ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 17, 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: 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, January 20th, 2026

Patricia Schumacher made, and Anja Tranter seconded a motion to approve the minutes of Tuesday, January 20th, 2026, 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 Maureen Voypick seconded a motion to approve the Bills Payable in the amount of $65,840.56

The motion carried on the following:

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

2. **TREASURER'S REPORT**
   - Konica Minolta check from October wasn't cashed so it was cancelled and included in this month's payment
   - Renovation timetable sheet would be easier to read on legal size paper
   - Ground Pros Invoices – check to see if they are coming out multiple times in a day
   - IMRF and Insurance refunds were due to September checks that were not cashed including ACH payments, the reissued January checks did not include ACH payments to the Village

PRESIDENT'S REPORT

- Plumbing issue – had to close to public because water came up from first floor public bathrooms and staff restrooms, this was the third time, plumber went into boiler room and rodded out the pipe, can get a better look when construction starts to get a better idea of if there are issues that need to be repaired

LIBRARIAN'S REPORT

- Jazz Program last month was good
- Itasca Bank came to us and offered to partner with us for events, could offer a series during the winter with refreshments, will look in to
- Youth Department proposes to celebrate President's Cup in September, do a mini-golf course in the library, and can rent equipment from a company
- Will update executive session minutes next month
- Have a meeting set-up with the village on Friday to talk about financial procedures
- Have started working on budgets for next year
- Renovation starts Monday, will start 6am, try to get noisy work done early, plastic sheeting will be up on both sides of the entryway
- Will have weekly renovation meetings on Thursday to get updates

OLD BUSINESS

1. **Discussion of IL Library Standards: Finance and Budget (INFORMATIONAL)**

- Number 10 – we use an auditor, review library procedures to prevent fraud
- Review library's finance policy and summarize next month
- Other sources of money – reach out to other local organizations for programs or materials, grants, helps when asking to have a specific purpose for the money requested
- We do get small donations throughout the year, for example Mah Jong club donation for board games

2. **Discussion of ACH and Positive Pay (INFORMATIONAL)**

- Reduce paper checks, more vulnerable to fraud
- Can we transfer Village payments directly to them since we use the same bank, will look in to
- Will consider ACH after meeting with Village on Friday

NEW BUSINESS

1. **Approval of Proposal for HVAC Repair Services (ACTION - VOICE VOTE)**

Michael Golden made and Anja Tranter seconded a motion to discuss/approval of repair of unit 4 or replacement of unit 4 or replacement of all the units on the roof

- How long would unit 4 last after repair?
- Would units have to be moved if roof is replaced?
- When were units installed and how much expected life is left in them
- Can any units be combined for a lower total of number of units
- Will look into having PremiStar come in and explain unit life and repair cost in more detail
- Tabled the motion until Premistar can come in to answer questions

2. **Removal of Reimbursement Resolution (ACTION- VOICE VOTE)**
   - Revise our reimbursement policy in the handbook before removing resolution
   - Table this until we have an appropriate solution in place and it can be reviewed by HR Source

3. **Approval of Proposal for Benchmarking Services (ACTION – VOICE VOTE)**

Michael Golden made and Anja Tranter seconded a motion to approve the proposal for Benchmarking Services in the amount of $4080.

- Keep benchmarking up to date, want to make sure we're competitive in hiring

The motion carried on the following:

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

4. **Discussion of March Board Meeting Date (INFORMATIONAL)**
   - The OMA statute was amended to not allow public bodies to meet on "the day of general primary election, a general election, a consolidated primary election, or a consolidated election".
   - New date of March Board Meeting is Wednesday, March 18th at 7pm

Maureen Voypick made and Anja Tranter seconded a motion at 7:56 pm to move to Executive Session.

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)**

ADJOURNMENT

With no further business before the Board the meeting was adjourned.

The meeting was adjourned at 8:36 p.m.

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher

Patricia Schumacher, Secretary

3/18/2026

Date