

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
June 19, 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: Anne O. Boehne, Michael Golden

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

Absent: Olia Mladenova

AUDIENCE TO VISITORS: Kay McKeen, SCARCE; Colleen Blanchard, Adult Services Program Manager

Kay presented the library with a flag in recognition of our many efforts related to water conservation.

SECRETARY'S REPORT

1. Approval of the Minutes from May 15, 2018

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, May 15, 2018 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes: 6 <i>(Mrs. Boehne abstained.)</i>	Nays: 0	Motion Passed
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FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Kauther made and Mr. Golden seconded a motion to approve the Bills Payable in the amount of \$168,491.86.

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			
Mrs. Sharon R. Laughlin			
Mrs. Olia Mladenova <i>(absent)</i>			
Mr. Paul J. Nelson			
Mrs. Maxine Swanson			

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson was surprised about how much the permit fees were for our renovation.
- Mrs. Swanson asked about the invoices listed as "CC-TS" and "CC-JS". They are for the credit cards for Tuki and Jackie respectively.
- Mrs. Swanson feels that it look a bit sparse when you walk inside the library. Tuki is still in the process of moving things around and getting some new signage. Hopefully that will make it feel cozier.
- The new coffee service seems to be going well. Tuki will approach Itasca Bank about subsidizing this once we have some data on usage.
- Mrs. Swanson shared that, as always, she is so impressed with the number of programs and activities going on in the Youth Department.

Library Director's Report:

- The IPLAR report has been completed.
- We have booked a face painter, balloon artist and magician for the Ice Cream Social on Saturday, August 4th. Culvers has been contacted to do the ice cream. Invitations will be sent out. We are going to try to obtain some donations to defray the cost.
- Tuki met with Product Architecture regarding signage. She hopes to get some ideas from them that would work well in our library.
- The construction permit has been removed from our front door. All of the necessary requirements for the Village have been met. We still have some outstanding furniture invoices. She will provide a recap on the renovation expenses at next month's meeting along with a report on our current financial position.
- Please look at the table that is to the right when you walk into the library. Carrie took our old card catalog home shortly after the construction began. Her husband and father split it into three sections and made tables out of them. They have generously donated one back to the library and it looks fantastic! Colleen purchased one and the other was sold at a flea market to a librarian.
- Tuki attended the Intergovernmental meeting last night. The fire department will be going for referendum again this year.
- Tuki inquired with the Mayor about what we need to do to get an alcohol license to sell or serve liquor in the library. If we are serving, we will only need to provide the Mayor with a letter. If we are selling it, it is more involved. Either way, we will need to have insurance coverage, so we'll look into it to find out what is required and how much it will cost.
- The Director shared a recent incident regarding a special needs patron. It was time for the library to close and the patron's ride home hadn't arrived yet and staff had safety concerns about leaving the patron there alone. Tuki has advised staff to contact the police department in the future when these types of situations arise, so they can assist.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the Joint Prevailing Wage Resolution.

The motion carried on the following:

Voice Vote: **Ayes: 6** **Nays: 0** **Motion passed**

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the 2018 Appropriation & Levy Resolution.

The motion carried on the following:

Voice Vote: **Ayes: 6** **Nays: 0** **Motion passed**

Mr. Golden made and Mrs. Kauther seconded a motion to approve the Study Room Policy.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion passed

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve the Print, Copy, Fax and Scan Service Policy.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion passed

Mrs. Kauther made and Mrs. Boehne seconded the Cooking Class Waiver.

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. Golden seconded a motion to adjourn.


The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion passed

The meeting adjourned at 7:32 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon R. Laughlin, Secretary


Date