

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
June 18, 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: *None*

SECRETARY'S REPORT

1. Approval of the Minutes from May 21, 2019

Mr. Golden made and Mrs. Boehne seconded a motion to approve the minutes from the Tuesday, May 21, 2019 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes: 5	Nays: 0	Motion Passed
	(Mrs. Laughlin 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 \$ 50,577.48.

The motion carried on the following:

Roll Call Vote:	Ayes: 6	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 *(not present for vote)*
Mr. Paul J. Nelson
Mrs. Maxine Swanson

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson is glad that SWAN is checking on books that are on hold at our library.
- She's very pleased that we hired Krista Kosar in the Adult department! It's nice that she's from Itasca and has worked here previously.
- The Father – Daughter hair program is such a great idea! Tuki shared that we have scheduled another program, because the first one was so popular.
- Mrs. Swanson has called the library several times recently and each time, the staff member that answered the telephone shared their name. She is very pleased about that!

Library Director's Report:

- We closed our Illinois Funds account and had the funds transferred into our account at Itasca Bank & Trust.

OLD BUSINESS

Action Plan 2019-2020

Tuki reviewed the following action items:

- Voter registration training will take place at the Addison Library in July. We have 4 staff members who will be attending.
- We are working on a plan to provide separate coin towers for faxing and copying, to make it more user-friendly for patrons.
- We are still working out the details to provide a temporary restricted library card for our homeless patron population.
- Renovation will begin in August or September on the East Meeting Room. In the meantime, we're finalizing the furniture selections with the architect. More information will be available at next month's meeting.

NEW BUSINESS

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the 2019-2020 Appropriation and 2019 Levy Resolution.

The motion carried on the following:

Voice Vote: **Ayes: 6** **Nays: 0** **Motion passed**

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the No Smoking Policy for employees.

The motion carried on the following:

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

Mr. Golden made and Mrs. Boehne seconded a motion to approve the Travel Expense Reimbursement policy.

The motion carried on the following:

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

September is National Library Sign-up Month. During the staff brainstorming session, someone suggested we have a 'fine amnesty' for one week. We would only be waiving fines. Fees for lost or damaged items would still have to be paid. There may be patrons that don't come to the library because they have outstanding fines, and this might bring them back.

The Adult department is re-cataloging the fiction collection. Alison has been weeding the collection. We will be putting them in order by author rather than by genre, since some authors could have materials in multiple genres. They will be color-coded to make it easier for patrons. All weeded materials are recycled.

We have 4 Hot Spots in the library now. They are very popular. We have had a bit of trouble with one patron who has not returned the Hot Spot for several weeks. We found out that we can deactivate it, at no charge to the library. We did that and it was returned the very next day.

ADJOURNMENT

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

The motion carried on the following:

Voice Vote:

Ayes: 7


Nays: 0

Motion passed

The meeting adjourned at 7:33 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.



Sharon R. Laughlin, Secretary



Date