

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

All motions must have Roll Call votes in order to be compliant with the updated meeting guidelines.

SECRETARY'S REPORT

1. Approval of the Minutes from June 16, 2020

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, June 16, 2020 meeting, as presented.

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**

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 \$ 43,118.62.

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**

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson is very impressed with all the work that Fred has done in a short period of time. Great job hiring him!
- She is very pleased that we are able to provide our patrons with so many services during this time. Staff processed 602 Curbside Pickups – that's really great!
- She loved the picture of the little girl laying on the floor reading a book.
- Our staff is doing a great job keeping things going in spite of what's going on right now. Thank you to Frank for keeping the board informed.
- Congratulations to Frank on becoming an Itasca Lion's Club member!
- She is excited to hear about all the new databases we have. Frank shared they would be going live on our website today.
- Mrs. Boehne extended her thanks and appreciation to library staff for their hard work during this difficult time. She is grateful for their efforts and their many talents! The department heads have had a lot on their plates keeping up with everything and they've done an excellent job. Thank you to Frank for keeping the board so well informed.

Library Director's Report:

- An alternate service model has been created for patrons that aren't able to wear a mask. They will be able to use a laptop in one of the study or meeting rooms. They can obtain Curbside or Home delivery or Book Bundles. They can also sit on a bench in front of the library and use one of our laptops.
- We are getting ready to open the 2nd floor. All but 4 chairs have been moved into the storage room. Staff will monitor the area by doing regular checks throughout the day.
- We are considering starting notary services again. It is a relatively quick process and we should be able to provide the service safely.
- We've made a lot of progress setting up access for outside groups to use our Zoom account.
- There are 57 libraries in SWAN that are sharing materials. Olia spoke with Frank about putting something in place for patrons to make a list of materials they'd like to get when things return to normal. Frank will contact SWAN to see if this is something that can be done.
- Our 'Holds' numbers are very high. There are a lot of patrons using this resource now, which is good to see.
- The Patel Study conducted another round of tests on different materials. They did not detect anything after 4 days.
- Our IPLAR report has been filed. The library closure has impacted some of our data. In some areas we were on par to beat last year's results. Reference interactions continue to trend down at all libraries. We want to concentrate on having materials that patrons are

looking for, so they don't have to get them from another library. We processed more passports this year than the previous year. Study room usage has also increased.

- Mr. Golden asked why we have cones in the parking lot by one of the manhole covers. Fred found a hole in the asphalt by the cover. Gail contacted All Plumbing and they were able to repair the round concrete cylinder and fill the area with stone. A&A Paving is supposed to stop by to inspect the asphalt to ensure it is sturdy.
- Our meeting rooms are not currently open for patron use. We are only allowing one patron per study room.
- We have a reopening video that features two dinosaurs. It provides some safety information for patrons, so they know what to expect when they visit the library.
- We had a sticker created for the front door that notifies patrons that video cameras are in use.
- We received a favorable outcome on the American Academy of Pediatrics tax appeal case. The Illinois Department of Revenue does not consider them a charity, so we don't have to worry about refunding any back taxes.

OLD BUSINESS

None

NEW BUSINESS

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

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. Boehne made and Mrs. Kauther seconded a motion to approve the Library Card Policy.

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 updated Reopening Plan.

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. Swanson made and Mrs. Kauther seconded a motion to approve the Executive Session minutes for March 17, 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**

Mrs. Swanson made and Mrs. Kauther seconded a motion to approve the making public of all Executive Session minutes except August 15, 2017, July 16, 2019, August 20, 2019, September 17, 2019, December 17, 2019, January 21, 2019 and March 17, 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**

Mrs. Swanson made and Mrs. Kauther seconded a motion to destroy the verbatim record of the January 15, 2020 Executive Session minutes.

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. Boehne 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 7:52 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon Laughlin, Secretary


Date