ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, March 18, 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; 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, February 17th, 2026

Patricia Schumacher made, and Anja Tranter seconded a motion to approve the minutes of Tuesday, February 17th, 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)**

Maureen Voypick made, and Anja Tranter seconded a motion to approve the Bills Payable in the amount of $128,395.21.

The motion carried on the following:

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

2. **TREASURER'S REPORT**
   - No comments this month.

PRESIDENT'S REPORT

- No comments this month.

LIBRARIAN'S REPORT

- Goosebumps Program, virtual R.L. Stine event, 9 people attended
- Toddler Olympics picture, cute program for the little ones
- Library mascot, Petunia the Goose, Morgan our YS librarian sews most of those outfits

OLD BUSINESS

1. **Discussion of IL Library Standards: Governance & Administration (INFORMATIONAL)**

- Continuing Education for Board, don't currently engage with regional libraries
- LACONI has a trustee luncheon once a year that is coming up, ILA usually has a day designated as trustee day with information and presentations for trustees
- Ridgeway will look for items and pass those along to the trustees

2. **Discussion of Renovation Project Progress and Updates (INFORMATIONAL)**

- Built a storage closet for all the chairs, the tables will also be put away
- Carpet replacement in the west meeting room
- New consult room, walls put in, there will be a door to patron services staff room
- Plumbing has been roughed in, they are going to put a camera in the sewer to look for issues
- Zach from SMC, Will who's on site and Alexis from Williams meet with us weekly
- Right now, running two or three days ahead of schedule
- Storage room with double doors being built
- New windows with blinds operated with a switch, a lot of light will be brought in
- Changes – chose not to change the grid for the ceiling tiles, our ductwork is only a couple of inches off the grid, light fixtures that were spec'd are too tall, light fixtures will be changed, three places to turn on lights, one less window added on end to leave structural beam in place
- Where the screen was there will be a very large tv mounted to the wall
- Extending walls all the way up to the deck of the next floor, acoustic batting being put in the walls in the bathrooms, doing this in the meeting room too, hoping to help with sound traveling between library and meeting room
- Two change orders, sewer camera is $950, modification of lights to fit is around $6000. All money is still in contingency
- Looked into bathroom doors with automatic closure, the cost would be $25,000 additional to add these, would have to come out of contingency, single occupancy bathrooms having a door opener can be very slow to close and can burn out the door motor when the bathroom is locked and someone else tries to enter

3. **Discussion of Capital Needs for FY 27 (INFORMATIONAL)**

- Should we start a new project while the current project is going on
- Can't be in this grant cycle but could be in next years, could wait to commit for roof until we can look at those grant funds, an easier thing to get approval for
- Ridgway is on current committee, gets to see proposals scored for this year, this will help when writing the request next year for a grant
- Williams can help start to plan this

NEW BUSINESS

1. **Approval of Proposal for HVAC Repair Services (ACTION – ROLL CALL VOTE)**

Maureen Voypick made, and Anja Tranter seconded a motion to review proposal for HVAC repair/replacement. Replace all units for a total of $304,935.00

- Eight units to replace, two have been done, to do all at one time would save $60,000,
- $10,000 cheaper to close the library on a weekday instead of pay for crane use on a Sunday
- Could last a few more years but may end up paying for repairs
- Lead time on units is 12-14 weeks if wait until they quit working

The motion carried on the following:

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

2. **Approval of Proposal for Handbook Review (ACTION - VOICE VOTE)**

Maureen Voypick made, and Anja Tranter seconded a motion to approve proposal for handbook review.

- It's been a few years, good practice to have done

The motion carried on the following:

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

Anne Boehne made and Anja Tranter seconded a motion at 8:09 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 8:56 p.m.

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher

Patricia Schumacher, Secretary

4/21/2026

Date