

**MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES
500 W. Irving Park Road
Itasca, Illinois
August 15, 2023**

ROLL CALL

President Laughlin called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

Present:

President, Sharon Laughlin, Vice President, Anja Tranter, Secretary, Anne Boehne, Treasurer, Michael Golden

Members: Renee Fitzgerald, Paul Nelson, Patricia Schumacher

Also Present: Ridgeway Burns, Library Director, Gail Herff, Business Manager, Beth McCloskey, Youth Services Librarian

Absent: None

PUBLIC COMMENT: None

Renee Fitzgerald was sworn in by Beth McCloskey, Youth Services Librarian.

SECRETARY'S REPORT

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

Mrs. Boehne made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, July 18, 2023, meeting, as presented.

The motion carried on the following:

Voice Vote:	Ayes: 7	Nays: 0	Motion Passed
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FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Tranter seconded a motion to approve the Bills Payable in the amount of \$48,506.72.

We will be purchasing an additional block of 50-hours from OSG. Ridgeway said it took a long time to get TBS services back online. We would like to get back to where we were with our previous service provider, which was about 5 hours of IT service per month.

We are working on the bid process for the elevator modernization. Shales Construction has submitted a proposal to take care of it, but the proposal includes fees for on-site construction services and we don't feel we need that on this project.

The motion carried on the following:

Roll Call Vote: Ayes: 7

Nays: 0

Motion Passed

**Mrs. Anne Boehne
Mrs. Renee Fitzgerald
Mr. Michael Golden
Mrs. Sharon Laughlin
Mr. Paul Nelson
Mrs. Patricia Schumacher
Mrs. Anja Tranter**

TREASURER’S REPORT:

None

PRESIDENT’S REPORT:

- Mrs. Laughlin has a card for the trustees to sign for Olia. There is also a card from the staff.
- Mrs. Laughlin came in to get her vehicle sticker and she said it was so easy. She isn’t surprised that patrons prefer to take care of this at the library.
- The study rooms seem to always have patrons in them and that’s great! Mr. Nelson said his son has recently been using them regularly.
- Mrs. Laughlin thinks the library looks clean and has a professional appearance.
- She has observed that Emily Foster is very good with patrons, and Beth seems well suited to her position.
- Mrs. Laughlin asked what, if anything, we do to recognize a staff member’s service to the library. We provide all staff members with a certificate of appreciation on each anniversary. They also receive a gift card of increasing value for every 5 years of service.
- Mr. Nelson inquired about the Little Free Library at Fulla Beans. There is a sign that says it is coming back in 2024. Ridgeway said it had to go back to Public Works for repairs because it has a leaky roof.
- Mr. Nelson asked if we have had a First Amendment audit at our library and what is involved. A patron might come in and start filming staff, spaces, etc. They can get very close to a staff member and try to provoke them. Our staff are aware of what to do if someone comes in.

LIBRARY DIRECTOR’S REPORT:

- We have approval from the Village to reduce the fixture count in the public restrooms by the front door. This will allow us to bring them up to code without modifying the current footprint.
- Ridgeway will be attending the SWAN Expo on Friday.
- He is working with Krista on a database of historical photographs.
- The staff in-service is on Friday, September 22nd. We will be discussing the action plan.

OLD BUSINESS

SNOW REMOVAL

Mr. Nelson made and Mr. Golden seconded a motion to approve the Snow Removal Proposal from Ground Pros (Per Push).

