

**ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, November 19, 2024  
7:00 P.M.  
Minutes**

**ROLL CALL**

President Nelson called the regular meeting of the Board of Trustees of the Itasca Community Library (ICL) to order 7:01 p.m.

**Present:** Mr. Paul Nelson, President; Mrs. Anja Tranter, Vice-president; Mr. Michael Golden, Treasurer; Mrs. Patricia Schumacher, Secretary; Mrs. Anne Boehne, Member; Mrs. Renee Fitzgerald, Member; Mrs. Sharon Laughlin, Member

**Also Present:** Ridgeway Burns, Library Director; JoDee McDonnell, Business Manager; Brian LeFevre, Sikich, audit presentation; Maureen Voypick attendee, observed.

**PUBLIC COMMENT:** None

**SECRETARY'S REPORT: Mrs. Patricia Schumacher**

**Approval of Minutes from Tuesday, October 15, 2024**

Motion: Patricia Schumacher      Second: Michael Golden – Seven members approved. Motion passed.

**FINANCIAL REPORT: Mr. Michael Golden**

**1. Approval of Bills Payable (ACTION- ROLL CALL VOTE) Yes for AP= \$136,505.26**

Motion: Patricia Schumacher

Second: Anja Tranter

Mr. Paul Nelson -Yes

Mrs. Patricia Schumacher -Yes

Mrs. Sharon Laughlin -Yes

Mrs. Anja Tranter -Yes

Mrs. Renee Fitzgerald -Yes

Mrs. Anne Boehne-Yes

Mr. Michael Golden-Yes

**2. Treasurer's Report: Mr. Michael Golden**

Discussed:

- Constellation contract terms which will extend payment window to accommodate one monthly ICL check reimbursement.
- Outsource server upgrade.
- Accounting software and database access options available to ICL.
- Request for an ICL, year-to-date budget report for mid-year review.

**PRESIDENT'S REPORT: Mr. Paul Nelson**

- Thank you to those who assisted in prepping for the upcoming board election submission deadline.
- Mentioned Roselle library is expanding to a new building. The library will move once the construction is complete. The village of Roselle will make use of the existing library building.
- The board will participate in the 2024 ICL tree decoration contest, completing tonight.
- Mrs. Anne Boehne shared a comment from an Itasca resident of 30 years, complementing ICL for the excellent service and staff throughout her residency in Itasca and use of the library.

**LIBRARIAN'S REPORT: Ridgeway Burns**

- Audit report presented at this evening's meeting by Sikich representative Brian LeFevre.
- ICL is fully staffed as of November 13<sup>th</sup>, thank you to the department heads for their efforts in staff hiring.
- Discussed slight water damage on nearest the SW corner of ICL on the first floor from rain. Inside damage being addressed by ICL in-house building Maintenance staff member. A contractor will be out this or next week to determine cause and further action necessary to resolve the issue.
- The replacement of the existing ICL sign project has three new quotes and is under the cost threshold
- Williams will look at the first-floor bathroom renovation project to help project the cost for FY26 budget planning.
- ICL patron and staff monitors were upgraded via RAILS auction. ICL obtained 14 used monitors for the cost of one new monitor.
- Budget line items were corrected in the accounting database.

## GENERAL COMMENTS

- Mrs. Sharon Laughlin is impressed with the work of the ICL Archivist accomplishments and uploads. General board consensus. Pleased archive materials are kept in-house for ICL.
- Question regarding the Friends of the Library 'Book Stack' gift, and if it would be available in the future. ICL will inquire.

## OLD BUSINESS: None

## NEW BUSINESS

- 1. Approval of Intergovernmental Agreement for Depot Museum (ACTION- VOICE VOTE) Y/N**  
Motion: Patricia Schumacher Second: Michael Golden  
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
- 2. Approval of Updated Computer, Equipment, and Internet Use Policy (ACTION- VOICE VOTE) Y/N**  
Motion: Patricia Schumacher Second: Michael Golden  
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
- 3. Approval of Removal of Laptop Lending and Die Cutter Policies (ACTION- VOICE VOTE) Y/N**  
Motion: Patricia Schumacher Second: Michael Golden  
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
- 4. Approval of Proposal for Audit Services (ACTION- VOICE VOTE) Y/N**  
Motion: Patricia Schumacher Second: Michael Golden  
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
- 5. Approval of Updates to Vacation Policy effective May 1<sup>st</sup> (ACTION- VOICE VOTE) Y/N**  
Motion: Patricia Schumacher Second: Michael Golden  
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
- 6. Presentation of Library Audit and Treasurer's Report (INFORMATIONAL) 7:17-7:30**  
Reported a clean audit and ICL healthy financial position.
- 7. All Employee Survey (INFORMATIONAL) will move to, post April meeting.**

## EXECUTIVE SESSION: None

- 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)**

## ADJOURNMENT

With no further business before the Board, Sharon Laughlin made, and Michael Golden 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 recorded by JoDee McDonnell.

I hereby note these minutes as approved.

  
Patricia Schumacher, Secretary

12/17/2024  
Date