

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
April 19, 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: Patricia Schumacher, Anja Tranter

Also Present: Ridgeway Burns, Library Director, Gail Herff, Business Manager

Absent: Sharon Laughlin

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, March 15, 2022

Mr. Golden made and Mrs. Boehne seconded a motion to approve the minutes from the Tuesday, March 15, 2022 meeting, as presented.

The motion carried on the following:

Voice Vote: Ayes: 6 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 \$ 70,884.06.

Mr. Golden asked about the check from DuPage Foundation. We receive an interest check annually from them. Mr. Nelson asked if we could roll that into the balance rather than having it paid out. We do not earmark the interest funds for anything, so it can be done without impacting the budget. Ridgeway will check with DuPage Foundation to find out if there is a fee for withdrawing funds from our account.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne

Mr. Michael Golden

Mrs. Sharon Laughlin (absent)

Mrs. Olia Mladenova

Mr. Paul Nelson

Mrs. Patricia Schumacher

Mrs. Anja Tranter

Treasurer's Report:

- The budget process was reviewed with the board.

President's Report:

- Mr. Nelson thanked Ridgeway for his expanded report. It was loaded with lots of information.

Library Director's Report:

- Ridgeway reminded everyone to complete their Economic Interest Statement before May 1st.
- The photographer took lots of pictures. There weren't a lot of patrons in the building when he was here.
- The budget process went very well.
- Department Heads were involved in the compensation process for their staff this year. Since they work closely with their staff, it's important to get their input.
- We have been working on staff evaluations. He would like to ensure that we are using the ratings uniformly. The evaluation has been modified to include SMART goals for managers.
- It seems like the village has lost interest in some of the community events they have been involved in in the past. Night with Santa and National Night Out are two examples of events that may not come back. We may do an event on our own in the future or we could look into partnering with the park district.
- We are working on proposals for a Capital Needs Assessment. The process will help us to identify capital projects, like carpet replacement and bathroom renovations.
- The website project is still ongoing. Hopefully, there will be more to report at the next meeting.
- We are currently recruiting a Patron Services Associate and an Adult Services Assistant. They are both 16-hour per week positions. We don't currently have an assistant position in the Youth or Adult Services departments. Since they will work most of their hours on the service desk, it will provide librarians with additional time off desk to focus on other duties. The assistant position does not require an MLS.
- We haven't had Shelves for almost a year and the shelving is getting done thanks to the Patron Services staff. With the state-mandated increases to minimum wage, many libraries have decided to eliminate the Shelves position and restructure other positions to facilitate those duties. Patron Services is the natural place for these duties to land. We are still evaluating how to make it work best.

OLD BUSINESS

None

NEW BUSINESS

Paint Proposals

We are obtaining proposals for painting the canopy in front of the building. We should have them ready for the May meeting.

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Library Director's job description.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the updated Notary Policy.

The policy was reviewed by the attorney.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the 2022-2023 Library Operating Budget in the amount of \$1,714,907.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

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

EXECUTIVE SESSION

None

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: 6 Nays: 0 Motion Passed

The meeting adjourned at 7:57 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne Boehne
Anne Boehne, Secretary

May 17, 2022
Date