MINUTES OF ITASCA COMMUNITY LIBRARY **BOARD OF TRUSTEES MEETING**

500 W. Irving Park Road Itasca. Illinois December 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, Secretary, Anne Boehne, Treasurer, Michael

Members: Sharon Laughlin, Patricia Schumacher, Anja Tranter

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

Absent: None

PUBLIC COMMENT: None

SECRETARY'S REPORT

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

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

The motion carried on the following:

Voice Vote:

Ayes: 7

Navs: 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 \$ 73,517.22.

The Hallet invoice for \$19,100 was the last expense related to the carpet project. We are working with ComEd on a lighting incentive project. We expect to get almost half of the \$5,400 expense back from them.

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:

Lauterbach & Amen are setup to run payroll and take care of the accounting duties that are normally taken care of in the business office.

President's Report:

- Mr. Nelson thanked Trish and Anja for organizing the Board Christmas tree! The tree looks great and it was fun decorating it.
- Mr. Nelson asked for an update on the elevator. We are working on the Live & Learn grant application. It is due January 15th. The elevator is working fine right now.

Library Director's Report:

- Ridgeway is wrapping things up before his leave. Department heads will be working on budget and evaluations while he is out. He has completed the Per Capita Grant.
- He thanked the Board for providing him with parental leave.
- He has not received the agreement from the park district yet. They will take care of snow removal even though the agreement hasn't been finalized.
- He will send his narrative out before he leaves. Please let him know if you would like a print copy.
- Alex Rodriguez contacted Ridgeway regarding Maker Spaces.
- He would like board members to review the checklists at the end of each chapter in the Illinois Library Standards 4.0 while he is out.
- Mrs. Laughlin comment about what a great job Simon did with the centerpiece program. She was very
 impressed by how hands-on he was in assisting patrons. He also took care of all the cleanup himself.
- Gail will put paper copies of the director's evaluation in board member's mailboxes tomorrow.

OLD BUSINESS

None

NEW BUSINESS

Mr. LeFevre presented the FY22 audit results to the Board. He reviewed the Annual Financial Report and the Auditors Communication to the Board of Trustees. He informed the Board that there were no material deficiencies found in the audit. The Library has a healthy fund balance, and he feels we are in a very strong financial position.

State Library statute requires the audit report to take place within six months of the fiscal year-end. The Village requested an extension again this year. When the Village applies for an extension, it includes the library.

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Library Audit Pertaining to Fiscal Year 2022.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Ridgeway provided an overview of the HR Source Benchmarking Project results with the Board. We outsourced the project to ensure objectivity. HR Source has provided us with this assistance several times in the past. They use data from sources that consist of similarly situated libraries in the areas of budget, population, and headcount. Our compa-ratio is 98.1%, which is very good. A compa-ratio of 100 percent signifies that an employee gets paid at the market median, which is the target market position. We have a few staff members that are out of range, and this will be addressed in the coming months.

Mrs. Laughlin made and Mr. Golden seconded a motion to approve Library Closures for 2023, as modified.

New Year's Eve is on a Sunday in 2023. We would open at 1:00 p.m. and then close at 2:00 p.m., since we close early that day. In the past, when New Year's Eve fell on a Sunday, we have closed for the entire day. Board members agreed that it doesn't make sense to open for one hour.

The closure list will be modified to reflect the library being closed all day on New Year's Eve.

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 Grant Assistance Proposal.

The motion carried on the following:

Voice Vote:

Aves: 7

Nays: 0

Motion Passed

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve Light Panel Project.

The motion carried on the following:

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed

EXECUTIVE SESSION

Mrs. Mladenova made and Mr. Golden seconded a motion to go into Executive Session at 7:54 p.m.

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 7:58 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne Boehne, Secretary

Date