MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
March 17, 2020

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 (remote), Vice-President, Paul J. Nelson,
Treasurer, Kris Kauther
Members: Anne O. Boehne, Michael Golden, Olia Mladenova (remote)

Also Present: Frank Murray, Library Director; Gail Herff, Business Manager

Absent: Secretary, Sharon Laughlin

AUDIENCE TO VISITORS: *None*

President Swanson appointed Mrs. Boehne as Secretary Pro Tem and asked Vice-President Nelson to officiate the meeting.

SECRETARY'S REPORT

1. **Approval of the Minutes from February 18, 2020**

   Mrs. Boehne made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, February 18, 2020 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 Mr. Golden seconded a motion to approve the Bills Payable in the amount of $38,125.96.

   The motion carried on the following:

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

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

2. **Treasurer's Report:**

None

President's Report:

- Mrs. Swanson thanked Frank for all his work related to closing the library.

Library Director's Report:

- Frank thanked the board for all their support during the past few weeks.
- We have created a Security Camera policy. It's important for patrons and staff to know that the intent of the system is for increased safety and wellbeing. It will also be helpful in the event there is any criminal activity in or outside the library. Viewing access will be restricted to department heads and PICs. If there is a request to review any recorded footage, the library director will have to approve it in advance. We will be placing a sign on the front doors, so anyone entering the building will know there are cameras in use.
- DLA Architects provided a proposal for some renovation projects that we are planning to do in the future. They are located in Itasca and are very interested in providing service to an organization in their community. The board would like to table the discussion on this topic until next month.
- Frank isn't certain that we will reopen on April 1st. He will continue to monitor what public health officials are saying and notify the board and staff when he has an update.
- The board will complete the written evaluation for the director and compile the information, as has been done in past years. The tentative plan is to share this at the May meeting.
- The DuPage County Foundation has a minimum balance requirement of $25,000. We would need to give them a 3-month notice to withdraw all of our funds. There is a fee of 1% to process this. Frank was not able to find any documentation or notes that stated the funds were earmarked for something specific.
- We are purchasing new water fountains. The model that we're getting will have a bottle filler on it with a counter and built-in filter.
- Samples of additional signage provided by Alphagraphics was in the board packet.
- A&A Paving will be able to provide the type of bollards that were pictured in the board packet. We are going to try to get that project completed before the end of the current fiscal year.
- At the SWAN quarterly meeting, there was a proposal about changing the way voting is done. Each library currently gets one vote. There has been talk of a small group voting for the entire consortium. Remote voting is not allowed per OMA, so votes are only allowed if the library representative is physically present. They voted to continue handling this the way it's currently being done.
- The department heads are doing a great job managing the extra work required when staff are all remote.
- Staff participated in a 2-day virtual PLA conference in the East Meeting Room. It was a great opportunity for some professional development.
- Public Works contacted us about the two solar lights on Catalpa. One of them isn't working and the technology for them is outdated and no longer being supported. They have asked us if they can connect to the electricity feed by our parking lot lights. We're waiting for them to provide additional information.
- The park district is interested in possibly partnering on a dynamic sign that would be used by the library, nature center and the park district. He will share more information when he has it.
- Libraries have started issuing renewal stickers for license plates. It's a great way to get patrons into the library that don't normally come in. We would print the labels here on a laser printer. We would charge $7.50 like currency exchanges. This would be open to anyone, not

just Itasca residents. We would market this service on our sign and in the newsletter. Frank will continue to work on getting this up and running.

- In light of the closure, holds have been suspended. We have left the book drop open, so patrons can drop off materials. We have extended the Wi-Fi to the parking lot, so residents that don't have Wi-Fi at home can use it. Comcast and AT&T are providing 60-day free Wi-Fi for anyone that needs it. We are also promoting our digital resources.

OLD BUSINESS

None

NEW BUSINESS

Mr. Golden made and Mrs. Boehne seconded a motion to approve the Special Reserve Fund.

There won't be a balance until a transfer is made in April. We will move the excess bond funds into the fund.

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

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

Mrs. Kauther made and Mr. Golden seconded a motion to approve the Anti-Discrimination, Anti-Harassment and Anti-Retaliation Policy.

Frank will add the contact information for the library attorneys to the policy.

The motion carried on the following:

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

Mr. Golden made and Mrs. Boehne seconded a motion to approve the Security Camera System Policy.

The motion carried on the following:

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

EXECUTIVE SESSION

Mr. Golden made and Mrs. Boehne seconded a motion to go into Executive Session at 8:13 p.m.

The motion carried on the following:

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

ADJOURNMENT

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

The motion carried on the following:

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

The meeting adjourned at 8:28p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne O. Boehne

Anne O. Boehne, Secretary Pro Tem

4-22-2020

Date