

**Ida Public Library
Board of Trustees Meeting
October 28, 2014
Sullivan Meeting Room**

The Ida Public Library Board of Trustees met in the Sullivan Meeting Room on Tuesday, October 28, 2014. Trustees present were: Vickie Cantrell, Paul Grover, Annette Gustafson, Sue Holmes, Jan Knutson, Josie Riley, and Lisa Volkman. Trustees Paul Arco and Brigid Brausen were excused. Also present were Library Director Debbie Bloom, and Jeff Ernest and Paul Ollman. President Annette Gustafson called the meeting to order at 7:00 pm.

Secretary's Report: Motion was made by Vickie Cantrell and seconded by Lisa Volkman to approve the September Secretary's report. Motion carried.

Correspondence: None

Treasurer's Report: Jan Knutson moved and Sue Holmes seconded the motion to approve the Treasurer's Report for September. Motion carried.

Committee Reports:

A. *Building and Grounds:*

1. 109-111 W. Hurlbut rezoning request has been approved. Bob Cantrell will put in the bathroom when he can. The house will be available for rent when the repairs are finished.
2. Paul Ollman and Jeff Ernest have reviewed the issues with the roof and have suggested a couple of things that must be repaired immediately. Paul stated that heat tape needs to be applied to the gutters and some painting needs to be done. They also suggested that we begin budgeting for bigger roof repairs.
3. 117 W. Hurlbut: The rent has not been paid for October, nor has the security deposit been paid, Debbie recommends that we begin the eviction process if they do not pay the balance owed by Monday, November 3. Vickie Cantrell moved and Josie Riley seconded the motion to authorize Debbie to contact the attorney to begin eviction. Lisa Volkman suggested that we have a committee meeting to discuss the possibility of reducing the rent and requiring additional documentation from our next renters.

B. *Personnel:* No report

C. *Finance:*

1. Debbie distributed a very preliminary draft of the 2015-16 budget showing the potential increase in our levy.
2. Debbie met with city financial director, Becky Tobin, who informed her that the auditor has recommended some additional financial reporting. Sue Holmes moved and Vickie Cantrell seconded the motion to have Lisa Volkman sign off the additional reporting needed to satisfy the auditors each month.
3. Debbie also discussed our Newspapers.com account which now requires us to

purchase a hard drive for about \$4700 to accommodate the storage of the BDR from 1851 – 1977. Debbie would like to use funds from Blackburn to purchase the hard drive. Jan Knutson moved and Lisa Volkman seconded the motion to purchase the hard drive using money from Blackburn.

D. Policy: Discussion of the draft of the Collection Development Policy was tabled until November.

E. Technology: Debbie reported that the phone system will be installed on November 20, 2014. As the phone system will be completely offline, staff members will be asked to bring cell phones and have them available in the event of an emergency.

F. Friends of the Library: The Book Sale went very well as usual netting around \$4900. Also, the Book Cart is doing very well. Annette also stated that the Friends Christmas party will be held on December 11 at 6:30 pm at the Library. Debbie requested a new paper cutter from the Friends and her request was approved. As always, we are very grateful to the Friends for their hard work and generous support.

G. Nominating Committee: No report.

RAILS Report: No report.

New Business:

- Expansion project steering committee update: Debbie is almost finished compiling the information the committee requested. They will set up their initial meeting soon.
- Debbie requested to open late on November 11, the day the phone system will be installed. After some discussion it was decided that the Library would open as usual and staff members would be asked to bring their cell phones and have them available in case of an emergency.

Librarian's Report: Debbie reported that we had a great crowd at the Haunted Boone County program and at Jillian's program as well. Emily talked about a grant from the Community Foundation and also commented on the new rug for the meeting room. Paul Grover moved and Sue Holmes seconded the motion to approve the Librarian's report. Motion carried.

Adjournment: Josie Riley moved and Vickie Cantrell seconded the motion to adjourn. Motion carried. Meeting adjourned at 8:15 pm.
Respectfully submitted,

Susan W. Holmes
Secretary