

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
May 17, 2022

**ROLL CALL**

President Nelson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

**Present:**

President, Paul J. Nelson, Vice President, Olia Mladenova, Treasurer, Michael Golden, Secretary, Anne Boehne

Members: Sharon Laughlin, Patricia Schumacher, Anja Tranter

**Also Present:** Ridgeway Burns, Library Director, Gail Herff, Business Manager, Carrie Straka, Adult Services Department Head, Beth McCloskey, Youth Services Librarian

**Absent:** None

**PUBLIC COMMENT:** None

Beth McCloskey and Carrie Straka provided the Board with an overview of the Youth and Adult Summer Reading programs.

**SECRETARY'S REPORT**

**1. Approval of the Minutes from Tuesday, April 19, 2022**

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, April 19, 2022 meeting, as presented.

The motion carried on the following:

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

**FINANCIAL REPORT**

**1. Approval of Bills Payable**

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Bills Payable in the amount of \$ 33,953.02.

The disbursements for May are less than in April, which is typically the case.

The motion carried on the following:

**Roll Call Vote:                      Ayes: 7                      Nays: 0                      Motion Passed**

**Mrs. Anne Boehne  
Mr. Michael Golden  
Mrs. Sharon Laughlin  
Mrs. Olia Mladenova  
Mr. Paul Nelson  
Mrs. Patricia Schumacher  
Mrs. Anja Tranter**

**Treasurer's Report:**

None

**President's Report:**

- Mr. Nelson was pleased with the Shape of Itasca. He liked the question about underutilized library services. It might be a good idea to add a "Did you know...." Section to the newsletter to remind patrons about our services.
- Mr. Nelson asked Ridgeway to do some research on getting a generator for the library. He would like to know what it would cost, how we would staff the building, what other libraries doing, etc.
- Mrs. Laughlin asked about moving the newspapers back to the first floor. She said she talked to a patron, and they inquired about it.
- Mr. Nelson thanked the other board members for attending the Shape!

**Library Director's Report:**

- We are very close to completion of the new website project.
- We are currently interviewing for two positions, Adult Services Assistant and Patron Services Associate. The Assistant position is new for our library. The duties are different than a librarian.
- He will have Service Animal and ADA policies in the next board packet for review and approval. We have had a couple incidents recently with patrons bring service animals into the library, so we need to establish some guidelines.
- He found the Shape of Itasca experience to be very interesting. He isn't sure why we got questions about the library moving. He asked board members to let him know if they hear any additional chatter about that.
- He spoke to the park district about the alternate location that was proposed for the Maple Street market. The Depot Museum is not a viable location for several reasons.
- He would like to explore the possibility of allowing staff to wear jeans during Summer Reading.

**OLD BUSINESS**

*None*

**NEW BUSINESS**

Mr. Mladenova made and Mr. Golden seconded a nominate Paul Nelson as board president.

The motion carried on the following:

<b>Voice Vote:</b>	<b>Ayes: 7</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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Mr. Nelson made and Mrs. Boehne seconded a motion to nominate Olia Mladenova as board vice president.

The motion carried on the following:

<b>Voice Vote:</b>	<b>Ayes: 7</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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Mrs. Mladenova made and Mr. Golden seconded a motion to nominate Anne Boehne as board secretary.

The motion carried on the following:

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

Mrs. Boehne made and Mrs. Tranter seconded a motion to nominate Mike Golden as board treasurer.

The motion carried on the following:

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

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the Sikich Audit Proposal.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve the CertaPro paint proposal.

The motion carried on the following:

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

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the HR Source Benchmarking Survey.

We conducted a survey in 2020, however, it was completed before the minimum wage changes were passed.

The motion carried on the following:

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

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the Consolidated Carpet Proposal.

The proposal was reviewed by our attorney. The attorney provided us with a waiver that they would like Consolidated to sign prior to the library executing the proposal.

The motion carried on the following:

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

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the Collection Moving Proposal from Hallet Services.

The motion carried on the following:

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

## EXECUTIVE SESSION

Mrs. Mladenova made and Mr. Golden seconded a motion to go into Executive Session at 8:23 P.M.

The motion carried on the following:

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

## ADJOURNMENT

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

The motion carried on the following:

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

The meeting adjourned at 8:32 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

*Anne Boehne*

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Anne Boehne, Secretary

*June 21, 2022*

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Date