

**ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 15, 2025
7:00 P.M.
Minutes**

President Nelson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

ROLL CALL

Present: Paul Nelson, President; Anja Tranter, Vice-President; Michael Golden, Treasurer; Patricia Schumacher, Secretary; Members: Anne Boehne, Maureen Voypick

Also present: Ridgeway Burns, Library Director; Jackie Stork, Assistant Director/Youth Services Department Head; Carrie Straka, Adult Services Department Head; Jessica Laabs, Administrative Assistant; John Shales, and Zach Swanson, Shales McNutt Construction

Not present: Renee Fitzgerald

PUBLIC COMMENT

None

SECRETARY'S REPORT

Approval of Minutes from Tuesday, June 17, 2025

Maureen Voypick made and Patricia Schumacher seconded a motion to approve the minutes of the Tuesday, June 17, 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)

Michael Golden made and Anja Tranter seconded a motion to approve the Bills Payable in the amount of \$46,823.06.

The motion carried / did not carry on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
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2. Treasurer's Report

- There was a discussion about ACH payments. Some reasons for making the switch include that these payments help prevent check washing, limits are in place, and payments can be processed more quickly. The library has started paying the village via ACH.
- There was a discussion of fund balances and how much is currently in the CD.

PRESIDENT'S REPORT

- Paul thanked Michael Golden for all his questions of John Shales during the renovation presentation.

LIBRARIAN'S REPORT

- The roof leak was found and patched.
- There was a discussion of traffic in the parking lot due to the pool being open.
- Parking lot sealcoating is schedule for August 31.
- Ridgeway attended his second SWAN board meeting.
- A building walkthrough will take place during the August board meeting.
- Michael Golden asked if the board will need to take action on the construction in August.
- Michael Golden asked when does the board need to make decisions on windows.
- Ridgeway said if the plans are OK'd now,, SMC and Williams can start the prep work during his leave.
- A question was asked about who owns the steps to the pool at the south end of the library. They're currently a safety hazard. The park district owns the stairs.

OLD BUSINESS

None

NEW BUSINESS

1. Presentation of Renovation Project Budget (INFORMATIONAL- SHALES MCNUTT)

- John Shales and Zach Swanson from Shales McNutt Construction gave an overview of the renovation project budget.
- The bathroom portion was discussed at length. We have concepts at this point from Williams Architects.
- SMC handles the construction management and goes out to bid for all the work.
- Michael Golden asked if there will be a general contractor. SMC handles all of that.
- John Shales explained that there are three bids to a bid package.
- Michael Golden asked if SMC has worked with Williams Architects before. They have.
- Michael Golden asked if SMC takes care of bill payment. They do.
- John Shales said that current space including the bathrooms have been gone over at length.
- There was a discussion of the proposed windows in the West Meeting Room.

2. Review of ACH Procedures (INFORMATIONAL)

- There was a discussion of ACH procedures.
- Michael Golden asked if there are any concerns with us paying more bills via ACH. Ridgeway said there aren't. It's a safer method of payment.
- Ridgeway asked if it's OK to pay bills as soon as they're due and approve in arrears. It doesn't have to be done that way, but it can be.
- The board agreed that we can go ahead and start using ACH for payments.

3. Approval of Proposal for HVAC RTU Replacement (ACTION- VOICE VOTE)

- There was a discussion of a co-op contract.
- Ridgeway recommends that we continue work with Premistar.
- Ritzman is reviewing the contract and Ridgeway is waiting on an email from Ritzman.

Anne Boehne made and Anja Tranter seconded a motion to approve the proposal for HVAC RTU replacement pending contract approval from Ritzman.

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)

No executive session.

ADJOURNMENT

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

The motion carried on the following:

Voice Vote:	Ayes: 6	Nays: 0	Motion Passed
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The meeting was adjourned at 8:02 p.m.

The minutes were taken by Carrie Straka.

I hereby note these minutes as approved.


Patricia Schumacher, Secretary

8/19/2025
Date