

ITASCA COMMUNITY LIBRARY (ICL)
BOARD OF TRUSTEES MEETING
Tuesday, March 18, 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, Members; Mrs. Anne Boehne; Mrs. Sharon Laughlin, Mrs. Renee Fitzgerald, **Absent:** None

Also Present: Ridgeway Burns, Library Director; Jackie Stork, Assistant Director-Youth Manager; JoDee McDonnell, Business Manager

PUBLIC COMMENT: None

SECRETARY'S REPORT: Mrs. Patricia Schumacher

Approval of Minutes of Tuesday, February 18, 2025

Correction-RF: 02.18.25 meeting 'motion to approve minutes,' should read: Motion: Patricia Schumacher

Motion: Patricia Schumacher

Second: Renee Fitzgerald – seven members approved. Motion passed.

FINANCIAL REPORT: Mr. Michael Golden

1. Approval of Bills Payable (ACTION- ROLL CALL VOTE) Yes for AP= 45,915.27

Motion: Michael Golden Second: Anja Tranter

Mr. Paul Nelson -Yes

Mr. Michael Golden-Yes

Mrs. Anne Boehne - Yes

Mrs. Anja Tranter -Yes

Mrs. Patricia Schumacher -Yes

Mrs. Renee Fitzgerald - Yes

Mrs. Sharon Laughlin - Yes

2. Treasurer's Report: Mr. Michael Golden

Discussed: Tresure Report

- Use of Oustsource Group (OSG) PC replacement for staff and patron upgrade to enable current software and secure support. Upgrades split between FY25 & FY26. Microsoft365
- Telcom communication is managing the phone system.
- FY26 budget in process, daft can be shared for review in advance. Final copy of the FY25 should be available @ June.
- Ground Pros costs were low due to lack of snow removal need.

PRESIDENT'S REPORT: Mr. Paul Nelson

- Touched on variable to snow removal.
- Recognized the new BOOK DROP sign located outside for patron use.
- Discussed the north facing window placement, blind coverage in the west meeting room.
- Thanks to Anya and Ridgeway for putting together the survey. Sent to employees. Looking for 100% participation.
- Explored options for recognition spending, such as the Wellness Committee and Friends of the Library, have contributed in the past to recognize staff contributions.
- Appreciation to Jackie Stark for attending the meeting this month. Will attend in April.

LIBRARIAN'S REPORT: Ridgeway Burns

- ICL Drawing from Williams is split into two phases. With approval, both phases will go to bid, although constructed in two phases. When approximately 90% will request a cost estimate. Belief there will be a cost increase overtime. 275K = B 325K=WMR
- Exploring options such as a Cintas-like service for floor mats in the library to avoid wear and damage from excess salt being tracked into ICL. Beginning with ICL mat purchase and maintaining within ILC, with potential to change in post remodel.
- Regarding HV/AC off hours supply. There would be no need to have concern with the shelter's designation. The hours would fall under the normal hours of operation and the Village Hall would be available 24/7.

- . No leaks were found with the current rain fall.
- . Touched on not-for-profit accounting class.

GENERAL COMMENTS:

- . Touched on health benefits costs. IPBC is working to lower co-op costs compared to the national average.

OLD BUSINESS: Safety Committee

NEW BUSINESS:

1. Approval of OMA Officers (ACTION- VOICE VOTE)

Motion: Sharon Laughlin

Second: Anja Tranter

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed: Yes

Prior ICL Officers were Ridgeway Burns and Gail Herff. New Officers will be Ridgeway Burns and Jackie Stork. OMA training is the same site location as FOIA.

2. Discussion of Design Plan for Renovations (DISCUSSION)

ICL design plans – third draft with single bathroom ADA compliance/occupancy approved as planned.

Discussed consult room and placement within ICL, and how that effects placement of current use areas. Use space to meet patrons for notary, passport, and patron service space. Suggestion to move to the opposite side of the room, the coffee area wall. The area will be roughly 13'x9' with the potential to take passport photos for the ICL Patrons.

Additionally, in conjunction with the west meeting room; closet storage, Storytime room and the options for windows and blinds. ICL would plan to move the adult bookshelves near the entrance and replace them to match new youth shelving.

Ms. Stork is looking forward to having the storage rooms joined. Moving the tables in-and-out will be easier.

The cabinets in place will be a nice place to store programming supplies. Mr. Burns feels with or without any change to the windows, the room will be much more usable. The drop ceiling will remain with the light fixtures being raised.

Adjustments can be made if something becomes to cost prohibitive. Now is a good time for feedback.

3. Library Director's Compensation (ACTION- VOICE VOTE)

Motion: Michael Golden

Second: Paul Nelson

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed: Yes

EXECUTIVE SESSION: Yes 7:46 – 8:01

Motion to adjourn to Executive Session (ACTION- VOICE VOTE) Y / N

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. Evaluation summary will be emailed to the director one week prior to the April meeting.

Motion: Patricia Schumacher

Second: Michael Golden

Voice Vote:

Ayes: 7

Nays: 0

Motion Passed: Yes

ADJOURNMENT

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

The motion carried on the following: **Voice Vote: Ayes:7 Nays: 0 Motion Passed**

The meeting was adjourned at 8:05 p.m. The minutes were recorded by JoDee McDonnell.

I hereby note these minutes as approved.


Patricia Schumacher, Secretary

4/15/2025
Date