

**MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES
500 W. Irving Park Road
Itasca, Illinois
November 21, 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, Secretary, Anne Boehne, Treasurer, Michael Golden
Members: Renee Fitzgerald, Patricia Schumacher

Also Present: Ridgeway Burns, Library Director, Gail Herff, Business Manager

Absent: Vice President, Anja Tranter, Paul Nelson

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, October 17, 2023

Mrs. Boehne made and Mrs. Schumacher seconded a motion to approve the minutes from the Tuesday, October 17, 2023, meeting, as presented.

The motion carried on the following:

Voice Vote:	Ayes: 5	Nays: 0	Motion Passed
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FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Schumacher seconded a motion to approve the Bills Payable in the amount of \$ 51,188.20.

The check to ALM was for repair work to the sidewalk in front of the library.
The check to Strengthen Your Leadership is for leadership coaching for Ridgeway.

The motion carried on the following:

Roll Call Vote:	Ayes: 5	Nays: 0	Motion Passed
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**Mrs. Anne Boehne
Mrs. Renee Fitzgerald
Mr. Michael Golden
Mrs. Sharon Laughlin
Mr. Paul Nelson (absent)
Mrs. Patricia Schumacher
Mrs. Anja Tranter (absent)**

TREASURER'S REPORT:

None

PRESIDENT'S REPORT:

- Mrs. Laughlin attended the candle making program and really enjoyed it! Her granddaughter attended and had fun, too! Emily Anderson is very personable and does a great job interacting with the patrons.
- Whenever she talks to Itasca residents about the library, she always hears positive things from them.
- Mrs. Laughlin suggested scheduling a babysitting class for middle schoolers.
- Mrs. Laughlin thanked Trish and Anja for organizing everything for the Board Christmas tree. She also thanked Paul for providing the bookmarks and Trish for making the beautiful ornaments and sign.

LIBRARY DIRECTOR'S REPORT:

- The bid documents are out for the elevator modernization project.
- The space planning process continues to move forward. One of the concepts under consideration is moving all materials to the 1st floor. More details will be available in the coming weeks.
- Ridgeway wished everyone a Happy Thanksgiving!

Mr. Golden asked about the archives. Krista Kosar has been working a couple hours a week to sort and organize the archival materials in the library. She is separating them in a way that will allow us to store them safely. She is also determining the disposition of duplicate records. We plan to digitize them and then put them in storage since patrons will be able to access them online. Mrs. Boehne asked what the oldest item is in the archives. Ridgeway said he doesn't know, but he'll find out.

Mrs. Laughlin asked what TBS does. They are the company that services our coin towers and Simple Scan machine.

Mr. Golden asked Ridgeway why he didn't have an article on the front page of the newsletter this time. Ridgeway omitted it to allow additional space for program information.

OLD BUSINESS

Approval of 2023-2024 Action Plan

Mrs. Boehne made and Mrs. Schumacher seconded a motion to approve the 2023-2-24 Action Plan.

Mr. Golden asked if there are spending limits for each of the items listed in the plan. Ridgeway said that most will fall within current guidelines.

Mrs. Schumacher inquired about the need for soundproofing restrooms. The staff restrooms are in close proximity to the lunchroom. Since the restroom doors have vents in them, they don't provide adequate privacy.

The motion carried on the following:

Voice Vote:

Ayes: 5

Nays: 0

Motion Passed

The motion carried on the following:

Voice Vote:

Ayes: 5

Nays: 0

Motion Passed

The meeting was adjourned at 7:27 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.

Anne Boehne

Anne Boehne, Secretary

Dec 19, 2023

Date