# MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

500 W. Irving Park Road Itasca, Illinois October 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;

Treasurer, Kris Kauther

Members: Michael Golden, Olia Mladenova

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

Absent: Anne O. Boehne, Sharon R. Laughlin

**AUDIENCE TO VISITORS: None** 

President Swanson appointed Trustee Mladenova as Secretary Pro Tem.

#### SECRETARY'S REPORT

# 1. Approval of the Minutes from September 18, 2018

Mr. Golden made and Mrs. Kauther seconded a motion to approve the minutes from the Tuesday, September 18, 2018 meeting, as presented.

The motion carried on the following:

Voice vote:

Ayes: 4

Navs: 0

**Motion Passed** 

(Mrs. Kauther abstained.)

### FINANCIAL REPORT

# 1. Approval of Bills Payable

Mrs. Kauther made and Mr. Nelson seconded a motion to approve the Bills Payable in the amount of \$43,032.07.

Riddiford Roofing repaired an area on the flat surface of the roof due to a leak. They also had to replace the caulk around a few of the pipes connected to the HVAC units.

The motion carried on the following:

Roll Call Vote:

Ayes: 5

Nays: 0

**Motion Passed** 

Mrs. Anne Boehne (absent)

Mr. Michael Golden

Mrs. Kris L. Kauther

Mrs. Sharon R. Laughlin (absent)

Mrs. Olia Mladenova

Mr. Paul J. Nelson

Mrs. Maxine Swanson

## 2. Treasurer's Report:

None

# **President's Report:**

- Mrs. Swanson commented on the story about Beth's race. She couldn't imagine getting her foot stuck in the mud and going through 5 pairs of shoes, let alone walking in the dark.
  Congratulations on placing 4<sup>th</sup> overall!
- It's amazing how much activity goes on in our library each month. Mrs. Swanson expressed the sense of pride she feels in the library and especially in the staff!

# **Library Director's Report:**

- There isn't going to be a staff meeting this month, because there wasn't enough on the agenda to warrant bringing everyone in.
- Tuki met with the architects to begin talking about the next phase of work. They provided an itemized list of what needs to be done. She plans to meet with them to review the list and get additional clarification on the scope of work. We will be able to take care of some of the items on this list with funds that were budgeted this year. She would like to replace the front doors, so both sets are the same. She is going to the park district to take a look at their doors. She is also attending a webinar to learn about grant money that may be available for that project. We are also working on a new server, fire panel, dishwasher, computer chairs and shelving.
- There are 8 additional library policies that will need to be reviewed and approved. Tuki hopes that we can get them done by the end of the year.
- Tuki reminded board members that are running for reelection to pick up their packets at the Village Hall.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Mrs. Mladenova made and Mrs. Kauther seconded a motion to approve the contract for \$19,325.00 to replace the fire panel.

Roll Call Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Anne Boehne (absent)

Mr. Michael Golden

Mrs. Kris L. Kauther

Mrs. Sharon R. Laughlin (absent)

Mrs. Olia Mladenova

Mr. Paul J. Nelson

Mrs. Maxine Swanson

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the contract for the replacement of the server.

Roll Call Vote: Ayes: 5 Nays: 0 Motion Passed

Mrs. Anne Boehne (absent)

Mr. Michael Golden

Mrs. Kris L. Kauther

Mrs. Sharon R. Laughlin (absent)

Mrs. Olia Mladenova

Mr. Paul J. Nelson

## Mrs. Maxine Swanson

Mrs. Kauther made and Mrs. Mladenova seconded a motion to approve the Reference Policy.

The motion carried on the following:

**Voice Vote:** 

Ayes: 5

Nays: 0

Motion passed

Mrs. Kauther made and Mr. Golden seconded a motion to approve the Appearance & Demeanor Policy.

The motion carried on the following:

Voice Vote:

Ayes: 5

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: 5

Nays: 0

Motion passed

The meeting adjourned at 7:25 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Olia Mladenova, Secretary Pro Tem

11/20/2018 Date