

Ida Public Library
Board of Trustees Meeting
Tuesday July 24, 2018
Ida Public Library Board Meeting Room

Meeting called to order at 7:00 pm by Vice President Jan Knutson. The following Trustees were present: Robert Pechacek, Michelle Rappuhn, Renee Keeney, Jan Knutson, Joe Fortmann and Donna Donato. Also present were Ida Library Director Ashley Bryant, Ida Library Youth Services Manager Angela Bennett and Ida Library Bookkeeper Amanda Pagini. Excused were Paul Grover, Kim Hohf, and Nancy Razon.

Motion to approve minutes from June 2018 by Renee, second by Bob. Motion carried unanimously. Motion to approve July 2nd special meeting minutes from Joe, second by Renee. Motion carried unanimously.

No public comment.

Correspondence: Ashley received a thank you from Belvidere mayor for participating in Heritage Days.

Treasurer's Report: The format of the report is continuing to change, to provide a breakdown in uncategorized income and expenses. There will be more descriptive accounts in the future. Morrissey is still available as an option should the board decide a new report format is needed. Motion to approve Treasurer's report by Renee, second by Bob. Motion carried unanimously.

Committee Reports

Building and Grounds: The air conditioning in the church went out. Per the lease agreement, repairs are split 50% with the church. The library and the church will each pay \$2500 to replace the unit. Pastor Lashley was present, and said that the church would like to renew their lease for another year, at \$10,000 with the agreement that they will perform maintenance themselves, as previous years. He requested that the board provide him ample notice if an expansion goes forward. Pastor Lashley said the church hopes to stay for at least 2 more years. Joe thanked him for being a great tenant.

Ida Director Ashley was present at the first Steering committee meeting. She said that the next meeting, on August 3rd, will focus on gathering more community leaders and stakeholders to determine the future vision and plans for the library. Ashley plans to expand the library's current mission statement. The policy committee will assist.

The air conditioning unit was cleaned.

Personnel: Clerk Karen Koehn resigned. Current employees agreed to work more hours to fill the vacancy. Currently, the exit interviews are performed by the Ida Director and 1 member of the Board. Joe suggested it be Board members only, to allow for more candid discussion. Ashley clarified that she'd like to see the results of the interview, to make for positive changes. The board agreed. The board decided to wait for Kim to return to lead Karen's interview.

As of August 20th, Laurie Mann will be the new Assistant Director.

Finance: The keys and records of the safety deposit box are missing. The audit cannot be completed until these are found and the contents are examined. Director Ashely reported that the auditors told her she will need to get rid of the contents of the safety deposit box.

Midland Bank has set up the sweep account, to protect bank assets over \$250,000. They are waiving the fee. Motion that the Board approve the new sweep account by Joe, second by Renee. The ayes were Michelle, Renee, Jan, Joe and Donna. The nay was Robert Pechacek. He preferred to have the sweep account set up in a different union, perhaps a credit union. Motion carried.

Policy Committee: no report.

Marketing Committee: Director Ashley wrote up a media release about the winner of the survey. She and Angela ordered a Kindle for the prize (approximately \$30) and are waiting for delivery to make the announcement. The new director press release will be sent out. There will be an open house in December, which will give another opportunity to announce her hire. Renee suggested coordinating it with the Hometown Christmas event.

Friends of the Library: The president of the Friends Board is moving away and resigning. The successor will be named in September, when they resume meetings.

Nominating Committee: Renee reported that there are no vacancies.

RAILS: Director Ashely reported that the intergovernmental agreement was submitted, and they are waiting for approval. They anticipate beginning to use Prairie Cat in May of 2019.

Librarian's Report: Director Ashley and Angela were featured in the Republican and the Boone Journal. They showed these items upstairs in an "Ida in the News" display. The Nasal Narcan training will be on Friday for employees. Renee recommended keeping track of the expiration dates on the Narcan supplies. Director Ashley reported that she completed the FOIA training. She also said that the Boone County History Museum Cemetery Tour will be September 15th, and they are looking for volunteers. Director Ashley alerted the Board that a new copier will need to be purchased. The previous copier was leased in 2006. She has reviewed 3 quotes. The new one will accept credit cards, and will allow scanning, copying, faxing, and printing, and will also replace the staff copier. It will be leased at a cost of approximately \$275. It was already worked into the technology budget for this year. The Board discussed the fee to make copies (\$.15 for black/white, \$.25 for color, \$1 for fax). Motion to approve the Librarian's Report by Joe, second by Renee. Motion carried unanimously.

Annual Board Meeting and Reading of List Trust: Joe read the List Trust out loud.

Officers Reappointment: Motion to accept slate of officers by Jan, second by Renee. Motion carried unanimously.

Slate of Officers 2018

President: Kim Hohf

1st Vice President: Jan Knutson

2nd Vice President: Renee Keeney

Secretary: Michelle Rappuhn

Treasurer: Joe Fortmann

Annual Library Report: Amanda presented the Annual Library Report. She said that the continued goal is to keep “misc” and “other” categories to a minimum in the budget. They have shared budget with everyone who spends. Motion to approve the report by Joe, second by Renee.

Closed Session: Motion to go into closed session by Joe, second by Michelle. Entered into closed session at 8:30, opened at 8:39. Motion to go into open session by Joe, second by Michelle. Motion carried unanimously.

Adjournment: motion to close by Joe, second by Renee. Motion carried unanimously. Meeting adjourned at 8:40pm.

Respectfully submitted,

Michelle Rappuhn