

**ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 17, 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 7:00 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

PUBLIC COMMENT: None

SECRETARY'S REPORT: Mrs. Patricia Schumacher

Approval of Minutes from Tuesday, November 19, 2024

Motion: Michael Golden Second: Anja Tranter – Seven members approved. Motion passed.

FINANCIAL REPORT: Mr. Michael Golden

1. Approval of Bills Payable (ACTION- ROLL CALL VOTE) Yes for AP= \$48,398.57

Motion: Michael Golden Second: Sharon Laughlin

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:

- OSG labor for server installation pending.
- Elevator project, complete, budget friendly, and working without error.
- Annual Treasury report and compliance of public notice to be met.

PRESIDENT'S REPORT: Mr. Paul Nelson

- Very impressive to have Kelly Mueller in YS as Newberry Award Winner judge.
- YS does a nice job. Scavenger hunt in YS neat idea and well received.
- The Chris White Jazz Trio AS performance was a hit! Adding more live music performances at ICL was discussed.
- The Holiday tree decorating turned into a fun and cool way to celebrate. The trees look great! Vote for favorite.
- Using the new signage will help to promote ICL programs and services, helping the community be aware of ICL happenings.
- Adding additional ICL services like taking a passport photo would be an asset to the community and not cost prohibitive.
- Discussed roof leak progress post gutter cleaning and caulk weatherization. Future awareness of any additional source of water concern to be addressed with the next preventative maintenance service.

LIBRARIAN'S REPORT: Ridgeway Burns

- Per Capita grant \$14K. Reviewed question regarding Act 3035 ALA Library of Rights
- Lunch and learn for December set with a local organization needed to cancel.
- The Village of Itasca is using, and ICL plans to resign Sikich for the next audit.
- The ICL Winter Carnival will take place Saturday January 25th 1pm-4pm. Everyone is invited to attend, participate.

GENERAL COMMENTS:

- None

OLD BUSINESS:

- None

NEW BUSINESS

1. **Approval of Approval of 2025 and Updated 2024 Library Closures (ACTION- VOICE VOTE) Y/N**
Motion: Michael Golden Second: Anne Boehne
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
2. **Approval of Updated Meal Periods Policy (ACTION- VOICE VOTE) Y/N**
Motion: Sharon Laughlin Second: Anja Tranter
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
3. **Approval of Updated Break Periods Policy (ACTION- VOICE VOTE) Y/N**
Motion: Anne Boehne Second: Anja Tranter
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
4. **Approval of Proposal for Architectural and Design Services (ACTION- VOICE VOTE) Y/N**
Motion: Sharon Laughlin Second: Michael Golden
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
5. **Approval of Proposal for Construction Assistance (ACTION- VOICE VOTE) Y/N**
Motion: Michael Golden Second: Renee Fitzgerald
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
6. **Approval of Proposal for Display Shelving (INFORMATIONAL)**
Motion: Sharon Laughlin Second: Patricia Schumacher
Voice Vote: Ayes: 7 Nays: 0 Motion Passed
7. **Review of Public Comment Policy (INFORMATIONAL)**

EXECUTIVE SESSION: 7:57pm - 8:20pm – Discussed personnel matters.

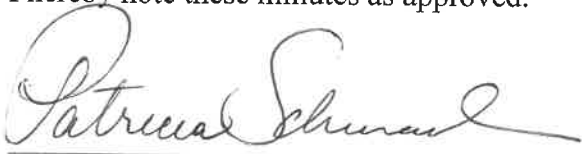
1. **Motion to adjourn to Executive Session pursuant to the Open Meeting Act, Section (2) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (ACTION- VOICE VOTE)**
Motion: Michael Golden Second: Sharon Laughlin
Voice Vote: Ayes: 7 Nays: 0 Motion Passed

ADJOURNMENT

With no further business before the Board, Michael Golden made, and Sharon 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 8:20 p.m. The minutes were recorded by JoDee McDonnell.

I hereby note these minutes as approved.


Patricia Schumacher, Secretary

1/21/2025
Date