

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
March 20, 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, Olia Mladenova

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

Absent: Michael Golden

AUDIENCE TO VISITORS: *None*

SECRETARY'S REPORT

1. Approval of the Minutes from February 20, 2018

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, February 20, 2018 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes: 6	Nays: 0	Motion Passed
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FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Kauther made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$ 52,502.64.

We purchased new computers for patrons and the Adult and Youth Help Desks. They were ~\$8,900 plus installation. A recommendation was made to contact the schools to see if they would have any use for the old computers. If not, they will be wiped and disposed of with the electronic recycler.

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 (*absent*)
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 Mrs. Kauther for compiling the information for the Director's evaluation.
- The front of the library looks so amazing – it's so nice and open. Looks great! There seems to be a lot more space upstairs, too. Once the construction is all done, she would like the Director to treat the staff to lunch as a show of appreciation.
- Mrs. Swanson brought in an historical picture of Itasca, but it's one that we already have. Tuki will contact the Historical Society to find out if they would like it.
- Each time she reads the reports in the Board Packet, she is so glad we have such a great staff!
- When our staff answer the phone, would it be possible for them to identify themselves by saying their first name? She feels it would be very helpful for patrons to know who they are speaking to.
- The wall in the West Meeting Room by the chairs looks really bad. Mrs. Swanson asked Tuki to see what could be done to make it look better.

Library Director's Report:

- Tuki reminded the Board about the Shark Tank Jr. program that is taking place this Saturday from 1:00 – 3:00 p.m. The response this year has been phenomenal. The kids will be selling their wares, so if you're able to attend, I'm sure they'd love to see you there. Itasca Bank & Trust has donated \$150 for prizes and two members of their staff will be here to judge the entries.
- The Shape of Itasca is scheduled for Monday, May 14th at 7:00 p.m. at the Holiday Inn.
- We have received ~\$3,600 in donations thus far for the Youth Discovery Wall. The members discussed providing contributors with information relative to their donation – whether it was monetary or a tangible item. When the library receives monetary donations, they are to be used at the library's discretion. Since we cannot predict what the life cycle will be of other types of donations we receive, patrons should be advised that the items will be disposed of or repurposed at the library's discretion.
- With the upcoming migration to SWAN, we are going to provide patrons with information regarding the changes. May 1st is our Go-Live date.
- The renovation should be totally complete by the end of May. We would like to plan an open house and thought sometime in June might work. We will have to check on the Park District's swim meet schedule. We will also take a look at the Village calendar and come up with a date in the coming weeks.
- Mr. Nelson was in the library last Friday and commented that with the new open look at the front, the old carpet in that area really looks bad. Tuki asked Product Architecture to provide a quote on replacing just the area by the front door and that will cost \$4,528. If we were to go all the way to the wall by the elevator, it will be \$15,000. We will ask them to order the carpet now. If it isn't going to be covered by Contingency funds, we will vote on this at next month's meeting. We have also ordered a lockable cabinet for the video games by the Patron Services desk. This will minimize the need for staff to have to go to the back room to for the games. We also had to order to upper cabinets for the Adult Office, because they weren't included in the original order. These items will be covered by Contingency funds.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Kauther made and Mrs. Mladenova seconded a motion to approve the Absence Notification policy for the Employee Manual.

The motion carried on the following:

Voice Vote:

Ayes: 6

Nays: 0

Motion Passed

Mrs. Kauther made and Mrs. Laughlin a motion to approve the Resolution for the Dissolution of the Library Integrated Network Consortium (LINC).

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Boehne made and Mrs. Kauther seconded a motion to go into Executive Session at 7:37 p.m.

The motion carried on the following:

Voice vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Kauther made and Mrs. Laughlin seconded a motion to provide the Director with a bonus of \$3,000 and adjust her salary for FY19 to \$91,500.00.

The motion carried on the following:

Voice vote: Ayes: 6 Nays: 0 Motion Passed

ADJOURNMENT

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

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion passed

The meeting adjourned at 7:59 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne O. Boehne
Anne O. Boehne, Secretary Pro Tem

4-17-2018
Date