

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
April 16, 2019

**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:** *Emily Cotterman, Patron Services Department Head; Beth McCloskey, Youth Services Librarian*

**SECRETARY'S REPORT**

**1. Approval of the Minutes from March 19, 2019**

Mr. Golden made and Mrs. Boehne seconded a motion to approve the minutes from the Tuesday, March 19, 2019 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>(Mr. Golden and Mrs. Laughlin abstained.)</i>		

**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 \$ 52,741.23.

The motion carried on the following:

<b>Roll Call Vote:</b>	<b>Ayes: 7</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  
Mr. Paul J. Nelson  
Mrs. Maxine Swanson**

**2. Treasurer's Report:**

None

## President's Report:

- Mrs. Swanson said she was grateful to have the board packet the Friday before the meeting, so she has plenty of time to review the information. She complimented the other trustees for coming to the meetings prepared with their comments and questions.
- Mrs. Swanson was contacted by a patron that was wondering if we could group the Book Sale books by genre to make it easier for patrons to find what they're looking for.
- She's happy to see that we're working on a security camera system for the library for the coming year.
- She really likes the new partitions by the Adult computers.
- She is pleased that the Itasca Bank & Trust came through for us again by subsidizing our coffee service.
- She is grateful that the fire department helped us calculate the occupancy limits for our meeting and study rooms.
- Mrs. Swanson asked about the furniture plans for the Southeast and East meeting rooms. Tuki shared that we would be purchasing new tables and chairs for both rooms.

## Library Director's Report:

- Tuki shared plans for the slat wall by the elevator. We are going to use the area for promotional materials and the Library of Things, which will include items like the Hot Spot and ROKU. The material will be aluminum and will tie in nicely with our signage. It's much more cost effective than she originally thought. She will have the final proposal at the meeting in May.
- Tuki reviewed the current financial status of the library.
- A meeting has been arranged with Carie Anne from the Village on April 22<sup>nd</sup> prior to the Intergovernmental meeting. Tuki said she wanted to try to come to an understanding with her before she approached the Mayor.
- Staff feel uncomfortable about taking ID's from patrons when they want to use a study room. We are working on a way to deter vandalism and increase patron accountability without being too intrusive.
- Tuki reviewed the financial position of the library with the Board. We are earmarking funds for building improvements for the next fiscal year.

Mrs. Boehne read a letter to Director Sathaye from the Board summarizing her many accomplishments throughout the past year and thanking her for her service to the library.

## OLD BUSINESS

None

## NEW BUSINESS

Mrs. Kauther made and Mrs. Laughlin seconded a motion to approve the Non-Resident Card Participation.

The motion carried on the following:

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

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the Tax Bill Method to Calculate Non-Resident Fees.

The motion carried on the following:

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

Mrs. Boehne made and Mr. Golden seconded a motion to approve the 2019-2020 Library Operating Budget.

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. Mladenova made and Mrs. Laughlin seconded a motion to approve the 2019-2020 Debt Fund Budget.

Tuki reviewed the impact of the bond refunding on the Debt Fund.

**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**

The Reading Garden proposal was tabled.

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve Product Architecture proposal for renovation of East Meeting Room and other miscellaneous projects.

Tuki shared a summary of the scope of work: renovate the East Meeting Room, walk-off carpet in the vestibule, windows in the East Meeting Room doors and furniture.

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**

Mr. Golden made and Mrs. Laughlin seconded a motion to approve Employee Vacation Policy.

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

Members discussed the bollard proposal from A&A Paving. It was agreed that Tuki will look in to other options for consideration at the next board meeting.

Beth McCloskey and Emily Cotterman swore in reelected trustees: Maxine Swanson, Paul Nelson, Michael Golden and Olia Mladenova.

Mrs. Boehne moved and Mr. Golden seconded a motion to elect the following slate of Library Board Officers:

Maxine Swanson	President
Paul Nelson	Vice President
Kris Kauther	Treasurer
Sharon Laughlin	Secretary
Anne Boehne	Member
Mike Golden	Member
Olia Mladenova	Member

The motion carried on the following:

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

#### **ADJOURNMENT**

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

The motion carried on the following:

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

The meeting adjourned at 7:56 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne O. Boehne  
Anne O. Boehne, Secretary Pro Tem

5 - 21 - 2019  
Date