

**MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES
500 W. Irving Park Road
Itasca, Illinois
October 17, 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, September 19, 2023

Mrs. Boehne made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, September 19, 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. Boehne seconded a motion to approve the Bills Payable in the amount of \$ 35,362.63.

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:

- It sounds like Staff Development Day was a success. Mrs. Laughlin asked what Code Adam is. Code Adam is the name of a procedure that provides guidance for what staff should do when there is a lost child.
- Mrs. Laughlin asked if we resolved the issue regarding tables with the Maj Jong group. Anya will follow up with the patron. Ridgeway will follow up on the availability of used square tables and pricing on new ones after Anja speaks to the patron.
- Mrs. Laughlin really appreciates the Take & Make crafts for adults. She said they are easy to do and a lot of fun!
- Mrs. Laughlin received a letter from Mayor Pruyn thanking the library for participating in Family Fun Day.

LIBRARY DIRECTOR'S REPORT:

- The LED light project is moving forward. The adult fiction section has been completed. It looks much different without the hanging lights.
- The police have arrested a suspect in the library bombing incidents. Multiple departments have filed charges. There have not been any additional threats.
- A meeting is scheduled with Andy Dogan, Williams Architects, on Thursday to discuss space planning.
- Adult Services has extended an offer to a candidate. We are awaiting the results of the background check.
- Beth McCloskey submitted her resignation. Her last day will be Friday, November 3rd. She will be missed.

OLD BUSINESS

Discussion of Newsletter Printing Services

The Board reviewed the proposals that were submitted for the library's newsletter printing.

A motion was made by Mr. Golden and seconded by Mrs. Tranter to approve the Newsletter Printing Services proposal from Haag Press in the amount of \$2,288.00.

The proposal does not include graphic design fees. The person that will be handling our design is the same person that we've worked with for the past several years. Design fees will be an additional cost of \$75 per page.

The motion carried on the following:

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed

The meeting was adjourned at 7:51 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.

Anne Boehne

Anne Boehne, Secretary

11-21-23

Date