

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
September 18, 2018

**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 R. Laughlin  
Members: Anne O. Boehne, Michael Golden, Olia Mladenova

**Also Present:** Tuki Sathaye, Library Director; Gail Herff, Business Manager

**Absent:** Kris Kauther

**AUDIENCE TO VISITORS:** *None*

**SECRETARY'S REPORT**

**1. Approval of the Minutes from August 21, 2018**

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, August 21 2018 meeting, as presented.

The motion carried on the following:

<b>Voice vote:</b>	<b>Ayes: 5</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
	(Mrs. Boehne abstained.)		

**FINANCIAL REPORT**

**1. Approval of Bills Payable**

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the Bills Payable in the amount of \$42,714.47.

Mr. Golden asked about the AT&T bill in the amount of \$5225.00. Tuki shared that this resulted from the dissolution of LINC. We terminated our contract with AT&T, because the service was no longer necessary. The funds we used to buyout our contract were provided by LINC.

The motion carried on the following:

<b>Roll Call Vote:</b>	<b>Ayes: 6</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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**Mrs. Anne Boehne**  
**Mr. Michael Golden**  
**Mrs. Kris L. Kauther** (*absent*)  
**Mrs. Sharon R. Laughlin**  
**Mrs. Olia Mladenova**  
**Mr. Paul J. Nelson**  
**Mrs. Maxine Swanson**

**2. Treasurer's Report:**

None

## **President's Report:**

- Mrs. Swanson was pleased to hear about the Business book discussion.
- It's great to hear that Trivia Night at the Fox & Turtle continues to be so successful. It's amazing that it consistently draws so many people - 100 last month is fantastic!
- It is such a great idea to provide a Polish Storytime for the children. Tuki shared that one of our patrons does it for us.
- The number of programs and services that the Adult department provides is really impressive.
- It's quite an honor that Kelly was asked to be on the Monarch Committee. We really appreciate her willingness to participate on that committee.

## **Library Director's Report:**

- Tuki met with Product Architecture + Design to discuss the balance of work that needs to be done. Some of the areas that are on the list for consideration are both the East and West Meeting rooms, new carpet throughout the library, tables and chairs in various rooms, additional furniture and shelving, reading gardens on the southeast and west corners outside, dishwasher for the staff room, new automatic front doors, and updating the restrooms. We may use the \$150,000 we budgeted for this fiscal year to take care of some of the lower cost items on the list. Depending on how much to total cost is, it may make more sense to take care of everything at one time to minimize inconvenience to patrons and staff.
- The Wellness / Fun Committee met for the first time in July. The members are Colleen Blanchard, Gail Herff, Jon Hewelt and Jackie Stork. They've created a list of activities for staff to participate in, both inside and outside of the library. One of the ideas was to allow staff to wear denim on Saturday and Sunday. We already allow it on Fridays and it's been very well received. We have not had any issues with attire that is outside of the guidelines we have in place, so she has agreed to this request. Some of the other activities include a bowling night, puzzles in the old computer lab, special dress days and seasonal food events.
- A group related to District #10 approached Tuki regarding use of a meeting room for an exercise fundraising event. Collection of the funds wasn't going to take place in the library, however, it was unclear how walk-in and library patron attendance and payment would be handled. Tuki consulted with the library's attorney and he advised against allowing this event to take place in our library.

## **OLD BUSINESS**

*None*

## **NEW BUSINESS**

We have been working on obtaining proposals for a new fire panel, because the one we have is original to the building. At a minimum, the smoke detectors will all need to be replaced. We are evaluating whether it makes more sense to replace all of the system components at the same time rather than trying to avoid additional expense at this time. The largest portion of the cost is labor, so it may be more cost effective to have all of the work done at the same time. It looks like it will cost ~\$20,000. The threshold for requiring bids is \$25,000, so we need to consult with the attorney to determine how we handle additional charges for unforeseen work that may need to be done.

Mrs. Laughlin made and Mrs. Boehne seconded a motion to rescind the Homework Shelf Policy.

The attorney confirmed that there is no legal requirement for us to retain this policy.

The motion carried on the following:

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

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the revised Library Card Policy.

The State passed a new law that changed the number of cards a non-resident can obtain.

The motion carried on the following:

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

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the revised Donated Materials Policy.

It was agreed that a statement should be added that noted the library could not provide an assessment of value for any donation.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the revised Public Comment Policy.

It was agreed that the word "only" would be inserted into section #2 so it would be clear that visitors would only be allowed to speak during that portion of the meeting.

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**

