

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
November 15, 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  
Members: Sharon Laughlin, Patricia Schumacher, Anja Tranter

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

**Absent:** Secretary, Anne Boehne

**PUBLIC COMMENT:** *None*

Mr. Nelson appointed Mrs. Laughlin as Secretary Pro Tem.

**SECRETARY'S REPORT**

**1. Approval of the Minutes from Tuesday, October 18, 2022**

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, October 18, 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. Schumacher seconded a motion to approve the Bills Payable in the amount of \$48,382.94.

The motion carried on the following:

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

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

## **Treasurer's Report:**

We are required by law to publish a Treasurer's Report annually. The report details our disbursements throughout the fiscal year. It is published in the Daily Herald. They provide us with a certificate of publication that we send to DuPage County. If they don't receive the certificate, they will put a hold on our tax revenue. Mr. Golden signed the report and he wanted to make sure everyone knew the report had been completed.

## **President's Report:**

- Mr. Nelson confirmed that three board members are up for election in April 2023. They are Mr. Nelson, Mr. Golden, and Mrs. Tranter.
- Roselle Public Library is going to build a new building. They are using Product Architecture.
- Mr. Nelson would like the Board of Trustees to decorate a tree in the library. The tree won't be part of the contest. Mrs. Schumacher and Mrs. Tranter will coordinate decorations for the tree and setup a date for decorating it.
- Mr. Nelson inquired about our Friends of the Library group. He wondered if they were still active. Ridgeway said they are active. They are making book bundles for the holidays again this year. They have also taken over purchasing coffee pods from the roaster in Roselle. This is a way for them to obtain additional funds. They are very good about providing funds for library activities when asked.
- Mr. Nelson read the book "3<sup>rd</sup> Place" and thinks we could promote the library to be that 3<sup>rd</sup> place where people congregate in our community.

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

- We had 900+ voters come into the library to vote.
- We will be hosting a vegan museum in the library in January. It will be located at the base of the stairs.
- The Christmas tree contest is underway. To date, we have had 14 organizations express interest. We will try to incorporate this into a larger Christmas event next year.
- We are a collection site for the fire department's Toys for Tots drive again this year.
- We will be collecting coats in January for the Kiwanis Club.
- We had some water damage from one of the toilets on the 2<sup>nd</sup> floor. We were able to get the water shut off quickly, which helped minimize the damage.
- The park district will be handling our parking lot and sidewalk snow removal this year. Ground Pros didn't want to do our sidewalks, because they weren't able to get a contract with the Village this year.

## **OLD BUSINESS**

*None*

## **NEW BUSINESS**

### **Discussion:**

The elevator was out of service for several weeks recently due to a failed part on the controller. This is the original controller, and it was installed in 1995. The technology is no longer being supported and parts are difficult to find. Colley Elevator was able to get the elevator working again, but there is no guarantee how long the remanufactured parts will work. They strongly

advise us to consider a modernization project, which would bring everything up to the current code. The car is in good shape, but some changes will need to be made on the inside to make it code compliant. Gail has been in touch with the State Fire Marshall – Elevator Division and the Secretary of State. The State Fire Marshall confirmed that a complete modernization will be required if we have a new controller installed. The Secretary of State said this project meets the criteria for the Live & Learn grant, which could provide us with up to \$50,000 for the project. The estimated cost of the project is \$75,000-\$120,000. We will need to go out to bid for this work, since it exceeds the \$25,000 threshold.

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the Colley Elevator proposal.

The motion carried on the following:

**Voice Vote:                      Ayes: 6                      Nays: 0                      Motion Passed**

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the meal reimbursement for Ridgeway Burns.

The motion carried on the following:

**Voice Vote:                      Ayes: 6                      Nays: 0                      Motion Passed**

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the updated Resolution Regulating Reimbursement of Travel Expenses

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 Library Space Use Policy.

We don't allow reality closings or depositions. No money may change hands. Meetings must be open to the public. Food and drink are permitted. Some groups bring in food, which is okay if it is not disruptive.

The motion carried on the following:

**Voice Vote:                      Ayes: 6                      Nays: 0                      Motion Passed**

## **EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

The motion carried on the following:

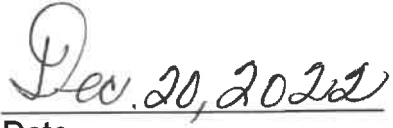
**Voice Vote:                      Ayes: 6                      Nays: 0                      Motion Passed**

The meeting adjourned at 8:04 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

  
Sharon Laughlin, Secretary Pro Tem

  
Date