

**ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 15, 2025
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 7:00 p.m.

Present

Paul Nelson, President; Anja Tranter, Vice President; Patricia Schumacher, Secretary
Members: Anne Boehne, Renee Fitzgerald, Sharon Laughlin

Not Present: Michael Golden, Treasurer

Also present: Ridgeway Burns, Library Director; Jackie Stork, Assistant Director/Youth Services Department Head; Carrie Straka, Adult Services Department Head; Maureen Voypick, Guest

PUBLIC COMMENT

None

SECRETARY'S REPORT

Approval of Minutes from Tuesday, March 18, 2025

Patricia Schumacher made and Sharon Laughlin seconded a motion to approve the minutes of the Tuesday, March 18, 2025 meeting as presented.

The motion carried on the following:

Voice Vote:	Ayes: 6	Nays: 0	Motion Passed
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FINANCIAL REPORT

1. Approval of Bills Payable (ACTION- ROLL CALL VOTE)

Anne Boehne made and Sharon Laughlin seconded a motion to approve the Bills Payable in the amount of \$53, 127.02.

The motion carried on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
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**Mr. Nelson
Mrs. Tranter
Mrs. Schumacher
Mrs. Boehne**

Mrs. Fitzgerald
Mrs. Laughlin

2. Treasurer's Report

The following are questions Michael Golden had before the board meeting.

- Michael Golden noticed there wasn't a report from the Business Manager this month. The report wasn't completed before the reports were due.
- There was a question about a new line: pre-paid payroll. Ridgeway noted that the payroll was paid in April, but worked in March.
- Ridgeway will work with bank to take care of finance charges.
- There was a discussion about MIP, the current accounting software. We need to finish the current fiscal year, but the contract runs out in January.
- Michael asked if the consultation room could be moved to the other side in the renovation plans. Due to cost, it will remain where it is.

PRESIDENT'S REPORT

- Paul Nelson congratulated the newly elected board member, Maureen Voypick.
- He gave kudos to Larissa Martinez, who had 36 passport appointments in March.

LIBRARIAN'S REPORT

- The custom floor mats for the front entrance are in.
- The sidewalks along Catalpa are being replaced. There is a new section of parkway grass.
- Chris Bush is replacing the flooring in the staff bathrooms, hallway, and staff room. Kudos to Chris for working on it overnight, which limits the disruption to staff. That was a schedule suggested by Chris.
- Krista worked with the fire department to pull some historical data for them.
- We are waiting on the final OK from the village on the new outside sign.
- Anja Tranter reviewed the employee pulse survey. The overall results were favorable, and 21 out of 22 employees completed it.

OLD BUSINESS

None

NEW BUSINESS

1. Approval of Updated Administrative Succession Policy (ACTION- VOICE VOTE)

- Paul Nelson said that it makes sense for Jackie Stork to move into the director position when needed. One person as designated successor also makes sense.

Sharon Laughlin made and Anja Tranter seconded a motion to approve the Updated Administrative Succession Policy.

The motion carried on the following:

Voice Vote:

Ayes: 6

Nays: 0

Motion Passed

2. Approval of Proposal for Accounting Services (ACTION- VOICE VOTE)

- Michael Golden asked if anything is included that we would normally do. Ridgeway said there isn't. Training is included, and oversight is still provided.

Sharon Laughlin made and Anja Tranter seconded a motion to approve the Proposal for Accounting Services.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

3. Approval of Updated Paid Parental Leave Policy (ACTION- VOICE VOTE)

- There was a question about eligible employees. Full-Time staff are eligible employees.

Sharon Laughlin made and Anja Tranter seconded a motion to approve the Updated Paid Parental Leave Policy.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

4. Approval of the 2025-2026 Library Operating Budget (ACTION- ROLL CALL VOTE)

- Ridgeway explained that some expenses span two fiscal years, especially with capital projects.
- There was a discussion of surplus funds.

Sharon Laughlin made and Anja Tranter seconded a motion to approve the 2025-2026 Library Operating Budget.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

**Mr. Nelson
Mrs. Tranter
Mrs. Schumacher
Mrs. Boehne
Mrs. Fitzgerald
Mrs. Laughlin**

5. Approval of Proclamation to Recognize Board Member Service (ACTION- ROLL CALL VOTE)

Patricia Schumacher made and Anja Tranter seconded a motion to approve the Proclamation to Recognize Board Member Service.

The motion carried on the following:

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

**Mr. Nelson
Mrs. Tranter
Mrs. Schumacher
Mrs. Boehne
Mrs. Fitzgerald**

Mrs. Laughlin

EXECUTIVE SESSION

- 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)**

Anja Tranter made and Anne Boehne seconded a motion to adjourn to Executive Session.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

ADJOURNMENT

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

The motion carried on the following:

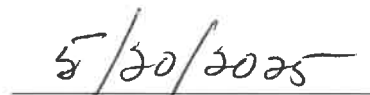
Voice Vote: Ayes: 6 Nays: 0 Motion Passed

The meeting was adjourned at 8:16 p.m.

The minutes were taken by Carrie Straka.

I hereby note these minutes as approved.


Patricia Schumacher, Secretary


Date