

Ida Public Library

Board of Trustees Meeting

Tuesday, October 27, 2015

Board Room

The Ida Public Library Board of Trustees met in the Board Room on Tuesday, October 27, 2015. The meeting was called to order by President Annette Gustafson at 7:02 pm. Trustees present were: Paul Arco, Vickie Cantrell, Paul Grover, Annette Gustafson, Kim Hohf, Sue Holmes, Jan Knutson, Josie Riley and Lisa Volkman. Also present were Library Director Debbie Bloom and Assistant Director Heaether Venetucci-Johnson.

Secretary's Report: Motion was made by Kim Hohf and seconded by Paul Grover to approve the minutes. Motion carried.

Correspondence: None.

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

Committee Reports

- **Building and Grounds:**
 - 117 W. Hurlbut-Debbie gave us a copy of the application for demolition that must be submitted to the Historic Preservation Committee. Debbie will edit the application slightly and submit the application. Thanks to Paul Ollman for the help in filling out the application.
 - Debbie is having concrete repair done on the Madison Street steps. It should be starting soon.
- **Personnel:**
 - Josie Riley and the Personnel Committee met prior to tonight's meeting to go over Debbie's evaluation. She will make copies of the evaluation for all of us to peruse. We will discuss it at our next meeting if anyone wants to.
 - Lisa Volkman moved and Vickie Cantrell seconded the motion that Natalie Garcia be promoted to Youth Services Assistant and will be given an increase in pay. Motion carried unanimously. Congratulations to Natalie!
- **Finance:** Debbie reported that the Per Capita Grant may be a casualty of the state budget mess. We haven't received the money and there is no information about whether we will. Debbie doubts that we will get it at all. Also, the Dague Trust check has arrived and will be deposited to the Endowment Fund.
- **Policy:** Debbie presented the new Volunteer Policy and Application which was authored by Heaether. Josie Riley moved and Jan Knutson seconded the motion to approve the new Volunteer Policy and Application. Also, Debbie presented the new Policy Manual. It has no new policies; it is simply all of the Library policies in a single electronic document. There was also one slight change to the policy regarding patron cards: The patron must have his/her library card in order to check out items, however, he/she will be granted one exception per year in the event that he/she has lost or misplaced or forgotten his/her card. Jan Knutson moved and Lisa Volkman seconded the motion to approve the policy change. Motion carried.
- **Technology: No report.**
- **Friends of the Library: Debbie** reported that the Autumn Book Sale earned just under \$4000. The Friends Christmas Party will be held on December 10 at 6 pm. Entertainment will be provided by the Belvidere North Choraliers.

- **Nominating:** Lisa Volkman has resigned from the Board as she is moving out of the city. Debbie asked that one of the current board members take over as Interim Treasurer. Paul Grover has agreed to resign as 2nd Vice President and take over as Treasurer. Jan Knutson will assume the position of 2nd Vice President. Paul Arco moved and Kim Hohf seconded the motion to approve. Motion carried.

- **RAILS:** No report.

- **Librarian's Report:** Debbie attended the Illinois Librarian's Conference and found it excellent. Also, Debbie and Heaether advised the Board that there had been a power outage the previous week and that a young patron had been stuck in the elevator. The Library staff handled the situation very well and the patron was fine. Vickie Cantrell moved and Paul Arco seconded the motion to approve the Librarian's report. Motion carried.

- **New Business:**
 - Phone conference with Phil Lenzini, the attorney who is most knowledgeable regarding Illinois Library law. We asked questions regarding the following:
 - ◆ Changing the amount that we charge non-resident renters. By statute, a non-resident renter pays 20% of his monthly rent. In many cases, that amount is more than the amount he/she would pay if he/she owned the property. Mr. Lenzini indicated that we have no statutory obligation to ask whether the patron owns or rents the property and that we should simply use the tax bill method to figure the non-resident card fee.
 - ◆ Process to become a District Library.
 - ◆ Partial year "summer" library cards for non-residents. Lenzini stated that the Illinois State Library does not allow for partial year cards.

Lisa Volkman moved and Josie Riley seconded the motion to adjourn. Motion carried. Meeting adjourned at 8:50 pm.

Respectfully submitted,

Susan W. Holmes

Secretary