ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, August 19th, 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: Renee Fitzgerald, Maureen Voypick

Also present: Jackie Stork, Assistant Director/Youth Services Department Head; Jessica Laabs, Administrative Assistant

Not present: Anne Boehne

PUBLIC COMMENT

None

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

Anja Tranter made and Michael Golden seconded a motion to approve the minutes of Tuesday, July 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 Anja Tranter seconded a motion to approve the Bills Payable in the amount of $62,392.94.

The motion carried on the following:

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

2. **Treasurer's Report**
   - Debit and Credit Cards – Jackie Stork and Ridgeway Burns have a credit card, currently Carrie Straka, Kristen Wunder and Morgan Joyner have debit cards, Jackie will check on the rest of full-time staff also receiving debit cards
   - Village ACH payments – insurance and IMRF not on this month's register due to bill arriving late, also must pay water bill via check, not ACH

- Lauterbach & Amen – invoices from April and this month
- Outsource – two this month, one back to January
- Today's Business Solutions – payment tower, copy, faxes, license for every year
- Unit on the roof –Premistar will be here tomorrow to do some maintenance, Jackie can check then

PRESIDENT'S REPORT

- Business night at Oktoberfest, Kristen Wunder is coordinating for staff, Jackie can include board member names on the list
- On the Same Page books – Jackie will have Carrie put aside copies for board members
- Larissa will be leaving for a full-time job, and is training Danielle for passport services
- Sign project is starting soon so staff won't have to go outside during the winter
- Next village meeting on October 6th, meeting is held bi-monthly. Anja is the library representative, Jackie will attend next meeting

LIBRARIAN REPORT

- No questions on included librarian's reports.

OLD BUSINESS

None

NEW BUSINESS

1. **Building and Grounds Walkthrough (INFORMATIONAL)**
   - Stairwells have been painted
   - Mulch added outside
   - Parking lot sealcoating every year, coming up again at the end of August
   - New outdoor sign will be in the same place as current sign, brick will be higher so the plan is to have plants in front of it
   - East meeting room and board meeting room had sound deadening panels added
   - West meeting room will be renovated
   - New flooring in staff room and staff restrooms
   - Upstairs added the Japanese, Polish and Spanish signs

2. **Action Plan Update (INFORMATIONAL)**
   - Newly completed items, master list of previous book club titles available
   - Focusing on internal staff training instead of friendly competition with other libraries
   - Still looking at moving community bulletin board inside of library
   - Working on staff training for CPR, First Aid, etc.
   - Offer live music more frequently – Carrie Straka will have an event in Winter and Spring

3. **Approval of Snow Removal Proposal (ACTION- VOICE VOTE)**
   - This year's proposal did go up a little bit, if we sign up now, we'll lock in the early pricing

Michael Golden made and Anja Tranter seconded a motion to approve the proposal for Snow Removal.

The motion carried on the following:

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

4. **Approval of Updated Circulation Policy (ACTION- VOICE VOTE)**
   - No expiration date on library card, can check if people have moved out of town
   - Presenting library cards – used to say people must present card, now can give name or phone number

Michael Golden made and Anja Tranter seconded a motion to approve the proposal for Updated Circulation Policy

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**

The meeting was adjourned at 8:08 p.m.

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher
Patricia Schumacher, Secretary

9/16/2025
Date