

**MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Rd.  
Itasca, IL  
Tuesday, May 21, 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: Renee Fitzgerald, Paul Nelson, Patricia Schumacher

**Absent:** Treasurer, Michael Golden

**Also present:** Ridgeway Burns, Library Director; Jackie Stork, Youth Services Department Head; Kristen Wunder, Patron Services Department Head; Carrie Straka, Adult Services Department Head

**PUBLIC COMMENT:** Adult Services Librarian Emily Bily

Emily Bily and Jackie Stork provided the board with an overview of the Youth and Adult Summer Reading programs.

**SECRETARY'S REPORT**

**Approval of Minutes from Tuesday, April 16, 2024**

Mrs. Boehne made and Mrs. Schumacher seconded a motion to approve the minutes of the Tuesday, April 16, 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 (ACTION- ROLL CALL VOTE)**

Mr. Nelson made and Mrs. Tranter seconded a motion to approve the Bills Payable in the amount of \$61,693.70.

- Mrs. Tranter signed checks this month in Mr. Golden's absence.

The motion carried on the following:

**Ayes: 6            Nays: 0                            Motion Passed**

**Roll Call Vote:**

**Mrs. Sharon Laughlin  
Mrs. Anja Tranter**

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

## **TREASURER'S REPORT**

None

## **PRESIDENT'S REPORT**

- Mrs. Laughlin was happy to report that Mr. Golden seems to be doing well.
- Mrs. Laughlin reminded the board that elections were being held at tonight's meeting.

## **LIBRARIAN'S REPORT**

- Ridgeway reminded everyone that MFA will be implemented soon, and that everyone will be prompted to change their passwords. The MFA implementation is required by Microsoft, and the password change is recommended by OSG.
- The elevator project has moved to production, and it's looking like it will begin in August. We're waiting for all the parts to arrive before the project begins. The amount of wait time looks like it's in line with estimates.
- The outdoor sign project is also moving forward. Locations of utilities are being checked, and Julie will be called before any digging is done.
- Mr. Nelson asked if everything is going well, in the absence of a business manager. Ridgeway reported that things are going smoothly. Lauterbach and Amen are taking care of all the financials duties, and HR Source has been a good resource for the HR side.
- Mrs. Boehne asked who is doing the financial reports. Ridgeway reported that Eric Nelson from Lauterbach and Amen is inputting entries in MIP, the check run, and processing invoices.
- Mr. Nelson asked if there are worries about fraud. Ridgeway reported that there are proper controls in place, and Eric Nelson is providing oversight, which is good for us.
- Mr. Nelson asked why we had Thompson Elevator and Colley Elevator here for the elevator. Ridgeway reported that Thompson Elevator is subcontracted by the Village of Itasca for the annual check, and Colley Elevator does the preventative maintenance.
- Are extra people, HR Source and Lauterbach and Amen, being paid by the hour? Ridgeway reported that they are. In the interim, this is a cost-effective measure for us to have outside expertise.
- There was discussion about providing internal controls and ensuring that accounting is done properly.
- Mrs. Schumacher asked about a recent Papercut update release. Carrie Straka said that she would check with TBS and make sure that the update is done.
- There were questions about the ransomware attack. Did we get our data back? Ridgeway reported that we did get our data back, but it hasn't been decrypted.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**1. Election of Officer Positions (ACTION- VOICE VOTE)**

Mrs. Laughlin made and Mr. Nelson seconded a motion to elect the following slate of officers:

President	Mr. Paul Nelson
Vice President	Mrs. Anja Tranter
Treasurer	Mr. Michael Golden
Secretary	Mrs. Patricia Schumacher

Mr. Nelson thanked Mrs. Laughlin for her doing such a great job the past year.

The motion carried on the following:

**Voice Vote:            Ayes: 6            Nays: 0                            Motion Passed**

**2. FY End Presentations from Department Heads (INFORMATION)**

Carrie Straka, Adult Services Department Head; Kristen Wunder, Patron Services Department Head; and Jackie Stork, Youth Services Department Head reported on their department’s accomplishments within the last fiscal year.

**3. Approval of Proposal to Install Thermostats (ACTION- VOICE VOTE)**

Mr. Nelson made and Mrs. Tranter seconded a motion to approve the proposal to install thermostats in the amount of \$6,275.00.

- Mrs. Tranter asked if we are getting additional thermostats or replacing old ones. Ridgeway reported that we are replacing thermostats and making sure they’re all networked so they can be controlled from one place.
- Mr. Nelson asked if the new thermostats will work with our old units. Ridgeway reported that they will work with the new units, and they’ll save staff time.
- Mr. Nelson asked if the quote is still good because it’s dated March 7, 2024. Ridgeway reported that he checked and the quote is still good.

The motion carried on the following:

**Voice Vote:            Ayes: 6            Nays: 0                            Motion Passed**

**4. Approval of 2024 Non-Resident Card Resolution (ACTION-ROLL CALL VOTE)**

Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the 2024 Non-Resident Card Resolution.

- Mr. Nelson asked if this resolution is approved each year. Ridgeway reported that it is approved each year. It’s overall the same resolution from year to year but the tax rate is updated.

The motion carried on the following:

Ayes: 6      Nays: 0

Motion Passed

**Roll Call Vote:**

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

**EXECUTIVE SESSION**

1. **Motion to adjourn to Executive Session pursuant to the Open Meeting Act, Section (2) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (ACTION- VOICE VOTE)**

Mrs. Laughlin made and Mrs. Boehne seconded a motion to adjourn to Executive Session at 8:10 p.m.

The motion carried on the following:

**Voice Vote:              Ayes: 6              Nays: 0                              Motion Passed**

**ADJOURNMENT**

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


The motion carried on the following:

**Voice Vote:              Ayes: 6              Nays: 0                              Motion Passed**

The Meeting was adjourned at 8:35 p.m.

Minutes were written by Carrie Straka.

I hereby note these minutes as approved.

  
 Patricia Schumacher, Secretary

6/18/2024  
 Date