

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
March 21, 2023

**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 Golden

Members: Sharon Laughlin, Anja Tranter

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

**Absent:** Patricia Schumacher

**PUBLIC COMMENT:** None

**SECRETARY'S REPORT**

**1. Approval of the Minutes from Tuesday, February 21, 2023**

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, February 21, 2023 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. Mladenova seconded a motion to approve the Bills Payable in the amount of \$ 36,958.82

Mr. Golden commented that the total disbursements this month was low. Fiscal year-end is next month, so the amount may be higher.

The motion carried on the following:

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

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

## **Treasurer's Report:**

*None*

## **President's Report:**

- Mr. Nelson is pleased to see so many cars in the parking lot when he goes by the library. It's great to have patrons back in the library!
- Mr. Nelson asked if the library is getting more calls about the archives. Ridgeway doesn't think we're getting more calls, but it's great that we have someone on staff (Krista Kosar) to help them now.

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

- The Shape of Itasca is on Monday, May 8<sup>th</sup> at 7:00 p.m. at Village Hall.
- Shark Tank Jr. is taking place this Saturday from 1:00 – 3:00 p.m. The spaces have all been filled! Stop by and do some shopping!
- Department heads are working on evaluations and budgets.
- If anyone is interested, LACONI is hosting a trustee banquet on May 1<sup>st</sup> beginning at 6:00 p.m. Please let him know if you are interested in attending.
- We currently have ~25 items in our Japanese collection. Most items have circulated multiple times since 2020. Ridgeway will ask Simon to find out if there are additional materials they would like us to consider adding to the collection.
- The meeting with Williams Architects on Monday went very well. They are almost done with the report. The public restrooms are probably the most urgent project that we need to address. We'd like to make the restrooms single use. It would be more cost effective and would save space elsewhere in the library. We would have to bring them up to code, which means meeting all the current ADA requirements.
- If a decision is made in favor of the American Academy of Pediatrics exemption status, the amount that would be deducted from our tax revenue would be \$52,000. This is based on the numbers we were given in 2020.
- Elmwood Park Library has been cited for an OMA violation. Ridgeway provided an article for the board to read.

## **OLD BUSINESS**

### **Standards 4.0**

The Library Standards 4.0 checklists were reviewed by the Board. Let Ridgeway know if there are any concerns. Is there a Trustee Orientation? One was created within the last two years. Ridgeway will review it to make sure it meets the standards.

### **TIF District**

Members discussed the benefits and drawbacks of becoming a library district. There isn't any reason to make a change at this time.

## **NEW BUSINESS**

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

The change provides staff with the option of using a petty cash envelope for expense reimbursement when it is within the guidelines.

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

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

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the updated Meal Periods policy.

The word 'consecutive' was inserted in front of '6 hours' to provide more clarity.

The motion carried on the following:

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

Mrs. Mladenova made and Mrs. Laughlin seconded a motion to approve a \$2,500 increase to the director's salary effective May 1, 2023.

**EXECUTIVE SESSION**

Mrs. Mladenova made and Mr. Golden seconded a motion to go into Executive Session.

The motion carried on the following:

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

**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:                      Nays: 0                      Motion Passed**

The meeting was adjourned at 8:33 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

  
\_\_\_\_\_  
Anne Boehne, Secretary

4-18-2023  
Date