

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
January 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;
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 December 18, 2018

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

The motion carried on the following:

Voice vote:	Ayes: 6	Nays: 0	Motion Passed
	(Mr. Golden abstained.)		

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 \$40,804.90.

Mrs. Swanson asked about the coffee machine expense. Tuki shared that she has received a verbal commitment for a donation from the Itasca Bank, but she hasn't received the funds yet.

Mrs. Boehne inquired about the fall roof inspection. Tuki said that it was routine and nothing out of the ordinary was identified.

The motion carried on the following:

Roll Call Vote:	Ayes: 7	Nays: 0	Motion Passed
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Mrs. Anne Boehne
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:

None

President's Report:

- Mrs. Swanson expressed her appreciation for the work that's done in the Business Office.
- Mrs. Swanson read the articles that were included in Tuki's report and said they were very interesting, especially the one on budget surplus.
- She really liked Emily's idea to put the Christmas cards on a tree to display them.
- How exciting that we're going to be starting a book discussion at Starbucks. She really likes the idea. Tuki mentioned that we have a lot of book discussions for our size library.

Library Director's Report:

- Tuki contacted Andrew Kim from PMA to get an update on the bond refunding. He shared that we are on track to get it completed by the end of February. He is working on completing the Term sheet. He will make sure that he keeps her in the loop throughout the process.
- We've been having problems with Enterprise and Workflows recently. SWAN is migrating to a server in the cloud and hopefully the issues will be resolved quickly.
- Tuki was contacted by Howard Preston. He is the son of one of our former patrons, Virginia Preston, and he called to say that his mother passed away recently. She regularly attended book discussions and she was also a reading specialist. She relocated to Texas to be near her children. It was Mrs. Preston's wish to make a donation to the library. When the obituary is posted, it will state that donations can be made to the library in her memory. The family would like to have a celebration of life gathering at the library in her memory. They would like to have it on Saturday, January 26th or February 2nd. They expect 25-30 people and would have some refreshments. The library isn't going to market the service. Everyone agreed that we would allow the service to be held in the library meeting room.
- Tuki reviewed the financial position of the library with the board.
- We've started working on the budget for FY20. We're going to have an all-staff brainstorming meeting to come up with ideas. Tuki would like to have a competition for ideas and perhaps some prizes for the ideas that we implement. The last time we did this was shortly after Tuki started in the director position.
- Tuki is going to find out if there is a way we can help patrons navigate resources for the new tax law.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Kauther made and Mr. Golden seconded a motion to approve the Program policy.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion passed

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the Executive Session minutes for January – March, 2018.

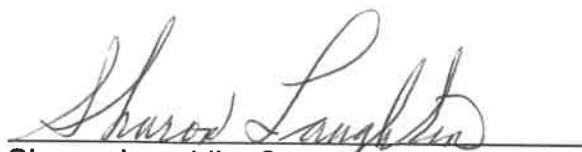
The motion carried on the following:

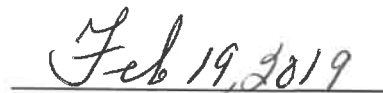
Roll Call Vote: Ayes: 7 Nays: 0 Motion Passed

The meeting adjourned at 7:51 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon Laughlin, Secretary


Date