ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 20th, 2026
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

PUBLIC COMMENT

None

SECRETARY'S REPORT
Approval of Minutes from Tuesday, December 16th, 2025

Michael Golden made, and Anja Tranter seconded a motion to approve the minutes of Tuesday, December 16th, 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 Maureen Voypick seconded a motion to approve the Bills Payable in the amount of $135,332.06

The motion carried on the following:

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

2. **TREASURER'S REPORT**
   - Checks 18191 and 18192 were not cashed, but were applied to the budget
   - Renovation costs - a new spreadsheet with total of dollars spent to dollars budgeted will be made available starting next month
   - Property tax deposit of $25,467.55, this is automatically deposited into bank from DuPage County

PRESIDENT'S REPORT

- List of board members, get an updated copy with contact information, Ridgeway has and will provide after meeting
- Nice to see flag box gone in front of building
- Children's programs at night, nice that people who work can make it with their children, it was Morgan's idea and she did a good job with it
- Winter Carnival was fabulous, place was busy, both floors, Pete the Cat popular, kids loved magician, Jackie did great and was running around keeping it going
- Anne appreciated Jackie's help with computer questions

LIBRARIAN'S REPORT

- Winter Carnival went great, over 300 people attended, Jackie ran Staff In-Service Day and Winter Carnival, did a great job with both
- Tree Contest was successful, prizes have been awarded
- REAL ID event was full, people tried to get walk-in appointments, but they needed to schedule, would like to offer it again
- Jazz Program coming up on Thursday night, covers contemporary music
- Finalizing our quote for shelves, it should be in next packet, will also look at replacing DVDs and CD shelving per employee requests

OLD BUSINESS

1. **Discussion of Illinois Public Library Standards: Collection Management**

- Information – staff is always weeding books and making new purchases, staff is trained in this and should and are doing the best practices, we are in 8-12% expenditure, doing great in this standard
- Banned books/movies discussion – employee suggestion was for a banned movie display of movies that have been banned in other countries
- Collection management – blue cloud analytics to see what books are circulating, use that to buy similar books, do buy what patrons suggest, take that into account, take statistics of what people are asking for

NEW BUSINESS

1. **Discussion of Capital Needs Assessment (INFORMATIONAL)**
   - In 2022 we employed Williams to come in and assess the relative health of the building and systems, most work has been done, worth looking at what hasn't been done, will go over next month

2. **Discussion of Winter/Spring Action Plan (INFORMATIONAL)**
   - Initial presentation of ideas from the staff in-service to the board
   - In-service is a good time to talk to staff about processes
   - Free printing, $20 hold on credit card, released when done, some people unhappy with that,
   - Calculate full cost of free printing, not sure how this would work in practice, need to talk to copy company
   - Suggestion of garbage disposal in kitchen would be great

3. **Approval of Proposal for HVAC Repair Services (ACTION - VOICE VOTE)**
   - This is for the repair of Unit 4. The last one installed was almost $30,000. Last one was smaller and was $18,000. What would replacement cost of this one be?
   - They have offered to come out and put together a potential replacement schedule for all the units.
   - Will wait to move forward with approval until we have replacement cost.

   Michael Golden made and Anja Tranter seconded a motion to approve the proposal for HVAC Repair Service for $6,720.00.

   The motion carried on the following:

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

4. **Approval of Transfer to Special Reserve Fund (ACTION - ROLL CALL VOTE)**
   - Have $774,057 already in Special Reserves Fund.
   - There is a surplus of $803,000 that is not assigned to an account, and we don't have a plan for
   - We can make transfers from Special Reserve into our regular operating funds to fund capital improvements
   - For the last two years it has been a deficit budget, our budget expenses exceeded anticipated revenues, but we have never spent the money expected so each year the surplus has been growing
   - Special reserve can only fund capital projects
   - Metal roof and HVAC units will need to be replaced
   - Transferring to special reserves communicates the library has plans for the money

   Maureen Voypick made and Anja Tranter seconded a motion to approve the proposal to transfer the special reserve fund $500,000. Amend the motion to transfer $500,000 to special reserve, Anne Boehne made and Anja Tranter second.

   The motion carried on the following:

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

Michael Golden made and Maureen Voypick seconded a motion at 8:10 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, Maureen Voypick made and Anne Boehne seconded the motion to adjourn.

The motion carried on the following:

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

The meeting was adjourned at 8:34 p.m.

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher

Patricia Schumacher, Secretary

2/17/2026

Date