MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES 500 W. Irving Park Road

Itasca, Illinois December 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, Brian LeFevre, Sikich

Absent: None

PUBLIC COMMENT: None

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, November 21, 2023

Mrs. Boehne made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, November 21, 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 \$37,493.16.

The billing from Comcast is still incorrect because they haven't updated it to reflect the new contract.

The invoice from Strengthen Your Leadership is for coaching services that Ridgeway obtains. He tries to schedule it on a monthly basis. He said it is very helpful.

OSG charges us on a monthly basis to monitor the dark web.

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 thanked Anja, Trish, Renee, and Paul for decorating the Board Christmas tree this year! It looks like participation is very good again this year.
- Mrs. Laughlin asked what the Wellness Committee is. It is a group of staff members that plan activities for staff like special dress days, birthday treats, etc. Every department is represented in the group. They have been on hiatus since COVID, and recently started meeting again.
- It's great that Franzen School was here to sing in the library!
- For a small town, we seem to have a lot of programs in Youth Services.
- Mrs. Laughlin and Mrs. Tranter have a meeting at Peacock on Tuesday, January 16th at 7:00 p.m. The board meeting will be rescheduled for January 18, 2024.

LIBRARY DIRECTOR'S REPORT:

- The new youth librarian should be on board sometime in January.
- Emily Foster has resigned. She has accepted a corporate librarian position. An ad has been posted on RAILS and Ridgeway hopes to have the position filled by the end of February. He will cover the department head duties until the position has been filled. Patron Services is down two positions now. He asked Emily to build the schedule out through the end of February to ensure that all gaps are covered.
- The park district has been offering babysitting classes, but they have not been well attended. It is very expensive to provide the class.
- The winter newsletter went well with Hagg.
- We will be getting a new table from Barrington Library this week. It is really nice and we are getting it for free!
- SWAN turned off their old app due to an issue with the app vendor. They will have the new ready to go very soon.
- Mrs. Laughlin inquired about what a Hotspot is.
- Mr. Golden asked if our attorney reviewed the elevator bid or if Williams Architects attorney took care of it. The library's attorney reviewed it and added a rider.

OLD BUSINESS

None

NEW BUSINESS

Mr. Golden made and Mrs. Tranter seconded a motion to approve the 2024 Library Closings.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mrs. Boehne made and Mr. Golden seconded a motion to approve the Removal of Hotspot Lending Policy. The motion carried on the following: **Motion Passed** Nays: 0 **Voice Vote:** Aves: 7 Mr. Golden made and Mrs. Boehne seconded a motion to approve the Removal of Exam Proctoring Policy. The motion carried on the following: **Motion Passed** Nays: 0 **Voice Vote:** Ayes: 7 Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the Removal of Home Service Policy. Mr. Nelson asked if we would still be making home deliveries. We will continue to make home deliveries, but we will not be going inside patron homes. 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 Updated Holiday Pay Policy. The motion carried on the following: **Motion Passed** Aves: 7 Nays: 0 **Voice Vote:** Mrs. Boehne made and Mrs. Tranter seconded a motion to approve Updated Reference Policy. The motion carried on the following: Nays: 0 **Motion Passed Voice Vote:** Ayes: 7 Mrs. Boehne made and Mr. Nelson seconded a motion to approve the Proposal for Elevator Modernization.

Mr. Nelson asked how the timeline for completion will impact our grant funds. Ridgeway feels we should be fine, but if it looks like we may not meet the deadline, we can file for an extension.

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 Mr. LeFevre presented the FY23 audit results to the Board. He reviewed the Annual Financial Report and the Auditors Communication to the Board of Trustees with the Board. He informed the Board that there were no material deficiencies found in the audit. The Library has a healthy fund balance, and he feels we are in a very strong financial position.

The State Library statute requires the audit report to take place within six months of the fiscal yearend. The Village requested an extension again this year. When the Village applies for an extension, it includes the library.

Mr. Golden made and Mrs. Tranter seconded a motion to approve the Library Audit Pertaining to Fiscal Year 2023.

The motion carried on the following:

Voice Vote:

Aves: 7

Nays: 0

Motion Passed

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business before the Board, Mrs. Boehne made and Mr. Golden seconded a motion to adjourn.

The motion carried on the following:

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed

The meeting was adjourned at 8:13 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.

Anne Boehne, Secretary

Date 18 2024