

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
April 21, 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 (remote),
Treasurer, Kris Kauther (remote), Secretary, Sharon Laughlin (remote)
Members: Anne O. Boehne (remote), Michael Golden, Olia Mladenova (remote)

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

Absent: None

AUDIENCE TO VISITORS: None

Since many of the trustees were attending remotely, Mrs. Swanson asked them to identify themselves by name before they speak, so that everyone would know who was talking.

SECRETARY'S REPORT

1. Approval of the Minutes from March 17, 2020

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, March 17, 2020 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes: 6	Nays: 0	Motion Passed
	<i>(Mrs. Laughlin abstained.)</i>		

FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$47,186.05.

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 is so impressed with how much activity is going on even though the library is closed. Our staff has done a great job getting information out to the public. Thank you to all of the staff for everything they've done to continue services to our patrons!
- She really loved the dinosaur report. It's really funny and she enjoyed reading about it.

Library Director's Report:

- Frank is working with Ion Exhibits, a local company, to provide protective barriers for our service desks.
- He thanked the board for their willingness to participate in the meeting via Zoom.
- Frank thanked the board for their support during the past several weeks. He is really proud of the staff and how they've been handling the changes thus far.
- We had planned to complete some small projects around the library, like the bollards, signage, and drinking fountains, but with the shelter in place order they've been postponed.
- The license plate sticker and 3D printer projects have been put on hold for now.
- Many members of our staff have done some awesome things while we've been closed. Kristen is our T-Rex and she's working on a staff video. Joni provided us with a really nice video book review. Rachel has added a virtual Knit Night on Fridays. Nick and Jon have just completed their first virtual Trivia Night. Beth was working on a newsletter that will be mailed next week. The entire Youth department has been working on virtual programs each week. Mary Kate has been reading and providing book reviews. Carrie created a library YouTube account and has been posting videos. Our physical space is closed, but we're still able to reach our patrons. We've had 28 digital library card registrations, which is a big number for our size library. Staff have also been participating in lots of professional development activities.

Mrs. Boehne thanked Frank for such a thorough report. She feels very informed about what is going on at the library.

Mrs. Laughlin feels it would be nice to provide lunch or something similar for staff once things have returned to normal.

Mr. Golden asked about our payroll expense. It has been a consistent amount since staff are being paid for their budgeted hours.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Kauther made and Mrs. Laughlin seconded a motion to approve the 2020-21 Library Operating Budget in the amount of \$1,778,655.

Trustees asked the following questions:

Why has the Admin Contractual line increased by so much?

The SWAN consortium operating fees have been moved from Patron Services to Administration.

Why are legal expenses projected to be more for FY21?

This is due to the State Comptroller's requirement that our library file audit reports independent of the Village of Itasca. This has to be done for 2017, 2018 and 2019 and all years thereafter.

Why did we raise the interest income figure?

Our actual interest income is much higher, so the number was conservatively adjusted up.

Has there been any indication from the County about how much tax revenue we will receive?

DuPage County estimates that we will receive approximately 60% of our tax revenue in June and 100% of the September amount.

Why has the Contractual line for the Adult department increased?

This is due to the increase in digital services that is being provided to patrons. In the month since the library closed, our Hoopla expense has almost doubled.

Why has the programming budget increased in the Youth department?

The Youth department plans to use more outside programmers in the upcoming year.

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. Mladenova seconded a motion to approve the transfer of funds in the amount of \$6,500 to the Special Reserve Fund.

The amount represents the unused proceeds from the bonds that were retired last December.

The Resolution will require the signatures of the board President and Secretary.

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. Laughlin made and Mrs. Boehne seconded a motion to approve the Delegation of Power Resolution.

Mrs. Kauther asked why the resolution was needed since the director already has the authority to execute much of what was listed in the resolution.

Frank commented that there is concern about business continuity if the board was unable to meet.

Mrs. Swanson shared that in her tenure on the board, she does not recall a time when the board was unable to meet.

In the event the Treasurer is unable to come in to sign checks, the Vice President is also a signer. There was a question about adding additional signers to the account. Gail will check with Itasca Bank to see if this is possible.

The board agreed to table this discussion until next month's meeting.

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Temporary Issuing of Digital Library Cards to Unincorporated Itasca Residents with an expiration date of July 1, 2020.

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**

EXECUTIVE SESSION

None

ADJOURNMENT

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

The motion carried on the following:

Voice Vote:

Ayes: 7

Nays: 0

Motion passed

The meeting adjourned at 7:59 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.



Sharon Laughlin, Secretary



Date