

**MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
500 W. Irving Park Road  
Itasca, Illinois  
March 19, 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  
Members: Paul Nelson, Patricia Schumacher

**Also Present:** Ridgeway Burns, Library Director, Gail Herff, Business Manager, Patron Services Department Head, Kristen Wunder

**Absent:** Treasurer, Michael Golden, Renee Fitzgerald

**PUBLIC COMMENT:** None

Ridgeway introduced Kristen Wunder, who recently started in her new position as the Patron Services Department Head. The Board extended their congratulations and best wishes for success in her new position!

**SECRETARY'S REPORT**

**1. Approval of the Minutes from Tuesday, February 20, 2024**

Mrs. Boehne made and Mr. Nelson seconded a motion to approve the minutes of the Tuesday, February 20, 2024, meeting, as presented.

The motion carried on the following:

<b>Voice Vote:</b>	<b>Ayes: 5</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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**FINANCIAL REPORT**

**1. Approval of Bills Payable**

Mr. Nelson made and Mrs. Tranter seconded a motion to approve the Bills Payable in the amount of \$33,358.08.

We are still selling the Danzer books at the Patron Services desk. A pouch was discovered in one of the Patron Services drawers that had ~\$200 in it from previous years of book sales.

The motion carried on the following:

<b>Roll Call Vote:</b>	<b>Ayes: 5</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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**Mrs. Anne Boehne**

**Mrs. Renee Fitzgerald** (*absent*)

**Mr. Michael Golden** *(absent)*  
**Mrs. Sharon Laughlin**  
**Mr. Paul Nelson**  
**Mrs. Patricia Schumacher**  
**Mrs. Anja Tranter**

**TREASURER’S REPORT:**

None

**PRESIDENT’S REPORT:**

- Mrs. Laughlin regularly hears positive comments about the library. Patrons feel the materials are easy to find, they think our building looks good, and the staff are friendly.

**LIBRARY DIRECTOR’S REPORT:**

- Ridgeway met the Danzers. He let them know the library would be interested in historical documents.
- The elevator project has been tentatively scheduled for August. It won’t start until all materials are in hand.
- The park district and village have archival materials, but they have things stored in various locations and they aren’t sure what they have.

**OLD BUSINESS**

Mr. Nelson made and Mrs. Schumacher seconded a motion to approve the Compensation Philosophy and Policy.

The motion carried on the following:

**Voice Vote:                      Ayes: 5                                              Nays: 0                                              Motion Passed**

Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the Proposal from Williams Architects for Bid Preparation Assistance on the Electronic Message Sign for \$9,7050.00.

The motion carried on the following:

**Voice Vote:                      Ayes: 5                                              Nays: 0                                              Motion Passed**

**NEW BUSINESS**

Mr. Nelson made and Mrs. Schumacher seconded a motion to approve the Executive Session minutes for January 18, 2024, and February 20, 2024.

The motion carried on the following:

**Voice Vote:                      Ayes: 5                                              Nays: 0                                              Motion Passed**

Mrs. Schumacher made and Mr. Nelson seconded a motion to approve the making public of all Executive Session minutes that have previously been confidential except July 16, 2019, August 20, 2019, September 17, 2019, January 21, 2020, March 17, 2020, August 18, 2020, September 15, 2020, November 16, 2021, December 21, 2021, May 17, 2022, January 18, 2024, and February 20, 2024.

The motion carried on the following:

**Voice Vote: Ayes: 5 Nays: 0 Motion Passed**

Mrs. Boehne made and Mr. Nelson seconded a motion to approve the destruction of the verbatim recordings for the following Executive Session meetings: February 15, 2022, March 15, 2022, May 17, 2022, and September 20, 2022.

The motion carried on the following:

**Voice Vote: Ayes: 5 Nays: 0 Motion Passed**

Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the Updates to the Bulletin Board Policy.

The motion carried on the following:

**Voice Vote: Ayes: 5 Nays: 0 Motion Passed**

Mr. Nelson made and Mrs. Boehne seconded a motion to approve the Updates to Unattended Children and Vulnerable Adults Policy.

The motion carried on the following:

**Voice Vote: Ayes: 5 Nays: 0 Motion Passed**

Mr. Nelson made and Mrs. Tranter seconded a motion to approve the Proposal for Prepaid Time for 100 hours of IT services in the amount of \$15,500.00.

The motion carried on the following:

**Voice Vote: Ayes: 5 Nays: 0 Motion Passed**

Mr. Nelson made and Mrs. Tranter seconded a motion to increase the Director's salary by \$4,000.00 effective May 1, 2024, and to continue the insurance premium sharing.

The motion carried on the following:

**Voice Vote: Ayes: 5 Nays: 0 Motion Passed**

## **EXECUTIVE SESSION**

Mrs. Tranter made and Mr. Nelson seconded a motion to go into Executive Session at 7:01 p.m.

The motion carried on the following:

**Voice Vote: Ayes: 5 Nays: 0 Motion Passed**

**ADJOURNMENT**

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

The motion carried on the following:

**Voice Vote:                      Ayes: 5                                      Nays: 0                                      Motion Passed**

The meeting was adjourned at 8:46 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes as approved.

*Anne Boehne*

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Anne Boehne, Secretary

*4-16-04*

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Date