

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
November 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 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:** *None*

**SECRETARY'S REPORT**

**1. Approval of the Minutes from October 16, 2018**

Mr. Golden made and Mrs. Kauther seconded a motion to approve the minutes from the Tuesday, October 16, 2018 meeting, as presented.

The motion carried on the following:

<b>Voice vote:</b>	<b>Ayes: 5</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
	<i>(Mrs. Laughlin and Mrs. Boehne abstained.)</i>		

**FINANCIAL REPORT**

**1. Approval of Bills Payable**

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$40,261.22.

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**  
**Mr. Michael Golden**  
**Mrs. Kris L. Kauther**  
**Mrs. Sharon R. Laughlin**  
**Mrs. Olia Mladenova** *(absent for the vote)*  
**Mr. Paul J. Nelson**  
**Mrs. Maxine Swanson**

**2. Treasurer's Report:**

None

## President's Report:

- Mrs. Swanson read the required chapters for this year's Per Capita Grant. It took her a couple of hours. She thinks we're doing very well in most areas. We probably need to review the Security section.
- Tuki confirmed that Santa and Mrs. Claus will be in the east corner as in past years. Crafts will be in the West Meeting room and in the Youth area.
- The LINC refund is very nice! Tuki shared that the expense for SWAN will likely be very close to what we were paying to LINC.
- Mrs. Swanson was interested in the information about the volunteer fair. Tuki attended one in Bloomingdale during the summer. It was nice to learn about all of the various opportunities in the community to volunteer.
- Mrs. Swanson is glad that we have a policy about home services deliveries. Staff shouldn't feel they have to go into a home if they aren't comfortable.

## Library Director's Report:

- The community organizations have already started decorating the trees. The Friends of the Library and Itasca Senior trees are done and they're really fabulous. The voting starts on December 1<sup>st</sup> and goes until December 30<sup>th</sup>. Patrons can cast their votes in the ballot box or electronically via the website. Winners will be announced on December 31<sup>st</sup>.
- Tuki and Gail met with Product Architecture + Design to review the scope of work and the associated cost. There are small things that we can take care of directly ourselves, so we're going to work on them while we contemplate how to handle the larger projects. We may use the RFP process to solicit bids for that work.
- Typically we have our audit report in November, but the Village had to file for an extension. Sikich will attend our December meeting to review the report with us.
- Mrs. Boehne shared that she was at Peacock Jr. High when Jackie Stork was conducting a book talk. She commented that Jackie really makes a connection with the kids – she's really a rock star! She is very good at what she does. Mrs. Swanson said that Colleen does a good job with home delivery. She chats for a bit when she delivers the materials, which is nice. Mrs. Laughlin reiterated Mrs. Swanson's comments about staff safety and the home delivery policy.

## OLD BUSINESS

*None*

## NEW BUSINESS

Tuki briefly reviewed the 2019 Per Capita Grant requirements.

Mr. Kauther made and Mrs. Mladenova seconded a motion to approve the cost estimate submitted by Itasca Draperies & Upholstery.

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**

Mrs. Kauther made and Mrs. Laughlin seconded a motion to approve the Social Media Policy.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Home Services Policy.

The motion carried on the following:

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

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the Lost & Found Policy.

The motion carried on the following:

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

Mrs. Mladenova made and Mrs. Laughlin seconded a motion to approve the Patron Privacy & Confidentiality Policy.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve the Unattended Children & Vulnerable Adult Policy.

The motion carried on the following:

**Voice Vote:                      Ayes: 7                      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:

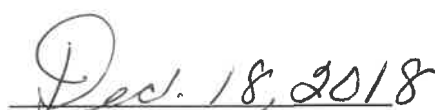
**Voice Vote:                      Ayes: 7                      Nays: 0                      Motion passed**

The meeting adjourned at 7:24 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

  
Sharon Laughlin, Secretary

  
Date