

**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:

<b>Voice Vote:</b>	<b>Ayes: 6</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
--------------------	----------------	----------------	----------------------

**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:

<b>Roll Call Vote:</b>	<b>Ayes: 6</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
------------------------	----------------	----------------	----------------------

**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 it 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.



The motion carried on the following:

**Voice Vote:**

**Ayes: 6**

**Nays: 0**

**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