

**ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, July 16, 2024  
7:00 P.M.  
MINUTES**

**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

**Not present:** Sharon Laughlin

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

**PUBLIC COMMENT**

None.

**SECRETARY'S REPORT**

**Approval of Minutes from Tuesday, June 18, 2024**

Mr. Golden made and Mrs. Tranter seconded a motion to approve the minutes of the Tuesday, June 18, 2024, meeting as presented.

The motion carried / did not carry on the following:

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

**FINANCIAL REPORT**

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

Mr. Golden made and Mrs. Tranter seconded a motion to approve the Bills Payable in the amount of \$44,693.17.

**2. Treasurer's Report**

- There was a question about the check for Smart Serve. What is that for? That is for our self-checkout machine, Bibliotecha. Approximately 1500 checkouts per month go through the self-checkout machine.
- Mr. Golden asked how it's going with Lauterbach and Amen. Ridgeway reported that it's going well. There are two invoices from them, one covers the audit, and one is the monthly accounting services.
- There was a question if the library has received any tax money yet. Ridgeway needs to check on that.

The motion carried on the following:

**Roll Call Vote:**

**Ayes: 6**

**Nays: 0**

**Motion Passed**

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

## **PRESIDENT'S REPORT**

- Mr. Nelson commented on the youth programs having excellent attendance numbers.
- There was some discussion about the proposed sign. A mock-up was suggested to give us an idea of the placement and what it would look like from Irving Park Rd. There is some concern about the slope and close proximity to the village sign.

## **LIBRARIAN'S REPORT**

- The business manager position has been filled, and the new hire starts on July 22.
- The library is ramping down on outside help (HRSource, and Lauterbach & Amen) now that the business manager will be starting soon.
- There has been some discussion with the depot museum on the artifacts and archives that they have. Formalized policies will be worked out.
- There was some discussion on the house model that is in the library. It isn't clear where it came from because it's been in our possession for a long time.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **1. Approval of Proposal for HVAC Repairs (ACTION- VOICE VOTE)**

Mrs. Boehne made and Mrs. Tranter seconded a motion to approve the proposal for HVAC repairs.

A discussion of repair vs. replacement followed.

The motion carried / did not carry on the following:

**Voice Vote:**

**Ayes: 6**

**Nays: 0**

**Motion Passed**

### **2. Building Walkthrough (INFORMATIONAL)**

## **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)**

Mr. Nelson made and Mrs. Schumacher seconded a motion to adjourn to Executive Session at 8:00 p.m..

The motion carried / did not carry on the following:

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

## **ADJOURNMENT**

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

The motion carried on the following:

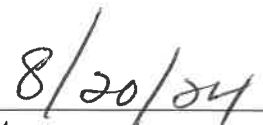
**Voice Vote:** Ayes: 6 Nays: 0

The meeting was adjourned at 8:36 p.m.

The minutes were taken by Carrie Straka.

I hereby note these minutes as approved.

  
Patricia Schumacher, Secretary

  
Date