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

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

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

NEW BUSINESS

Mr. Golden made and Mrs. Tranter seconded a motion to approve the Updated Vacation Policy.

The motion carried on the following:

Voice Vote:

Aves: 7

Nays: 0

Motion Passed

DISCUSSION

2023-2024 ACTION PLAN

Table at swim meets: Ridgeway doesn't think having a table at swim meets would have the desired outcome since many of the attendees are not from Itasca.

Book Walk: We already do a Story walk in conjunction with the park district. They recently installed permanent stanchions.

Mrs. Laughlin likes the idea of hosting another patron art show.

Play music in the library before we open: staff are permitted to do this in their department when they are off desk. We don't play music over the PA system.

Mr. Golden likes the idea of getting new toys in the children's play area.

Mrs. Fitzgerald likes the idea of having something visual in the youth area to help patrons find materials. Ridgeway noted that some things on the list will need to wait until the space plan has been completed. It looks like we've created an Action Plan annually in recent years. Feedback can be submitted anytime throughout the year by staff or patrons. All feedback is evaluated. Items that are approved may take some time to be completed.

Mrs. Laughlin asked if staff are able to submit suggestions. Ridgeway confirmed that we have a staff suggestion box, but most of the time, the suggestions are submitted anonymously. It's difficult to pursue a suggestion if there are questions because he doesn't know who to ask. Having a name would be more valuable.

Ridgeway will have the final version of the Action Plan at the November meeting.

Mrs. Boehne is pleased that we took care of this in-house. She thinks library staff have the most knowledge about what will work in our community.

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

I hereby note these minutes as approved.				
anne Boehne	11-21-23			
Anne Boehne, Secretary	Date			

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

Minutes were written by Gail Herff.