ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 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, Library Director; Jackie Stork, Assistant Director/Youth Services Department Head; Carrie Straka, Adult Services Department Head

PUBLIC COMMENT
None

SECRETARY'S REPORT
Approval of Minutes from Tuesday, June 16, 2026

Patricia Schumacher made and Anja Tranter seconded a motion to approve the minutes of the Tuesday, June 16, 2026 meeting as amended.

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 $102, 852.12.

- Discussion regarding the work by Riddiford. It was a semi-annual inspection and a small repair to the roof. They didn't find anything unusual, and a gutter was recaulked.
- How will the roof be protected during the RTU replacement? Ridgeway will ask Premistar.
- Reflective film was added to inside the windows in Youth Services office, Director's office, and Assistant Director's office. 80% of sun reflected away from the building.
- Question regarding invoice # 18590: new internet provider will save the library money.
- There is an increase in group insurance and IMRF.
- The library is done paying SMC for the renovation.

The motion carried on the following:

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

2. **Treasurer's Report**

- See the discussion above.

PRESIDENT'S REPORT

- The conference room table is a nice addition.
- Shout out to Kelly for the committee work she's doing.
- Like how staff is involved in committees, etc.
- The consult room looks great, like the privacy it offers.
- Discussion regarding library statistics and how Itasca compares to other libraries.

LIBRARIAN'S REPORT

- Discussion regarding staff day. Will include a visit to Helen Plum Library in Lombard.
- There is no village update.
- The remaining tables have been delivered.
- Ridgeway is the SWAN Board Vice President.
- Discussion about moving the trustee mailboxes to the first floor. Agreed that it's a good idea.
- Upcoming board openings: Michael Golden, Anja Tranter, and Paul Nelson are up for re-election.
- Discussion regarding the village: The village has received the MoU, but not responded to it. Status of finance director.

OLD BUSINESS

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

- Do we host programs for specific needs? Not currently, but would consider.
- Discussion of inclusion of special notes field in program registration.

NEW BUSINESS

1. **Approval of Revised Library Mission (ACTION- VOICE VOTE)**

Michael Golden made and Maureen Voypick seconded a motion to approve the revised library mission as presented.

- The board tabled the discussion until the next board meeting.

The motion carried on the following:

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

2. **Approval of Revised Itasca Employee Handbook (ACTION- VOICE VOTE)**

Patricia Schumacher made and Anja Tranter seconded a motion to approve the Revised Itasca Employee Handbook as presented.

- Discussion regarding FMLA change: sick time and vacation time will be used first.
- Discussion regarding Parental Leave Policy
- Discussion regarding Social Media Policy
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The motion carried on the following:

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

3. **Approval of Executive Session Minutes (ACTION- VOICE VOTE)** Maureen Voypick made and Anja Tranter seconded a motion to approve the executive session minutes as presented.

The motion carried on the following:

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

4. **Approval of Making Public of Executive Session Minutes (ACTION- VOICE VOTE)** Patricia Schumacher made and Maureen Voypick seconded a motion to approve the making public of executive session minutes as presented.

The motion carried on the following:

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

5. **Approval of the Destruction of Verbatim Recordings (ACTION- VOICE VOTE)** Anne Boehne made and Anja Tranter seconded a motion to approve the destruction of verbatim recordings as presented.

The motion carried / did not carry on the following:

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

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 Michael Golden seconded the motion to adjourn.

The motion carried / did not carry on the following:

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

The meeting was adjourned at 8:16 p.m.

The minutes were taken by Carrie Straka.

I hereby note these minutes as approved.

Patricia Schumacher, Secretary

8/18/2026
Date