

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
September 20, 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, August 16, 2022**

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, August 16, 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. Boehne seconded a motion to approve the Bills Payable in the amount of \$119,650.31.

This month's Bills Payable total is significantly higher due to the check for the carpet project. We have one more installment to pay for the carpet in addition to the invoice from Hallet for furniture moving services.

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 thinks the carpet looks amazing! The look of the planks is really nice. The decision to close the library for a few days was a good one.
- Mr. Nelson's wife was at the library to pick up a item that was on hold. Since she doesn't usually do this, she wasn't sure where to go. Jon assisted her and was extremely pleasant and helpful. Great job, Jon!
- Mrs. Mladenova shared a problem with the SWAN APP with Ridgeway. He will notify SWAN about the problem.
- Mr. Nelson was pleased with the turnout for the dedication of Maxine Way. The remarks were very nice.
- Mrs. Mladenova liked the statistics that were shared in the recent newsletter. She also mentioned a problem with the website displaying multiple months in the event screen. Ridgeway will investigate this.
- Mr. Nelson presented Ridgeway with a certificate recognizing one year of service to the library.

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

- Ridgeway thanked the Board for their support with closing the library. Reducing foot traffic in the library helped the installation to move along more efficiently and reduced stress for staff.
- Staff will be participating in de-escalation training at In-Service this year. Board members are welcome to join us for breakfast or lunch.
- The reference check on Williams Architects has been completed. The feedback was extremely positive. There will be an added cost if we want them to conduct a survey.
- Patron Services is down three staff members. Two positions have been filled and Emily is working on the third one. The two new staff members will be starting next week.
- The salary benchmarking project with HR Source is underway. We should have the results within the month or so.
- The sign in front of the library along Irving Park Road was posted by the Village. It has to do with turning the downtown area into a TIF district. The Village plans to redevelop this entire corridor.

### **OLD BUSINESS**

*None*

### **NEW BUSINESS**

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Computer, Equipment, and Internet Use Policy.

Multiple policies were combined and streamlined to remove duplicate language. This also helps to minimize the number of policies that have to be reviewed.

The motion carried on the following:

**Voice Vote:**

**Ayes: 7**

**Nays: 0**

**Motion Passed**

Mrs. Mladenova made and Mrs. Laughlin seconded a motion to approve the revised Sick Time Policy.

The motion carried on the following:

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

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the Parental Leave Policy as modified.

The length of time will be changed to reflect 12 months instead of 6.

The motion carried on the following:

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

Mrs. Laughlin asked if the library would be hosting the Christmas tree decorating contest again. Ridgeway will contact the groups that have participated in the past to find out if there is interest.

#### **EXECUTIVE SESSION**

Mrs. Laughlin made and Mr. Golden seconded a motion to go into Executive Session at 7:43 p.m.

The motion carried on the following:

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

#### **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 8:10 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

*Anne Boehne*

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Anne Boehne, Secretary

*10-19-2022*

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Date