

**MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES
500 W. Irving Park Road
Itasca, Illinois
September 19, 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

Absent: None

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, August 15, 2023

Mrs. Boehne made and Mrs. Schumacher seconded a motion to approve the minutes from the Tuesday, August 15, 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 \$76,365.66.

Mr. Golden inquired about the check to A-Special Electric for \$6,875.00. The check is for additional LED panel lighting for the first floor. We are replacing the hanging fixtures with a flush mount model. The new fixtures will provide better lighting and reduce the amount of electricity we need to light the building. We expect to get a rebate from ComEd to cover ~50% of the expense.

The motion carried on the following:

Roll Call Vote:	Ayes: 7	Nays: 0	Motion Passed
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**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 thinks our newsletter looks so professional. She is really impressed by it.
- The annual report in the newsletter is very informative! It is easy to understand and it's good for the community to see what's going on at the library throughout the year.
- The adult craft programs seem to be very popular, which is great! Patrons really like them. She called to register for the candle making program and it was already filled. She wonders if we are able to schedule more and if we have a wait list. We have a wide array of program offerings for a small library.
- Mrs. Laughlin presented Ridgeway with a certificate to recognize his 2 years of service to the library. Board members extended their congratulations to him.

LIBRARY DIRECTOR'S REPORT:

- Mrs. Mladenova called to thank everyone for the cards. She was very touched.
- Many libraries in the area have recently received bomb threats. The threats have been sent via chat. We shut our chat communication down. Since our usage is very low, we may discontinue it permanently. The FBI and State Police are involved in the investigation. We have a procedure in place in the event we receive a threat. We would close the library for the day. Itasca Police have been notified of the bomb threat activity.
- Staff In-Service is scheduled for Friday, September 22nd. A speaker is scheduled to provide a presentation to staff in the morning on handling difficult situations.
- Mr. Nelson asked if it was possible to get a grant for the outdoor sign. It is difficult to manage the current sign, especially in bad weather. He would like to see us move forward on the project. Ridgeway will look into this.
- Mr. Nelson would like to see what can be done to improve the post that displays the Maxine Swanson Way sign. Gail will look into this.
- Mr. Nelson heard about Arlington Heights Library's Maker Space on WGN. He saw this on our Action Plan. Ridgeway said he is looking for someone to champion it. Mrs. Schumacher recommended that we consider volunteers that may have an interest in bringing this to the community.
- Mr. Golden asked for an update on the elevator project. Shales McNutt provided a proposal for \$15,000 to provide the bid documents. It also included a fee for a construction manager, which we don't feel we need for this project. Williams Architects provided us with a proposal in the amount of \$7,500 to help us through the bid process, which we think is the best option.
- Mr. Nelson asked Ridgeway to put the Christmas Tree decorating contest on the agenda for November, so the Board can talk about their tree.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Boehne made and Mr. Golden seconded a motion to approve the Updated Trustee Bylaws.

The motion carried on the following:

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

Mr. Golden made and Mrs. Tranter seconded a motion to approve the IT Services Proposal for Pre-Paid Time.

Mr. Nelson asked if the servicer was okay after the malware incident. The server replacement is due to age, not condition. It still functions fine, but it is approaching the end of its useful life estimate. We need to have a plan to replace it.

We are not able to recoup any of the expenses for the ransomware attack from TBS.

The motion carried on the following:

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

Mr. Golden made and Mrs. Boehne seconded a motion to approve and subsequently, table the discussion and approval of Newsletter Printing Services.

The motion carried on the following:

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

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**

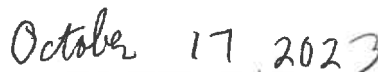
The meeting was adjourned at 7:57 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.



Anne Boehne, Secretary



Date