

Ida Public Library

Board of Trustees Meeting

Tuesday August 28, 2018

Ida Public Library Board Meeting Room

Meeting called to order at 7:00 pm by President Kim Hohf. The following Trustees were present: Donna Donato, Joe Fortmann, Paul Grover, Kim Hohf, Jan Knutson, Renee Keeney, Robert Pechacek, Michelle Rappuhn, Nancy Razon. Also present were Ida Library Director Ashley Bryant, Ida Library Assistant Director Laurie Mann, and Ida Library Bookkeeper Amanda Pagani.

Motion to approve minutes from July 2018 by Paul, second by Jan. Motion carried unanimously.

No public comment.

Correspondence: The library received a \$100 donation from Douglas C. and Lynn M. Roberts Family Foundation in support of local history. The donation will be put in the general fund, and Ashley anticipates using it towards non-fiction history books. Ida Library Director Ashley received Facebook correspondence from a community member. That person expressed her opinion that the upcoming cemetery tour is disrespectful and was concerned about the library asking for a \$5 entrance fee. Ida Library Director Ashley responded that it's a very common educational program done in communities, and the library does not take the fee, the history museum takes the fee. In future communications, wording will be changed to show that the library does not profit off this event.

Treasurer's Report: The format of the report was reviewed, including showing the breakdown of what books are purchased. Joe presented a motion to approve the new format for future reports, seconded by Paul. Motion carried unanimously. Motion to approve Treasurer's report by Joe, second by Jan. Motion carried unanimously.

#### Committee Reports

Building and Grounds: Bob talked with Gina DelRose, Community Development Planner, about the library's landmark status, in regard to expansion discussions. She said the board should review the design with her to make sure it keeps the historical look, and then the library may receive funding. The board talked about whether the church is also a historical landmark, and will review when timely.

Expansion: Renee reported that there will be a community meeting at the Keen Age Center on September 7th, with the Bridge Committee, to discuss the library's future needs. Ida Library Director Ashley will present a PowerPoint presentation outlining the numbers and needs. There will be a committee meeting on September 5th at 1:00 to finalize the presentation.

Personnel: Laurie Mann began as the new Assistant Director.

Finance: Joe and Ida Library Director Ashley found the key and opened the safe deposit box. The contents included land deeds which will be transferred to a smaller, less expensive box. The box contained \$5000 in bonds that the auditors want liquidated. There were also stock certificates from the List Fund, and the lawyers are checking to see if the library, a 501c6, can have them. Joe and Kim

reported that having a third account signatory would be a good plan. Motion to add another check signatory by Joe, second by Renee. Motion carried unanimously. Vice President Jan will be bonded to sign checks.

Policy Committee: Bob presented a new mission statement. Ida Directory Ashley said she'd like to leave the current mission statement and focus on developing a Value Statement and Vision Statement. Ashley would also like to have new policies for a Notary Public and policies for the meeting room. This committee still needs a chairman.

Marketing Committee: Director Ashley reported that the library will carry a new line of merchandise, including scarves, mugs, onesies, totes, and coffee.

Friends of the Library: The upcoming book sale begins on September 18th. The Friends are looking for new board members. Their next meeting is September 20th at 6:30 in the board room.

Nominating Committee: Renee reported that there are no vacancies.

RAILS: Director Ashley reported that she is waiting for the intergovernmental agreement to be approved.

Librarian's Report: Director Ashley told the board that the in-service training went well, but they ran out of time. She'd like a full day next year, to bring in Human Resources, a CPR trainer, and outside speakers. The board will vote on this in June 2019. Ashley said she didn't receive any negative feedback about the half-day closing. The Belvidere Republican and the Rockford Register Star both agreed to allow Ida's calendar of events be published. In September, Ashley will begin offering a voluntary opportunity for Ida Library staff to serve at the food pantry distribution, where they will also share information about library services. Russ Caldwell offered to let Ida use the Locust Street Press as a satellite location during the Hometown Christmas, and Manager Heather offered the location of Sips & Sprinkles. Ashley said they would like to do an Elf story time there. The library open house will be the same night, and will include the merchandise kick off, singing Girl Scouts, crafts, and letters from Santa. She asked that the library stay open until 9:00pm, the same as Hometown Christmas. Nancy motioned to stay open until 9:00pm on Friday, December 7th, second by Joe. Motion carried unanimously.

New business: The library walk-around was rescheduled for the September board meeting at 6:30pm. Board business will not be voted on or discussed during that time, other than the walk around. The annual appointment of staff person to assume duties in case of emergency is Assistant Director Laurie Mann. Ida Library Director Ashley is comparison shopping new insurance policies, as the current one comes to term October 1st. Community member Snow suggested getting in touch with the Illinois Municipal League as a possible source of affordable insurance. Ashley is also researching what other libraries use. The list of authorized credit card users is only Ashley. Snow suggested to check with the auditors to see what they recommend.

Closed Session: Motion to go into closed session by Joe, second by Paul. Entered into closed session at 8:15, opened back up at 8:35. Motion to go into open session by Joe, second by Bob. Motion carried unanimously.

Adjournment: motion to close by Joe, second by Bob. Motion carried unanimously. Meeting adjourned at 8:35pm.

Respectfully submitted,

Michelle Rappuhn