. Laughlin; Treasurer, Kris Kauther  
Members: Anne O. Boehne, Michael Golden, Olia Mladenova

**Also Present:** Tuki Sathaye, Library Director; Gail Herff, Business Manager

**Absent:** None

**AUDIENCE TO VISITORS:** Dan Pohrte, Product Architecture & Design

The meeting agenda needed to be modified to add Mr. Dan Pohrte, Product Architecture & Design, Audience to Visitors.

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the updated agenda.

The motion carried on the following:

**Voice vote:**                                      **Ayes: 7**                                      **Nays: 0**                                      **Motion Passed**

Mr. Pohrte reviewed the progress on the renovation with the Board. The expected completion date is April 1<sup>st</sup>. He also reviewed the PCO log, which outlines additional work that needs to be completed and was not part of the original scope of work in the bid documents. Some of the costs are estimates and will be finalized over the coming weeks. These expenses are paid out of Contingency funds.

**SECRETARY'S REPORT**

**1. Approval of the Minutes from December 19, 2017**

Mrs. Boehne made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, December 19, 2017 meeting, as presented.

The motion carried on the following:

**Voice vote:**                                      **Ayes: 7**                                      **Nays: 0**                                      **Motion Passed**

**FINANCIAL REPORT**

**1. Approval of Bills Payable**

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$53,161.23.

The check for Convergint Technologies is for service conducted on our fire panel, which is very old and will need to be replaced.

The check to Hallet Movers is for moving the collection. Some things will need to be moved again, so we may be getting another bill from them.

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**

**2. Treasurer's Report:**

No report.

**President's Report:**

- Mrs. Swanson thanked Tuki for the narrative she provided to the Board. It is really easy to follow.
- It's great that we've received \$6,000 in revenue from the passports.

**Library Director's Report:**

- The table in the East Meeting Room has been donated to the library at Prosser Vocational School.
- We've had several complaints about a patron that is constantly coughing. This patron has been dropped off at the library for the entire day by her caregiver. Tuki spoke to the caregiver and let her know that the patron cannot be here if she has a cough.
- We are really disappointed about the construction change orders, especially since we are just a couple of weeks into the project. Tuki will contact the Village to see if the \$1,525.00 in permit fees can be waived.
- There is a possibility that we may have to close the library when the steel beams are installed at the corners. There are concerns about the smoke and odor. We want to ensure the staff and our patrons are safe.
- Staff will be allowed to wear blue jeans on Fridays during construction. It's a nice treat and will hopefully help to keep everyone smiling during the construction.
- Our staff holiday dinner is on Friday, January 26<sup>th</sup> at the Fox & Turtle.

**OLD BUSINESS**

*None*

**NEW BUSINESS**

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the Freedom of Information Act and Open Meetings Act policy.

The motion carried on the following:

**Voice vote:**

**Ayes: 7**

**Nays: 0**

**Motion Passed**

Mrs. Swanson made and Mr. Golden seconded a motion to approve the Destruction of Verbatim Record of the March 15, 2016 Executive Session minutes.

The motion carried on the following:

**Voice vote:**

**Ayes: 7**

**Nays: 0**

**Motion Passed**

Mrs. Swanson made and Mrs. Boehne seconded a motion to retain the confidential status of the August 15, 2017 Executive Session minutes.

The motion carried on the following:

**Voice vote:**                                  **Ayes: 7**                                  **Nays: 0**                                  **Motion Passed**

Mrs. Laughlin moved and Mrs. Mladenova seconded a motion to approve the Per Capita Grant.

The motion carried on the following:

**Voice vote:**                                  **Ayes: 7**                                  **Nays: 0**                                  **Motion Passed**

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the Library Certification.

The motion carried on the following:

**Voice vote:**                                  **Ayes: 7**                                  **Nays: 0**                                  **Motion Passed**

Mrs. Laughlin made and Mr. Golden seconded a motion to approve E & K Consulting as the IT technology company for library technology needs.

The motion carried on the following:

**Voice vote:**                                  **Ayes: 7**                                  **Nays: 0**                                  **Motion Passed**

Mrs. Boehne made and Mrs. Mladenova seconded a motion to go into Executive Session at 8:17 p.m.

The motion carried on the following:

**Voice vote:**                                  **Ayes: 7**                                  **Nays: 0**                                  **Motion Passed**

Mrs. Kauther made and Mr. Golden seconded a motion to approve unpaid staff leave of absence.

The motion carried on the following:

**Voice vote:**                                  **Ayes: 7**                                  **Nays: 0**                                  **Motion Passed**

**ADJOURNMENT**

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

The motion carried on the following:

**Voice Vote:**                                  **Ayes: 7**                                  **Nays: 0**                                  **Motion passed**

The meeting adjourned at 8:40 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

  
Sharon R. Laughlin, Secretary

Feb 20, 2018  
Date