

**ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING**

Tuesday, October 15, 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 7:01 p.m.

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

Members: Anne Boehne, Renee Fitzgerald

Not present: Member, Sharon Laughlin

Also present: Ridgeway Burns, Library Director; JoDee McDonnell, Business Manager

PUBLIC COMMENT

None

SECRETARY'S REPORT

Approval of Minutes from Tuesday, September 17, 2024

Michael Golden made and Renee Fitzgerald seconded a motion to approve the minutes of the Tuesday, September 15, 2024 meeting as amended.

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)

Michael Golden made and Anja Tranter seconded a motion to approve the Bills Payable in the amount of \$71,695.29. Adjustment made from report of \$70,665.29 with a pending credit adjustment in October of \$1,030.00 for early payment discount.

The motion carried on the following: **Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed**

**Mr. Paul Nelson
Mrs. Anja Tranter
Mrs. Patricia Schumacher**

**Mr. Michael Golden
Mrs. Anne Boehne
Mrs. Renee Fitzgerald**

2. Treasurer's Report

- Colley Elevator - one invoice remaining for the upgrade.
- Auto – Owner’s discount for paying annual policy early.
- G&K electric, all work is complete.
- OutSource Solutions (OSG) notified Carrie regarding backups and updates on server.
- All elevator improvements charged to Capital improvements
- Review of fiction and non-fiction accounts. Adjustment to AS Nonfiction should be made before November’s meeting.
- Village Audit complete and ICL approving Levy tax tonight. Audit should be presented at the next meeting.
- Audit report in draft form available. Final copy can be sent when available.

PRESIDENT’S REPORT

- Great job with the Trunk or Treat event was received very well. Surprised at how many children were present and even arrived early. An event that could also be moved inside with bad weather. Fun!
- Nice to include Church Street in the mix. Interest in the Itasca brewery and ICL partnering with programs.
- Discussed holiday program with music on the mezzanine level. Looking to expand programs in the future.

LIBRARIAN’S REPORT

- Elevator working and will self-adjust to set leveling with floor. No one was stuck inside.
- Grant money last FY July. Accounted for next FY. Noted in packet
- Youth Services added a full-time staff member. One part-time position posted, pending applicants.
- Patron Services added both a full-time and part-time staff member. Fully staffed 10/14/2024.
- Comments on Take-and-Make kits for children, teens and adults. Youth kits are located behind the desk.
- Christmas Tree Contest: trees available for decoration. Village may participate this year.

OLD BUSINESS

None

NEW BUSINESS

1. Approval of Appropriation and Levy (ACTION- VOICE VOTE)

Michael Golden made, and Anja Tranter seconded a motion to approve the Approval of Appropriation and Levy.

The motion carried on the following: **Roll Call Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

Mr. Paul Nelson
Mrs. Anja Tranter
Mrs. Patricia Schumacher

Mr. Michael Golden
Mrs. Anne Boehne
Mrs. Renee Fitzgerald

2. Approval of Proposal for Door Repair (ACTION- VOICE VOTE)

Michael Golden made, and Anja Tranter seconded a motion to approve the Proposal for Door Repair.

The motion carried on the following: **Voice Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

3. Approval of Updated Photograph and A/V Recording Policy

Michael Golden made, and Anja Tranter seconded a motion to approve the Updated Photograph and A/V Recording Policy.

The motion carried on the following: **Voice Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

4. Approval of Removal of Smoke Free Resolution.

Michael Golden made, and Anja Tranter seconded a motion to approve the Removal of Smoke Free Resolutions.

The motion carried on the following: **Voice Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

5. Approval of Proposal for Server Replacement, labor and parts.

Michael Golden made, and Anja Tranter seconded a motion to approve the Proposal for Server Replacement.

The motion carried on the following: **Voice Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

6. Approval of Proposal for IT Services.

Michael Golden made, and Anja Tranter seconded a motion to approve the Proposal for IT Services.

Discussion of Hassle Free and block of hours purchasing.

The motion carried on the following: **Voice Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

7. Review of Confidentiality and Donated Materials Policy.

No Comments

EXECUTIVE SESSION 7:50pm

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)

The motion carried on the following: **Voice Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

ADJOURNMENT

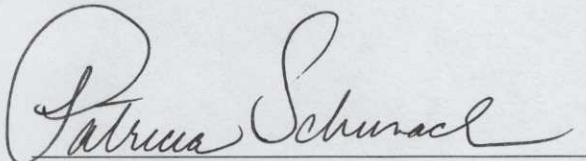
With no further business before the Board, Michael Golden made and Anja Tranter seconded the motion to adjourn.

The motion carried on the following: **Voice Vote:** **Ayes: 6** **Nays: 0** **Motion Passed**

The meeting was adjourned at 8:07 p.m.

The minutes were taken by JoDee McDonnell

I hereby note these minutes as approved.


Patricia Schumacher, Secretary

11/19/2024
Date