

**MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES
500 W. Irving Park Road
Itasca, Illinois
May 16, 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 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: None

PUBLIC COMMENT: Beth McCloskey, Youth Services Librarian
Carrie Straka, Adult Services Department Head

Beth McCloskey and Carrie Straka provided the Board with an overview of the Youth and Adult Summer Reading programs.

Carrie Straka executed an Oath of Office for re-elected Trustees Golden, Nelson, and Tranter.

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, April 18, 2023

Mrs. Boehne made, and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, April 18, 2023 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. Mladenova seconded a motion to approve the Bills Payable in the amount of \$41,409.91.

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 feels the Shape of Itasca went very well. The library didn't get any questions this year.
- Mrs. Mladenova announced her intent to resign from the Board due to her family relocating. She will notify Ridgeway when her last meeting will be.
- Mr. Nelson believes there is still a need for a place to shelter when the power is out. The Village may be interested in a location other than the police department for overnight stays.
- Mrs. Laughlin is happy that we were awarded the Live & Learn Grant to offset the expense of the elevator modernization.

Library Director's Report:

- Ridgeway contacted DuPage Foundation and learned that there is no penalty to make a withdrawal of our funds. The minimum balance requirement is \$25,000. They would prefer a 2-week notice in order to allow them ample time to prepare the necessary paperwork. Our current balance is ~\$58,000. Our account manager would be happy to attend a board meeting to provide additional information. Donations can be made online. Ridgeway will add instructions to the website.
- Ridgeway updated the Board on the ransomware attack. There was a vulnerability in Papercut. The forensic team believes the threat was present back in March. All our files have been encrypted, but they do not see any evidence that they have been removed or copied. The FBI has been notified and they have let us know that decryption is not possible at this time. They will let us know if something changes. Currently, there is no known way to recover our data. OSG is working to get us up and running again. They will install Carbon Black to monitor ransomware in addition to rebuilding our server. We will be using a cloud-based backup system. The goal is to have patron computers working by this Friday or early next week. Staff computers will be addressed once that is done. Three other local libraries were impacted by this ransomware. The other libraries have viable backups. Our insurance company will facilitate reimbursement from TBS, if it is determined that would be appropriate.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Mladenova made and Mr. Golden seconded a motion to elect the following slate of officers:

President	Mrs. Sharon Laughlin
Vice-President	Mrs. Anja Tranter
Treasurer	Mr. Mike Golden
Secretary	Mrs. Anne Boehne

Mrs. Laughlin thanked Mr. Nelson for stepping in to help when Mrs. Swanson became ill and for doing such a great job! Mr. Nelson thanked everyone on the Board for their help.

The motion carried on the following:

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

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve the IT Services Proposal.

This proposal is for the body of work required to get us operational again. Options for ongoing IT services will be evaluated in the coming weeks.

The motion carried on the following:

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

DISCUSSION - Appearance and Demeanor Policy

The Board agreed to modify the policy to allow blue jeans on all workdays if they meet existing guidelines. Footwear was discussed at length. Ridgeway will solicit feedback from staff at the upcoming meeting to help determine what will work best. He will update the policy and present it to the Board for approval.

EXECUTIVE SESSION

None

ADJOURNMENT

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

The motion carried on the following:

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

The meeting was adjourned at 8:26 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.

Anne Boehne
Anne Boehne, Secretary

June 20, 2023
Date