ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 21st, 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; Michael Golden, Treasurer; Members: Renee Fitzgerald, Maureen Voypick

Also present: Ridgeway Burns, Director; Jackie Stork, Assistant Director/Youth Services Department Head; Carrie Straka, Adult Services Department Head; Jessica Laabs, Administrative Assistant

Not present: Anja Tranter, Vice-President; Patricia Schumacher Secretary; Anne Boehne, Board Member

PUBLIC COMMENT

None

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

Michael Golden made, and Maureen Voypick seconded a motion to approve the minutes of Tuesday, September 15, 2025, meeting as presented.

The motion carried on the following:

Voice Vote: **Ayes: 4** **Nays: 0** **Motion Passed**

FINANCIAL REPORT

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

Michael Golden made, and Renee Fitzgerald seconded a motion to approve the Bills Payable in the amount of $80,153.40.

IMRF and Insurance payments were applied to the financials even though the checks were not issued or cashed.

Six-month review could be useful to get a report on the cash position.

Update budget to reflect actual dollar amount in budget, could reapprove amended budget, we can go over/under those lines, should stick with what we approved because it's been publicly approved

Other funds – FICA is $0 for this month check with accountant to see that FICA is being applied as it should be

L&A – actuarial report, not included in monthly costs, is a yearly report

Carie-Ann from village with do a forensic report for a future library board meeting, November at earliest.

The motion carried on the following:

Roll Call Vote: **Ayes: 4** **Nays: 0** **Motion Passed**

PRESIDENT'S REPORT

- Sign-ups for the library cards, 36 new sign-ups, Plinko was a lot of fun for staff and patrons
- Bingo numbers were great for Friends of Library
- Jazz Group in January, Irish Music early March
- Family concert in October – almost 100 people

LIBRARIAN REPORT

- SWAN – can now do online library card registration, will mail card if registered online
- Library Card Art Contest – using patron artwork
- Our library does an Itasca author's collection; for youth 18 and under you are given a blank book and can have it added to the library collection
- Emily Anderson got married last weekend
- Flag box will be taken away outside and a new one installed in the entryway

OLD BUSINESS

Discussion of Illinois Public Library Standards: Access

How do we define a successful library? We are a very effective library but are still trying to figure out how successful we are. We can look at metrics, but they can be misleading, could do comparison with peer libraries. Are we meeting the needs of everyone in the community.

NEW BUSINESS

1. **Presentation on Renovation Project Budget (INFORMATIONAL - WILLIAMS ARCHITECTS)**
   - Andy Dogan – helped with modernization of elevator last year
   - Remodeling of first floor restrooms and west meeting room
   - Multiuser restrooms to single user restrooms, Storage room for west meeting room, consultation room on other side, chair and table storage closet, AV updates but TV is separate purchase, windows in west room are a separate option that will be considered
   - New exhaust fans, new ceilings in these areas and lighting replacement
   - Old piping that they can get at will be removed, some things underground will be capped
   - Already out to bid, pre-bid meeting is tomorrow, October 22nd, SMC has online plan room, project split up into separate bid packets so not just one general contractor, lot of bidder interest, good time of year for a renovation
   - Restroom wall design – terrazzo on bottom half, blue on top half for back accent wall, rest of walls – simple white tile, gray floor tile
   - West Meeting room – dark blue carpet – can pour water on it and it beads up, blue accent AV wall, clear wall protector 48" up the wall, cabinets, solid surface countertop, rubber baseboard
   - Pre-Bid Meeting 10/22

- Bids Due Nov 4
- SCM Scope Nov 5-10
- Board Meeting for Award 11/18
- Project Schedule (tentative) -
    - Submittals 12/25-3/26
    - Construction Begins March 26
    - Construction Complete June 26

2. **Approval of Appropriation and Levy (ACTION – ROLL CALL VOTE)**

Michael Golden made and Renee Fitzgerald seconded a motion to approve the yearly proposal of appropriation and levy.

The motion carried on the following:

Voice Vote: **Ayes: 4** **Nays: 0** **Motion Passed**

No executive session.

EXECUTIVE SESSION

1. **Motion to adjourn to Executive Session pursuant to the Open Meeting Act, Section 29 for meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. (ACTION- VOICE VOTE)**

ADJOURNMENT

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

The motion carried on the following:

Voice Vote: **Ayes: 4** **Nays: 0** **Motion Passed**

The meeting was adjourned at 8:35 p.m.

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher, Secretary

11/18/2025
Date