ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 18th, 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; Patricia Schumacher, Secretary; Michael Golden, Treasurer; Members: Anne Boehne, 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; John Shales and Zach Swanson, SMC Construction Services

PUBLIC COMMENT

None

SECRETARY'S REPORT
Approval of Minutes from Tuesday, October 21st, 2025

Michael Golden made, and Anne Boehne seconded a motion to approve the minutes of Tuesday, October 21st, 2025, meeting as presented.

The motion carried on the following:

Voice Vote: **Ayes: 7** **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 $75,003.13.

- Sign Artists - $24,605 total, steel poles and hardware added along the way
- Technology – reallocation from technology to contractual services
- Group Insurance negative was due to reallocation to FICA
- Revenue and Expenses review - $1.3 million in bank that is not currently assigned to any account, can allocate to Special Reserves fund – can only be used on capital projects, best practice of keeping 6 months of reserves, look at expenses, it looks low, Restricted Funds – special projects only

The motion carried on the following:

Roll Call Vote: Ayes: 7 Nays: 0 Motion Passed

PRESIDENT'S REPORT

- Lego Family night tonight was well attended

LIBRARIAN REPORT

- Winter Carnival on January 17th, done last two years, Pete the Cat and a juggler
- New library cards with new art from youth contest
- New staff member started yesterday, Mazzy Teich, Adult Services Assistant
- Moved Library of Things down to first rack of Fiction, able to move community board that was by West Meeting Room, will be on slat wall by elevator

OLD BUSINESS

Discussion of Illinois Public Library Standards: Advocacy and Community Engagement

- Patron Services – taking staff out for site visits, go to library and different stores, meet at Panera after to discuss customer service, wrote a customer service statement for their department

Discussion of Library Statistical Comparison

- Comparison of similar area libraries, River Forest is next to a middle school, located in a walkable neighborhood

NEW BUSINESS

1. **Approval of Bid Packages for Construction Services (ACTION – ROLL CALL VOTE)**

- Great bid day, seven bids on every bid package
- Letter of recommendation to award, yellow number is base bid, includes alternates one, two and three
- Yellow number is total project cost
- Plumbing – asterisk number 2, clerical error - $5000 that didn't pertain to his scope
- Letter of recommendation will be assigned to SMC Construction Services; they will issue the contracts to the contractors in the assigned values.
- Every contractor that is being awarded has done previous work with SMC, lower numbers due to competitive building
- Construction contingency, if we spend none it stays with the library, bathrooms in different locations in the past, money to react if needed
- Alternate one, two, and three will be included - bigger windows, additional wall protection, glass marker boards
- Alternate number four is not happening, the ceiling tiles

Michael Golden made and Anja Tranter, seconded a motion to approve the bid packages for SMC Construction Services including Alternates 1, 2 and 3 for $400,997.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion Passed

2. **Discussion of Action Plan Update (INFORMATIONAL)**

- Not pursuing additional carts in Patron Services or engage in friendly competition with area library
- Additional item left – install a washer/dryer to wash library bags, puppets and other soft in-house items, Ridgeway will handle that
- May do Action Plan twice a year, most things are done in the first two-three months, if an idea takes longer can roll it over into the next one
- Next action plan, getting ideas in December, talk about at Staff In-Service day in January

3. **Approval of Compensation for Employee (ACTION – VOICE VOTE)**

Maureen Voypick made and Anne Boehne seconded a motion to award the Assistant Director a net bonus of $4000.

The motion carried on the following:

Voice Vote: **Ayes: 7** **Nays: 0** **Motion Passed**

Michael Golden made and Anne Boehne seconded a motion at 7:46pm to move to 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 Anja Tranter seconded the motion to adjourn.

The motion carried on the following:

Voice Vote: **Ayes: 7** **Nays: 0** **Motion Passed**

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

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher

Patricia Schumacher, Secretary

12/16/2025

Date