ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, June 16, 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 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; Kristen Wunder, Patron Services Department Head; Carrie Straka, Adult Services Department Head

PUBLIC COMMENT

None

SECRETARY'S REPORT
Approval of Minutes from Tuesday May 19, 2026

Michael Golden made and Patricia Schumacher seconded a motion to approve the minutes of the Tuesday, May 19, 2026 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 $182,428.15.

The motion carried on the following:

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

2. **Treasurer's Report**

- Question regarding the charges to the village that were added back in. They were voided then then put back in. Ridgeway explained what the changes were. It gives us the opportunity to review the invoices first, and make sure the payments were received. It ensures clarity and assured that the process worked.
- Water bills: physical check and ACH
- Requested statement from village to make sure things are applied.
- Did we receive tax dollars? Yes, we did.
- Question re: technology costs
- Can we get a spreadsheet from SMC?
- Who can approve ACH payments?
- Kudos to Jackie Stork for putting together a fun Summer Reading Kickoff Party.

PRESIDENT'S REPORT

- Summer Reading Club kickoff: Great job! It went well.
- Balloon guy: quite a show lots of people; good response
- Kelly is on the Caudill committee. What is it?
- What are A24 collections in Kanopy?
- Kudos to Kristen Wunder
- The new magnetic toys are well liked.

LIBRARIAN'S REPORT

- It's an exciting time
- The SE corner by the statue: the tree came down, and Public Works took care of it.
- We had more plumbing issues: a blockage, no paper towels in upstairs restrooms
- New tables are coming next Tuesday
- Looking ahead to next month: the employee handbook has been revised
- CSS complement to mission
- MOU not approved by village
- We're hosting a winter jazz series sponsored by the bank
- Reviving foundation materials: Ad is being put together
- Fraud training and phishing testing is coming in August.
- There was a question regarding the issue with RTU #5. The cause was electrical

OLD BUSINESS

1. **Discussion of IL Library Standards: Marketing and Promotion (INFORMATIONAL)**

- ? Re: digital sign
- We could use a marketing plan
- Discussion of library foundation

NEW BUSINESS

1. **FY End Presentations from Department Heads (INFORMATIONAL)**

- Each department head provided highlights from their respective departments from the last year.

2. **Review of Compensation Philosophy and Policy (INFORMATIONAL)**

- Is this a new thing? First done in 2021, Made changes in 2024. Reason behind changes
- Discussion of market benchmarking
- Clearer sense of what job looks like here
- Discussion of business manager at other libraries

3. **Approval of Bonus Proposal (ACTION- VOICE VOTE)**

Maureen Voypick made and Anja Tranter seconded a motion to approve the bonus proposal.

The bonus will be month to month.
$550 to both Carrie Straka and Kristen Wunder, $1,100 to Jackie Stork for the next four months (June – September.

The motion carried on the following:
Voice Vote: Ayes: 7 Nays: Motion Passed

Michael Golden made and Anne Boehne seconded a motion at 8:14 p.m. 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, Anja Tranter made and Michael Golden seconded the motion to adjourn.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: Motion Passed

The meeting was adjourned at 8:38 p.m.

The minutes were taken by Carrie Straka.

I hereby note these minutes as approved.

Patricia Schumacher, Secretary

8/18/2021
Date

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