MINUTES OF ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES

500 W. Irving Park Road Itasca, Illinois January 18, 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, Secretary, Anne Boehne, Treasurer, Michael Golden

Members: Renee Fitzgerald, Paul Nelson, Patricia Schumacher

Also Present: Ridgeway Burns, Library Director, Gail Herff, Business Manager, Andy Dogan, Williams Architects

Absent: None

PUBLIC COMMENT: None

President Laughlin began the meeting with the first item under New Business.

SECRETARY'S REPORT

1. Approval of the Minutes from Tuesday, December 19, 2023

Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the minutes from the Tuesday, December 19, 2023, meeting, as presented.

The motion carried on the following:

Voice Vote:

Aves: 7

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 \$39,035.03.

HRA payments are retiree contributions to offset HRA administration expenses.

Mr. Golden reminded everyone that the FY25 budget will be approved at the April meeting.

The motion carried on the following:

Roll Call Vote:

Aves: 7

Navs: 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 asked if there were any repercussions from closing the library on Friday, January 12th. Ridgeway said he did not hear any negative feedback.
- Mrs. Laughlin said the article about the buses was interesting.
- Mrs. Laughlin really loves the Adult Services Take & Make lantern! She highly recommends the crafts. They are really fun to do!

LIBRARY DIRECTOR'S REPORT:

- Ridgeway will be scheduling the second round of interviews for the Patron Services Department Head shortly.
- Irene 'Reenie' Jackson is the new Youth Services Librarian. She started yesterday.
- Ridgeway reminded the Board that personnel matters must be discussed in Executive Session.

Mrs. Boehne asked Ridgeway to contact Gerry Danzer about his archives. Do we want them? Ridgeway will look into this.

OLD BUSINESS

None

NEW BUSINESS

PRESENTATION OF SPACE PLAN

Mr. Andy Dogan presented the proposed Space Plan to the Board. He also reviewed the Capital Needs Assessment and timeline considerations for both.

Mr. Golden made and Mrs. Fitzgerald seconded a motion to approve Updated Patron Conduct Policy.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the Use of Personal Vehicle for Library Business Policy.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

Mr. Nelson made and Mrs. Tranter seconded a motion to approve the Proposal for Library Electronic Sign Bid Proposal Preparation.

After some discussion, it was determined that additional information was needed before a vote could take place.

Mr. Nelson made and Mrs. Boehne seconded a motion to table the original motion until we have all the necessary information.

The motion carried on the following:

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed

EXECUTIVE SESSION

Mr. Nelson made and Mr. Golden seconded a motion to go into Executive Session at 8:36 p.m.

The motion carried on the following:

Voice Vote:

Ayes: 7

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: 7

Nays: 0

Motion Passed

The meeting was adjourned at 9:30 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.

Anne Boehne, Secretary

3-19-2024

Date