ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 16th, 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; Jessica Laabs, Administrative Assistant; Brian Sikich, Sikich LLP

PUBLIC COMMENT

None

SECRETARY'S REPORT
Approval of Minutes from Tuesday, November 18th, 2025

Patricia Schumacher made, and Anne Boehne seconded a motion to approve the minutes of Tuesday, November 18th, 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 $60,371.74.

The motion carried on the following:

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

2. **TREASURER'S REPORT**
   - Regarding the treasurer's question about the "Excess Revenue less Expenses" line: we can remove it if the board prefers. However, most organizations like to see the net impact of revenue and expenses for the year, so from a financial reporting perspective we recommend keeping it. Ultimately, it's up to the board's preference.

- Visa Cards – they were personal cards, now it's a business account which is easier to manage
- Williams & SMC Construction – both for construction project downstairs, not doing a spreadsheet but can for what we are spending for the project
- Positive Pay – checks match what we made it for, they will verify
- IMRF is minus $26,000, adjustment for employee portion that wasn't being allocated
- Operating expenses – budgeting out through rest of year, don't typically use all of that
- Surplus money is unassigned, and can transfer it to Special Reserves

PRESIDENT'S REPORT

- Shales is having a hard time getting the village to approve the permits
- Alexis at Williams will contact the Village again, hopes to have approval before New Year
- Park District Archives – they are not going to accept any more donations, do not have the room
- Legislative update – want to require library trustee training, is a proposal for now, may be a suggestion, not a requirement
- You can get a Real ID at the library this January, ten-minute slots

LIBRARIAN REPORT

- Subbed in story time on Monday
- Working on pricing out different shelving options, cost of study pods, these could be added upstairs
- Insurance – we have enough to cover the building and the materials inside if something were to happen

OLD BUSINESS

Discussion of Illinois Public Library Standards: Building and Grounds

- Information – Walkthroughs that the trustees do are helpful, Ridgeway walks through building almost every time he is in

NEW BUSINESS

- **Approval of Updated Archives Policy (ACTION – VOICE VOTE)**
  - Went over the plan and procedures with Krista, don't want procedures in the policy
  - Had a mission statement, scope and purpose statement, consolidated that information

  Michael Golden made and Anja Tranter seconded a motion to approve the updated archives policy. The motion carried on the following:

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

- **Approval of 2026 Meeting Dates (ACTION – VOICE VOTE)**
  - Third Tuesday of the Month for every month in 2026

  Michael Golden made and Anja Tranter seconded a motion to approve the updated archives policy. The motion carried on the following:

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

- **Approval of 2026 Library Closures (ACTION – VOICE VOTE)**
  - Proposal to change to Federal Holiday list but decided to stay with holidays from 2025

Michael Golden made and Maureen Voypick seconded a motion to approve the 2026 Library Closures. The motion carried on the following:

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

- **Discussion of Director Evaluation Timeline and Procedure**
  - Would like feedback from Trustees before goals are proposed, talk about goals at January meeting
  - Timeline could be changed from four-month process to two-month process
  - Can try to move everything up a month, Anja will send out electronic evaluation tomorrow
  - Trustees can talk in February Executive session to review results and come up with goals, and will send that to Director after that
  - In March Director can talk about evaluation and goals

- **Presentation of Audit – Brian Sikich**
  - Audit for financials ended April 30, 2025
  - Opinion on financial statements in first packet
  - GASB standard – estimate liability of sick time
  - Unmodified opinion on financial statements, highest level
  - $53,205 IMRF payments due to village, library pays village, municipal libraries go through villages
  - $2.58 million in general fund, $773,000 in special reserves, $3.3 total balance
  - Have more than $250,000 in account (FDIC insured), third party collateral for money above that
  - IMRF Pension plan 91.8% funded, 70% or higher is a well-funded plan
  - Communication to Board of Trustees in second packet
  - Proposed adjustments to financial statements information
  - No material weaknesses identified
  - General fund is a little high, recommend moving money over to special reserve

Michael Golden made and Maureen Voypick seconded a motion at 8:32 pm 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 8:53 p.m.

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher, Secretary

1/20/2026
Date