

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
August 16, 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

Absent: None

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, July 19, 2022

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, July 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. Laughlin seconded a motion to approve the Bills Payable in the amount of \$ 55,647.52.

A previous check to General Cleaning was lost in the mail. A stop payment was issued on it and reissued a replacement. The disbursement report reflects payment of two invoices this month.

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 is very interested to see the usage numbers. He thinks they are great! The Northlake volume is surprising. Ridgeway shared that it is likely the same patron checking out materials.

Library Director's Report:

- The carpet project is scheduled to start on August 29th. The parking lot sealcoating project will be postponed until the carpet is done. We will have to close on a Sunday in order to have the work completed. Mr. Golden asked that we post the closure on the Lion's sign board.
- We received a formal Reconsideration of Materials request. A patron had concerns with The Big Bathhouse picture book because it contains nudity. Ridgeway spoke with the patron and shared was able to come to an understanding since, in this case, the nudity is culturally appropriate.
- Amy Franco will be presenting at our staff in-service next month. She is the director of the Hillside Library. The presentation will provide staff with mental health first aid training.

OLD BUSINESS

Library Generator Findings

Ridgeway contacted the village administrator and is waiting for her to return his call.

Gail provided information from the insurance agent on what we would need to do should we decide to provide shelter for the community during a power outage. Nothing would need to change in terms of our coverage if we continue as a warming or cooling center during our regular operating hours. If we intend to extend our hours or services, we will need to submit a detailed plan to them that outlines hours, how we will handle staffing, etc.

We'll wait to hear back from the Village to see if there is any interest.

NEW BUSINESS

Mrs. Boehne made and Mr. Golden seconded a motion to approve the Administrative Succession Plan.

Mrs. Boehne asked what changed in the policy. Ridgeway said no wording has changed, just some spacing.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the revised Collection Development Policy.

Mrs. Boehne asked Ridgeway to update paragraph 3 on page 3 to reflect 'people' in place of 'a person'.

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 Capital Needs Assessment proposal submitted by Williams Architects in the amount of \$17,500.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

EXECUTIVE SESSION

None

ADJOURNMENT

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

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

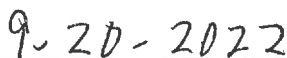
The meeting adjourned at 8:50 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.



Anne Boehne, Secretary



Date