MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING

500 W. Irving Park Road Itasca, Illinois December 18, 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, Olia Mladenova

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

Absent: Michael Golden

AUDIENCE TO VISITORS: Brian LeFevre, Sikich; Andrew Kim, PMA

Mr. LeFevre from Sikich reviewed the FY18 audit results with the Board. He informed the Board that there were no material deficiencies found in the audit and the library is in a good financial position. State Library statute requires the audit report to take place within six months of the fiscal year end. Tuki inquired with Mr. LeFevre if the extension requested by the Village covered the library, since the report is being presented in December this year and was also presented beyond the deadline last year. Mr. LeFevre confirmed that the library was covered by their extension.

Mr. Kim provided the Board with an overview of the bond refunding process. He also provided documentation that detailed the current 2008A Library bond balance and a breakdown of the estimated savings that would be realized by the taxpayers in Itasca. PMA would work with Village personnel to execute the refunding since the bonds are in their name, should the library board vote to move forward. This would include modifying the 2018 bond levy before the deadline in February.

SECRETARY'S REPORT

1. Approval of the Minutes from November 20, 2018

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

The motion carried on the following:

Voice vote: Ayes: 6 Nays: 0 Motion Passed

FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$28,276.24.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

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:

None

President's Report:

- Mrs. Swanson thanked Mrs. Mladenova, Mr. Nelson and Mr. Golden for helping her with her petitions.
- Mrs. Swanson is glad to hear that we are considered a warming center with DuPage County. If there is
 ever a situation that we don't have 3 staff members to open the library due to a weather incident, the
 library trustees are willing to assist.
- She is pleased to hear that we are replacing our fire panel.
- The Night with Santa was just fantastic! It was so busy 623 patrons were logged on the people counter. That is really wonderful.
- It's really great that Simon attended a disability awareness training.
- How wonderful that we've been able to process 400 passports in 2 years. Tuki added that Emylie
 Latham has joined the agent group. The fee has changed to \$35 per passport.

Library Director's Report:

- Tuki received a letter from the County regarding the Economic Interest Statements. If anyone's address has changed, please let her know so she can have it corrected.
- Nick Ayala and his wife are expecting a baby in April. He will be out for several weeks once the baby is born. Simon's hours will likely increase during that time. Nick and Alison have done a great job with Trivia Night. They have good attendance each month and we don't want to cancel it for two months, so we're working on a plan for what to do.

OLD BUSINESS

None

NEW BUSINESS

Mr. Kauther made and Mrs. Mladenova seconded a motion to approve the FY18 Library Audit results provided by Sikich.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the refunding of Library Bonds 2008A as per advisement of the Village of Itasca.

The motion carried on the following:

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Passed

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

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve 2019 Library Closings.

The motion carried on the following:

Voice Vote:

Ayes: 6

Nays: 0

Motion passed

Tuki and the Board members agreed that the current version of the Director's Evaluation form and proposed timeline was acceptable.

ADJOURNMENT

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

The motion carried on the following:

Voice Vote:

Ayes: 6

Nays: 0

Motion passed

The meeting adjourned at 8:23 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Sharon Laughlin, Secretary

Date