# MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES

500 W. Irving Park Road Itasca, Illinois February 20, 2024

## **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, Treasurer, Michael Golden

Members: Renee Fitzgerald, Paul Nelson, Patricia Schumacher

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

Absent: Secretary, Anne Boehne

**PUBLIC COMMENT: None** 

President Laughlin appointed Mrs. Shumacher to be Secretary Pro Tem.

# SECRETARY'S REPORT

# 1. Approval of the Minutes from Tuesday, January 18, 2024

Mr. Golden made and Mrs. Tranter seconded a motion to approve the minutes of the Tuesday, January 18, 2024, meeting, as presented.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

# FINANCIAL REPORT

# 1. Approval of Bills Payable

Mr. Golden made and Mr. Nelson seconded a motion to approve the Bills Payable in the amount of \$37,202.58.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne (absent) Mrs. Renee Fitzgerald Mr. Michael Golden Mrs. Sharon Laughlin Mr. Paul Nelson Mrs. Patricia Schumacher

Mrs. Anja Tranter

## TREASURER'S REPORT:

Mr. Golden noted the large check we received from the Village for Replacement Tax.

Mr. Golden read the OSG invoice and he isn't clear about what we are getting billed for. He asked if is possible to get a detailed breakdown from OSG on the specific work they're doing for us. Ridgeway shared that we purchase a block of hours from OSH and they bill against that when they provide service. We are also billed monthly for network services. Ridgeway will pull the details for the post-ransomware work and include it in his report next month.

# PRESIDENT'S REPORT:

- Mrs. Laughlin thanked Mrs. Tranter for compiling the information for the director's evaluation.
- It is good to hear that the Depot Museum is still active. There is lots of history there!
- Congratulations to Carrie, Jackie, Kelly, and Kristen Wunder on a successful Winter Carnival! Mrs. Schumacher complimented the use of volunteers to support the event.

# LIBRARY DIRECTOR'S REPORT:

- Krista Kosar continues to work on the historical archives. She has recently been trained on how to scan and upload files to the State's database.
- We weren't able to get any historical documents from the Danzers, but that doesn't mean we can't at a later date. We still have both of Gerry's books for sale. They are very well done! Mr. Nelson commented that they have lots of good information in them on the Garden Club.
- Ridgeway is going to visit Niles Library on Friday.
- He visited Franzen School's new library. It is a very nice space.
- An offer has been extended for the Patron Services Department Head position and we are awaiting a response.
- Mrs. Schumacher followed up on a previous request for an accessible mouse and keyboard.
  Ridgeway will have an update on this for the next meeting.

# **OLD BUSINESS**

None

# **NEW BUSINESS**

# DISCUSSION - Depot Museum Intergovernmental Agreement

The agreement is favorable to the library. We are already doing the things outlined in the agreement. There were no concerns noted about the content of the agreement as written.

Mr. Golden made and Mrs. Tranter seconded a motion to approve the Proposal for Library Printing Upgrades from TBS, Inc. for credit card readers and an upgraded scan machine in the amount of \$6,330.00.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mr. Golden made and Mr. Nelson seconded a motion to approve Updates to Fees Policy.

We no longer charge fines, so it was removed from the policy.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mr. Golden made and Mr. Nelson seconded a motion to approve Updates to Jury and Witness Duty Leave of Absence Policy.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mr. Golden made and Mrs. Tranter seconded a motion to approve the updated Time Records Policy.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

The Compensation Philosophy and Policy was not included in the Board Packet. Approval for this will be postponed until next month's meeting.

Mr. Golden made and Mr. Nelson seconded a motion to approve the Bid Preparation Assistance Proposal from Williams Architects in the amount of \$9,750.00.

Mr. Golden inquired about the location of the sign. He is concerned about installing the sign there because the property directly in front of the library is not level. He also asked about the feasibility of using the Lion's and/or the Village's signs rather than purchasing one. After some discussion, it was determined that the best course of action will be to purchase our own sign. Members expressed interest in having additional information on the type of sign that is proposed and having an updated quotation for the cost.

Mr. Golden made and Mrs. Tranter seconded a motion to table the motion on the floor until next month, so additional information and an updated quote could be obtained.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

#### **EXECUTIVE SESSION**

Mr. Nelson made and Mr. Golden seconded a motion to go into Executive Session at 7:42 p.m.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

#### **ADJOURNMENT**

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

The motion carried on the following:

**Voice Vote:** 

Ayes: 6

Nays: 0

3/19/2024

**Motion Passed** 

The meeting was adjourned at 9:01 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.

Patricia Schumacher, Secretary Pro Tem

Date