ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 20, 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; Michael Golden, Treasurer; Patricia Schumacher, Secretary
Members: Anne Boehne, Maureen Voypick

Not Present: Renee Fitzgerald

Also present: Ridgeway Burns, Library Director; Jackie Stork, Assistant Director/Youth Services Department Head; Kristen Wunder, Patron Services Department Head; Carrie Straka, Adult Services Department Head; Emily Bily, Adult Services Librarian

PUBLIC COMMENT

None

SECRETARY'S REPORT
Approval of Minutes from Tuesday, April 15, 2025

Patricia Schumacher made and Anja Tranter seconded a motion to approve the minutes of the Tuesday, April 15, 2025 meeting as presented.

The motion carried on the following:

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

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

Michael Golden made and Anne Boehne seconded a motion to approve the Bills Payable in the amount of 127, 791. 41.

- There may have been a double payment to Williams. Ridgeway will check.
- The library grounds were discussed. Ridgeway will look into mulch.
- The check to OSG for $34,000 is an IT charge for the new PCs.
- There was a question about the cash position sheet. Lauterbach and Amen may be able to do that monthly

The motion carried on the following:

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

Mr. Nelson
Mrs. Tranter
Mr. Golden
Mrs. Schumacher
Mrs. Boehne
Mrs. Voypick

2. **Treasurer's Report**

- Michael Golden asked if the check to OSG is a record this year. Ridgeway said that it is, because it's for the new PCs and new firewall.
- There was a question if Lauterbach and Amen will be more involved with the changes to the Business Manager position.
- There will be a review at the end of the year for their services.
- ECS is new accounting software. Lauterbach and Amen will provide training, and it will give us a higher level of service.
- Who is transferring funds? Ridgeway is doing that for now.
- Some concerns were raised about the Administrative Assistant being part time.
- There was a discussion about primary tasks.

PRESIDENT'S REPORT

- Paul enjoyed the summaries of the Summer Reading Club by Emily Bily and Jackie Stork, and the fiscal year summaries given by the department heads.
- Signage was discussed.

LIBRARIAN'S REPORT

- Debit cards will be issued to full-time staff.
- The roof is still leaking, and Riddiford is on their way to look at the roof.
- Ridgeway will get a signage timeline.
- Office changes were discussed.

OLD BUSINESS

None

NEW BUSINESS

1. **Swearing in of New Board Members**
2. **FY End Presentations from Department Heads (INFORMATIONAL)**
3. **Election of Officer Positions (ACTION- VOICE VOTE)**

Paul Nelson made and Anja Tranter seconded a motion to approve the following slate of officers.

Paul Nelson, President
Anja Tranter, Vice President
Michael Golden, Treasurer
Patricia Schumacher, Secretary

The motion carried on the following:

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

4. **Action Plan Update (INFORMATIONAL)**
5. **Approval of Appropriation and Levy (ACTION- ROLL CALL VOTE)**

- The library asked for the maximum, and it will be reduced by the county.

Michael Golden made and Anja Tranter seconded a motion to approve the Appropriation and Levy.

The motion carried on the following:

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

Mr. Nelson
Mrs. Tranter
Mr. Golden
Mrs. Schumacher
Mrs. Boehne
Mrs. Voypick

6. **Approval of 2025 Non-Resident Card Resolution (ACTION- VOICE VOTE)**

- There was a discussion of the non-resident card.

Anne Boehne made and Anja Tranter seconded a motion to approve the 2025 Non-Resident Card Resolution.

The motion carried on the following:

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

7. **Approval of Proposal for Construction Management Services (ACTION- VOICE VOTE)**

- There was a discussion of the construction management services.
- There was a question if Ritzman has looked at the proposal and should he? Ridgeway will have him review it.

Michael Golden made and Anja Tranter seconded a motion to approve the Proposal for Construction Management Services (approval pending Ritzman's approval of the document).

The motion carried on the following:

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

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)**

Michael Golden made and Anja Tranter 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, Anne Boehne made and Paul Nelson seconded the motion to adjourn.

The motion carried / did not carry on the following:

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

The meeting was adjourned at 8:32 p.m.

The minutes were taken by Carrie Straka.

I hereby note these minutes as approved.

Patricia Schumach

Patricia Schumacher, Secretary

6/17/2025

Date