

**ITASCA COMMUNITY LIBRARY (ICL)
BOARD OF TRUSTEES MEETING
Tuesday, January 21, 2025
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. 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 of Tuesday, December 17, 2024

Motion: Renee Fitzgerald

Second: Sharon Laughlin – Six members approved. Motion passed.

FINANCIAL REPORT: Mr. Michael Golden

1. Approval of Bills Payable (ACTION- ROLL CALL VOTE) Yes for AP= \$39,616.78

Motion: Michael Golden Second: Sharon Laughlin

Mr. Paul Nelson -Yes

Mr. Michael Golden-Yes

Mrs. Renee Fitzgerald -Yes

Mrs. Anja Tranter -Yes

Mrs. Patricia Schumacher -Yes

Mrs. Sharon Laughlin -Yes

2. Treasurer's Report: Mr. Michael Golden

Discussed: Tresure Report

- Deposit for furniture with remainder due with order completion in February, possibly later
- Roofing leaks are addressed. Time is to test that no leaks occur after heavy rain falls. Wall repair after no leaks present.
- New OSG Server installed 1/23, the current primary server will be used as the new backup server.
- Williams will review elevator completion. Plaque stating fund acquisition will be created and displayed.

PRESIDENT'S REPORT: Mr. Paul Nelson

- Mr. Nelson will share an email with trustees regarding a monthly workshop for library board trustees. These meetings will take place on the second Saturday of the month at 9:00 am. Mr. Burns will inquire about access to a recording of the meetings.

LIBRARIAN'S REPORT: Ridgeway Burns

- Final AIA contract Williams – Ritzman squared away – Bathroom project.
- Discussed ICL sign installation bid from Sign Artists, used by different not-for-profits. Good quality. Positive referrals.
- Action Plan will be discussed with staff for the 1/29 staff meeting. Compiled list will be presented to the board. Ease of implementation will be considered.
- Server project 1/23 at 7Am. Belief there may be no downtime during regular library hours, signs informing patrons have been posted preemptively. A new server will ensure performance continues but will not increase the speed of service.
- Mr. Burns will be participating in the grant review committee. A greater understanding of the grant process and details necessary to be successful in grant writing proposals.
- The ICL Winter Carnival will take place on Saturday from 1-4 PM. Everyone is welcome to attend and/or participate.

GENERAL COMMENTS:

- Mr. Golden noted that he enjoyed seeing the question presented to staff regarding accomplished in 2024.

OLD BUSINESS: NONE -

NEW BUSINESS:

1. Approval of LED Sign Proposal (ACTION- VOICE VOTE) (ACTION- VOICE VOTE) Y/N

Motion: Sharon Laughlin Second: Anja Tranter

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

2. Review of Action Planning and Strategic Planning Options (INFORMATIONAL)

Discussed Action Plan regarding the more short-term actions vs Strategic Plan covering a three to five year+ time frame discussed and how the library uses these tools for planning and implementation.

3. Review of Programs and Social Media Policies (INFORMATIONAL)

Reviewed and discussed the crafting policies and the potential need to review changes through legal professional.

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) Motion: Second: Voice Vote: Ayes: Nays: Motion Passed: N/A

ADJOURNMENT

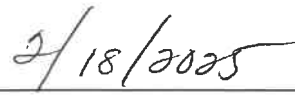
With no further business before the Board, Michael Golden made, and Sharon Laughlin seconded the motion to adjourn. The motion carried on the following: **Voice Vote: Ayes: 6 Nays: 0 Motion Passed**

The meeting was adjourned at 8:04 p.m. The minutes were recorded by JoDee McDonnell.

I hereby note these minutes as approved.



Patricia Schumacher, Secretary



Date