

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
May 15, 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;  
Treasurer, Kris Kauther, Sharon R. Laughlin, Secretary  
Members: Michael Golden, Olia Mladenova

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

**Absent:** Anne O. Boehne

**AUDIENCE TO VISITORS:** Beth McCloskey, Youth Librarian; Carrie Straka, Adult Department Head

Beth and Carrie provided the Board members with an overview of their Summer Reading programs.

**SECRETARY'S REPORT**

**1. Approval of the Minutes from April 17, 2018**

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, April 17, 2018 meeting, as presented.

The motion carried on the following:

<b>Voice vote:</b>	<b>Ayes: 6</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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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 \$56,517.58.

The motion carried on the following:

<b>Roll Call Vote:</b>	<b>Ayes: 6</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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**Mrs. Anne Boehne** (*absent*)  
**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:**

Mrs. Kauther was happy to see that our passport numbers have increased. She also asked about some of the totals in the Board Stats spreadsheet. Tuki will have someone check them to make sure they are correct.

### **President's Report:**

- Mrs. Swanson agrees with some of the patron feedback we have received about the front of the library looking a bit empty. Tuki is working on rearranging some furniture to make it look more welcoming.
- She wasn't able to locate the bronze statue, but she saw that it was moved to the corner where the newspapers used to be.
- She was very happy to see that we have received our Replacement Tax from the Village and our Per Capita Grant from the State of Illinois.
- She found the article about the Harvey Library very disturbing.
- It's too bad that we're still having trouble with our fire panel. Gail is working on soliciting proposals for a replacement. The current panel is original to the building and the manufacturer does not make parts for it anymore.
- Maxine recognized Tuki's 24 years of service to the library.
- She's glad that the book sale is downstairs by the front door. It will be much easier for patrons to access it.
- She is always so impressed by the department reports each month! She really appreciates the hard work of all of our staff and the things they do to make our library a great place to visit.

Mrs. Laughlin read a letter to Director Sathaye from the Board summarizing her many accomplishments throughout the past year and thanking her for her service to the library.

### **Library Director's Report:**

- The wall where the chairs are stored in the West Meeting Room looks much better since Shales Construction installed the FRP board.
- The Shape of Itasca was held last night and it went very well.
- We will not be marching in the Memorial Day parade this year.
- The coffee service is up and operational. It costs \$1.00 and the machine takes \$1 bills and coins. She will work with the bank to try to get some funds to use toward the service. At tomorrow's Staff meeting we will be discussing ways to still be able to provide coffee for groups that have meetings and don't want to go upstairs to purchase some.
- We are starting a Staff Social Committee to engage staff in fun activities at work, outside of work, related to Wellness, etc. Each department will be represented in the group.
- The new carpet will be installed at the front of the library tomorrow. The balance of the furniture that is on order should be delivered sometime in June.
- We are looking for a new IT service provider. Unfortunately, things haven't worked out with our current provider. We noticed when he started that progress was slow, but we attributed that to him learning about the things we use like MyPC and Deep Freeze. It became obvious later in the process that he was struggling with some basic IT tasks. We are going to see if SWAN has any recommendations for us.

### **OLD BUSINESS**

*None*

### **NEW BUSINESS**

*None*

**ADJOURNMENT**

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

The motion carried on the following:

**Voice Vote:**

**Ayes: 6**

**Nays: 0**

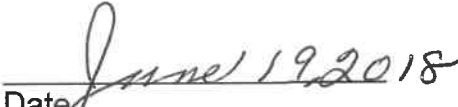
**Motion passed**

The meeting adjourned at 7:54 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

  
Sharon R. Laughlin, Secretary

  
Date