

**ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING**

**Tuesday, June 18, 2024**

**7:00 P.M.**

**AGENDA**

**ROLL CALL**

President Nelson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

**Present:** President, Paul Nelson, Vice President, Anja Tranter, Treasurer, Michael Golden, Secretary, Patricia Schumacher

**Members:** Anne Boehne, Renee Fitzgerald, Sharon Laughlin

**Also present:** Ridgeway Burns, Library Director; Carrie Straka, Adult Services Department Head

**Absent:** None

**PUBLIC COMMENT**

None

**SECRETARY'S REPORT**

**Approval of Minutes from Tuesday, May 21, 2024**

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the minutes of the Tuesday, May 21, 2024 meeting as presented.

The motion carried on the following:

**Voice Vote: Ayes: 7 Nays: 0 Motion Passed**

**FINANCIAL REPORT**

**1. Approval of Bills Payable (ACTION- ROLL CALL VOTE)**

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$48,354.55.

- Mr. Golden asked why there wasn't a monthly bill from the village for insurance. Ridgeway said that we are estimating our bills and that the village asked us to wait for an invoice for payment. This system will be advantageous for both the library and the village. We have documentation to keep us on track.
- There was a question on our outside help, Lauterbach & Amen for accounting; and HR Source for human resources. A discussion of what each does for the library.
- There was a question about moving funds from one account to another. Ridgeway is doing that for now. It's something that the former Business Manager would take care of.

The motion carried on the following:

**Roll Call Vote: Ayes: 7 Nays: 0 Motion Passed**

**Mr. Nelson**

**Mrs. Tranter**

**Mr. Golden**

**Mrs. Schumacher**

**Mrs. Boehne**  
**Mrs. Fitzgerald**  
**Mrs. Laughlin**

## **2. Treasurer's Report**

None

## **PRESIDENT'S REPORT**

- The library received a nice letter from Jack Mensching at Itasca Bank & Trust.
- Mr. Nelson commended everyone on the Summer Reading Kickoff event with Kona Ice.
- Mr. Nelson turned it over to Mrs. Laughlin who read a thank you card from Mr. Golden.
- There was a discussion of outside groups and the Library Space Use Policy, based on some patron feedback that Mrs. Laughlin received.

## **LIBRARIAN'S REPORT**

- Elevator update: Ridgeway is working on August dates for the upgrades.
- Outside sign update: Ridgeway has been in contact with the village. We need to get a variance for the location of the sign. He will work on getting new renderings to make sure the location will work. There are some concerns regarding visibility of the sign.
- Business Manager interviews start soon.
- Ridgeway thanked the board for attending the Summer Reading Kickoff event.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **1. Approval of Updated Organizational Chart (ACTION- VOICE VOTE)**

Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the updated organizational chart.

- The change made was adding "residents" at the top of the chart.
- Four trustees are up for re-election in 2025.

The motion carried / did not carry on the following:

**Voice Vote: Ayes: 7 Nays: 0 Motion Passed**

### **2. Approval of Proposal for Employee Development (ACTION- ROLL CALL VOTE)**

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the proposal for employee development.

- Mr. Nelson, Mrs. Tranter, and Mrs. Fitzgerald are part of the subcommittee.

The motion carried on the following:

**Roll Call Vote: Ayes: 7 Nays: 0 Motion Passed**

**Mr. Nelson**  
**Mrs. Tranter**

**Mr. Golden**  
**Mrs. Schumacher**  
**Mrs. Boehne**  
**Mrs. Fitzgerald**  
**Mrs. Laughlin**

**3. Approval of Snow Removal Proposal (ACTION- VOICE VOTE)**

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the snow removal proposal.

- There was a question on a price increase. Ridgeway doesn't believe there is one.

The motion carried on the following:

**Voice Vote: Ayes: 7 Nays: 0 Motion Passed**

**4. Approval of Updated FOIA Procedure (ACTION- VOICE VOTE)**

Mrs. Laughlin made and Mrs. Boehne seconded a motion to approve the updated FOIA procedure.

The motion carried on the following:

**Voice Vote: Ayes: 7 Nays: 0 Motion Passed**

**5. Approval of the Appropriation and Levy (ACTION- ROLL CALL VOTE)**

Mrs. Laughlin made and Mrs. Tranter seconded a motion to approve the appropriation and levy.

- The documents are sent to the county by the village of Itasca.

The motion carried on the following:

**Roll Call Vote: Ayes: 7 Nays: 0 Motion Passed**

**Mr. Nelson**  
**Mrs. Tranter**  
**Mr. Golden**  
**Mrs. Schumacher**  
**Mrs. Boehne**  
**Mrs. Fitzgerald**  
**Mrs. Laughlin**

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

The motion carried on the following:

**Voice Vote: Ayes: 7**

**Nays: 0**

**Motion Passed**

The meeting was adjourned at 7:44 p.m.

The minutes were taken by Carrie Straka.

I hereby note these minutes as approved.

A handwritten signature in cursive script that reads "Patricia Schumacher". The signature is written in black ink and is positioned above the printed name.

Patricia Schumacher, Secretary

7/16/2024  
Date