

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
June 21, 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, Treasurer, Michael Golden, Secretary, Anne Boehne
Members: Sharon Laughlin, Anja Tranter

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

Absent: Vice President, Olia Mladenova, Patricia Schumacher

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, May 17, 2022

Mr. Golden made and Mrs. Boehne seconded a motion to approve the minutes from the Tuesday, May 17, 2022 meeting, as presented.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$47,683.97.

The motion carried on the following:

Roll Call Vote: Ayes: 5 Nays: 0 Motion Passed

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

Treasurer's Report:

None

President's Report:

- After reading Ridgeway's report this month, Mr. Nelson reflected on what a good example Maxine Swanson set for members of the Board. She was always focused on what was best for the library and the community.

Library Director's Report:

- We hired 4 staff members this month: Jeff Kloptowsky, Facility Maintenance Technician, Miki Graf, Adult Services Assistant, Liz Fortino, Patron Services Associate, and Grace Weber, Patron Services Associate.
- The newspapers moved downstairs, and we have received some positive feedback. We will leave them in their new location. We are looking into moving the coffee downstairs.
- The new website is supposed to launch by the end of the week. It looks great!
- Staff will be allowed to wear blue jeans in June and July during Summer Reading.
- The State Department was here to audit our passport service process. We received a perfect rating! Thanks to Emily Foster for taking care of this.
- The article from HR Source regarding compensation provides some background information on why we decided to conduct another salary benchmarking study. The minimum wage increases have created compression issues that need to be addressed.
- Trivia Night is being held at Church Street Brewery during the summer.
- The tax rate reflected in the Non-Resident Library Card Participation should be .2325, not .2677.
- The lead time on a generator for the library is estimated to be 5-8 months. It would require some electrical work. At this point, we are waiting for a quote for the equipment only. Barrington Library recently purchased one and it was ~\$300,000. We would also have to find a site for the unit, which could require a substantial amount of space. Mr. Nelson thinks we might be able to obtain financial support from other units of government in Itasca. He would like Ridgeway to continue to explore this.
- Mrs. Laughlin loves the wonderful programs, guessing games, beads, etc. in the Youth department! They're doing a great job encouraging kids to read. She also loves that we're giving credit for minutes of reading rather than books. Mary Kate was at the Youth desk when she was there with her grandchildren, and she was fabulous!

OLD BUSINESS

None

NEW BUSINESS

Intergovernmental Agreement with Itasca Historical Society

The park district expressed interest in sharing a staff member to work on archives and artifacts. The library has the archival materials and artifacts are at the park district. Krista is making good progress going through the materials we have at the library. Currently, there doesn't appear to be any benefit to making a change. The Historical Society currently has one member. The agreement with the Historical Society will transfer ownership of any archives or artifacts to the Library. Ridgeway will execute the agreement.

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the 2022 Appropriation & Levy.

The motion carried on the following:

Roll Call Vote: Ayes: 5 Nays: 0 Motion Passed

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

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Circulation Policy.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Resolution for Transfer of \$250,000 to Special Reserve Fund.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

Mr. Golden made and Mrs. Boehne seconded a motion to approve the Resolution for Non-Resident Library Card Participation with a corrected tax rate of .2325.

The motion carried on the following:

Voice Vote: Ayes: 5 Nays: 0 Motion Passed

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: 5 Nays: 0 Motion Passed

The meeting adjourned at 7:53 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne Boehne

Anne Boehne, Secretary

8-16-22

Date