

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
September 15, 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, Secretary, Sharon Laughlin
Members: Anne O. Boehne, Michael Golden, Olia Mladenova

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

Absent: None

AUDIENCE TO VISITORS: *None*

Mrs. Swanson asked members to identify themselves by name before they speak.

All motions must have Roll Call votes to be compliant with the updated OMA guidelines.

Roll Call was taken to record attendance.

SECRETARY'S REPORT

1. Approval of the Minutes from August 18, 2020

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, August 18, 2020 meeting, as presented.

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 | | | |

FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$ 38,663.89.

Mr. Golden inquired about the check from the Village of Itasca that was in our deposit. The check reflects a reimbursement for IMRF liability.

Mr. Golden asked about the check to Riddiford Roofing. They were here to identify and repair a roof leak. As of today, we have not had any additional issues with that leak.

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 pleased that we received a donation for \$1,000 from the Lion's Club.
- Mrs. Swanson is very happy for Nick. We will miss him. We wish him the best of luck!
- She is pleased our patrons are excited about the availability of study and meeting rooms.
- The department head reports always make her smile! She really likes the stories about the Take & Make Crafts.
- She thanked Jon for cleaning the fridge. Way to go, Jon!

Library Director's Report:

- Thank you to everyone for your patience with the hybrid meeting. The audio seems to be fixed. It is not perfect, but it seems to be working.
- We had our first issue with a patron not wearing a mask. No one was close by, so the patron didn't feel it was necessary. We advised the patron that masks must be worn at all times while they are in the library, since it is a shared space.
- Since patron attendance continues to be lower than expected, we will be phasing out the Welcome Desk. We will leave the sign and hand sanitizer stand in the vestibule.
- We have not had many patrons staying beyond the two-hour limit. The time limit was put in place in anticipation of having more people in the building.
- We received our Per Capita Grant funds. The Illinois State Library Standards are supposed to be reviewed. He will let the board know when this needs to be done.
- He is going to place Post-It Notes on the walls in the Puzzle Room to solicit feedback from staff for our Strategic Plan. We will review it at the Zoom meeting on November 6th.
- SWAN has been doing a lot of work to ensure our consortium is up to date. They are making some changes that will significantly improve searchability.
- The board email address changes are complete. Please let him know if you have any questions or problems with them.
- We will be open on election day, which is November 3rd. As of today, we are not required to close, but we are waiting for an official ruling which is due on October 15th.

- We typically close at 2:00 p.m. on New Year's Eve. This year it falls on a Thursday and we don't open until 1:00 p.m. that day. He is going to modify our hours to 9:00 a.m. – 2:00 p.m., so patrons have access to the library that day.

OLD BUSINESS

None

NEW BUSINESS

Discussion of Library Director's Annual Evaluation Timeline and Form

The board discussed the evaluation process and would like to continue following the previous timeline. The director was asked if he is satisfied with the current form and he said he was. Mrs. Kauther will compile the feedback, as she has done in previous years.

Discussion of COVID-19 Positive Test Guideline

Mrs. Swanson is pleased that we have this procedure. Frank informed the board that there are Illinois Department of Public Health and DuPage County guidelines that we must follow. Staff have been asked to conduct self-assessments before they report to work. They also know that they should not be at work if they are symptomatic. Everyone is eligible for the two weeks of emergency paid sick time that is part of the federal statute. Once that has been exhausted, those without benefit time would not be paid for missed time. Frank will provide additional information regarding sick time to the board next month.

EXECUTIVE SESSION

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to go into Executive Session.

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|------------------------|----------------|----------------|----------------------|
| 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

ADJOURNMENT

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

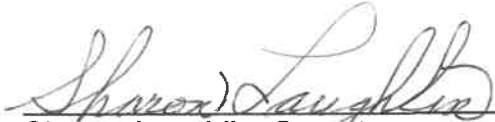
The motion carried on the following:

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| Voice Vote: | Ayes: 7 | Nays: 0 | Motion Passed |
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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