ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 21, 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; Michael Golden, Treasurer; 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 Wednesday, March 18t , 2026

Patricia Schumacher made, and Anne Boehne seconded a motion to approve the minutes of Wednesday, March 18th, 2026, meeting as presented.

The motion carried on the following:

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

FINANCIAL REPORT

1. **Approval of Bills Payable (ACTION - ROLL CALL VOTE)**

Michael Golden made, and Renee Fitzgerald seconded a motion to approve the Bills Payable in the amount of $401,475.13.

The motion carried on the following:

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

2. **TREASURER'S REPORT**
   - Smartserve for Bibliotheca is software for the self-check station
   - Fortinet is software and support from the firewall company billed through Outsource
   - Premistar — used a co-op process and they check the market rate, this allows us to avoid the bid process, the bid came about $30,000 under the co-op amount
   - SMC bills every month look good, thank you for tracking that
   - March Technology from Visa — window laptop PCs to replace old laptops for Department Heads

- Village payments are close to being set up for automatic withdrawal going forward, they want to send us an IGA to cover the past 50% share of the lost ACH payments

PRESIDENT'S REPORT

- Nothing this month, thanks for the updates about board activities

LIBRARIAN'S REPORT

- Thanks to the board for the staff donuts for library worker day
- Shape of Itasca event in on May 11th, Anja will be giving the remarks
- Taking a marketing management course, for fundraising and appeals, would like to increase marketing, should finish in early July
- Will be visiting three different libraries and running strategic planning sessions at them for SWAN
- Grant review committee coming up in late May
- Prep for summer has already kicked into high gear, paper flowers accumulating, Morgan and Emily Anderson are coordinating decorations for youth and adult services

OLD BUSINESS

1. **Discussion of IL Library Standards: Human Resources (INFORMATIONAL)**

- Doing all advanced except number 5, we're at intermediate, don't offer insurance for dependents
- Adult and Youth services are staffed at similar levels, Patron Services must always have two people to staff the desk and do all material processing which can't be done at the desk, staffing is needed for marketing which we don't have

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

- As of today, all the lights and switches are in, passed inspection, today finished acoustic tiling in the ceiling, doors are in, wall protection and paint are in and ready to go
- Tomorrow will start prepping and installing flooring in West Meeting Room
- Little more work to be done in bathrooms, haven't done ceiling grid in there yet
- Put cameras down sewer pipes, pipes slope back down toward our building instead of away, the fix is to saw into the floor and correct the slope of the pipe, can fit it in the project budget
- Since they are cutting into the floor, we will replace the East Meeting Room flooring with the same floor they are putting in the West Meeting Room, and will freshen up the paint in the East Meeting Room before the flooring goes in.
- Project should be finished up by mid-May, be in by June
- The new windows look so good in the West, would like to eventually update the East side to match

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

- We are two thirds of the way done, working on old phone technology, will switch to updated phones
- Free printing will be considered at this meeting which is on the list
- Should be able to complete this list by August when we reconvene to come up with a new Action Plan

4. **Review of Library Succession Plan (INFORMATIONAL)**

- This is the same as previous policy; it was updated when Jackie became Assistant Director.

NEW BUSINESS

1. Approval of Updated Computer, Equipment, and Internet Use Policy (ACTION – VOICE VOTE)

Maureen Voypick made, and Anja Tranter seconded a motion to approve the Computer, Equipment, and Internet Use Policy.

- Will track copies by log-in you use on the computer
- Currently printing puts a hold on the patron's credit card for $20 which the majority don't understand and don't like
- Itasca will not be the only library to offer free printing, the plan is to start with $2.50 in free printing and see how it goes, the $2.50 is a daily limit
- Majority of print jobs are smaller prints
- TBS, our copy vendor, has done this before with other libraries

The motion carried on the following:

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

2. Approval of Proposal for Furniture (ACTION - VOICE VOTE)

Michael Golden made, and Anja Tranter seconded a motion to approve the proposal for furniture in the amount of $15,651.44

- This includes one square table for East Meeting Room Mah Jong group
- Height adjustable table for consult room
- Chairs for consult room
- New podium because the old one wouldn't have worked in the new scheme
- Replacements for the Storytime tables
- (14) - 30x72 tables for West Meeting Room
- Two small tables for Storytime room

The motion carried on the following:

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

3. Approval of 2026-2027 Library Operating Budget (ACTION – ROLL CALL VOTE)

Michael Golden made, and Maureen Voypick seconded a motion to approve the Fiscal Year 2026-2027 Library Operating Budget.

- We've ended up in the black every year, the library is in a healthy place financially
- Adult and Youth Services added money to services for patrons – programming and materials
- Administration has converted a full-time position to part-time; this is the first budget reflecting that

The motion carried on the following:

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

EXECUTIVE SESSION

1. **No Executive Session**

ADJOURNMENT

Michael Golden made, and Anne Boehne seconded a motion to adjourn the meeting.

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

The meeting was adjourned at 7:51 p.m.

The minutes were taken by Jessica Laabs.

I hereby note these minutes as approved.

Patricia Schumacher

Patricia Schumacher, Secretary

5/18/2026

Date