

Ida Public Library
Board of Trustees Meeting
Tuesday June 26, 2018

Ida Public Library Board Meeting Room

Meeting called to order at 7:00 pm by President Kim Hohf. The following Trustees were present: Kim Hohf, Robert Pechacek, Joe Fortmann, Michelle Rapphun, Jan Knutson, Karen Neibarger and Renee Keeney. Paul Grover arrived at 7:03. Nancy Razon was excused. Also present were Interim Library Director Ashley Bryant, Youth Services Manager Angela Bennett and Bookkeeper Amanda Pagini.

Minutes of June 26, 2018 were approved as read. Motion made by Knutson, second by Renee Keeney.

There was no public comment.

Correspondence: Ashley referenced correspondence from Stateline Technologies who informed the board about the State of Illinois Records Act. Stateline had recently met with the Local Records Representatives who gave guidelines for data and email retention. They stated that all email and data must be treated the same as if they were paper documents according to the State, thus the retention policies for each category or subject would be the same as paper documents. No email from any appointed official may be deleted, unless it is clearly spam or junk mail. They suggested we update employees about this policy. Ashley also received notification from the Rubeck family stating that their offer to donate a water fountain to the library in memory of Lorraine Lee Behnke has been withdrawn.

Treasurer's Report: Joe Fortmann has requested that Amanda be present at the meeting to explain the packet of new reports that the board will be using this next year. He also noted that the audit recommended having a custodial agreement set up for funds in excess of F.D.I.C. Insurance coverage. Joe will be talking to someone as to how to proceed in safeguarding Ida's accounts with Alpine/Midland Bank. He will also be checking on a proposed policy to have checks issued by Ida be valid for only 90 days. The Treasurer's report was approved as presented. Motion by Keeney, second by Pechchak.

Committee Reports:

Building and Grounds: Paul Grover reported that the meeting of the steering committee for library expansion will be meeting on July 11, 2018. Ashley, Jan, Renee and Joe will represent the library board. He did not have more information on the change in repair proposal for the front steps. Joe asked him to ask Paul Ollman for a quick fix to the stairs. Ashley notified the group that the Morgan Building Maintenance Contract has been cancelled.

Personnel: Jan Knutson stated that the committee had met and reviewed applications and interviewed prospective Library Director applicants. She asked for a closed session to discuss the results. Ashley reported that there are no vacancies on the staff – every position has been filled.

Finance: Joe reviewed the proposal from John Morrissey Accountants, Inc. to update the financial reports for the library. In discussion of the proposal, Amanda stated that she is investigating update software for the Quick Books Accounting Program. We currently have the 2015 edition and are due for an update. Consensus was to move forward with the purchase, see what upgrades have been made to the financial report package and then see if the outside accounting firm is needed. Board also agreed to

purchase three copies of the Quick Books upgrade so that Amanda's, Ashley's and a Laptop computer would have the software.

Policy: Karen Neibarger reported that the Management Company had met with Ashley to review our Employee Handbook and will be making necessary changes and including our new policies.

Marketing: Michelle Rapphun reviewed the returns on the User Survey 2018. Board noted that two results stood out 1) that a branch library was not in demand and 2) that seniors needed more programs. The prize still needs to be given out. Board asked that a press release of survey results be included with the giving of the prize. The survey result information should be reviewed at the next board meeting before being released.

Friends of the Library: Jan reported that the Friends Picnic was cancelled because of rain. Next year they will look for a backup plan. They are looking for a new president for the group.

Nominating: Renee Keeney reviewed the application of Donna Donato as a replacement for Karen Neibarger whose term ends July 2018. Donna will serve a three year term. Motion by Joe, second by Bob to recommend Donna Donato as a new trustee. Ashley will forward the recommendation to the Mayor for approval.

RAILS Report: Ashley reported that the NIC directors will be meeting on Thursday. The agreement with PrairieCat adoption is moving forward.

Librarian's Report: Ashley noted that Ed Bogielski completed a building systems report as requested by the board as background for long range planning needs. The staff is undergoing Narcan training on June 26th. The Heritage Day's programs at the library were successful and Ashley plans to have the library more involved next year. The Fine Forgiveness day resulted in 40 people being reinstated as active patrons of the library. An in-service training day for staff will be August 11, 2018 from 9-12. Ashley explained this is during the Boone County Fair when library usage is light. Motion by Joe second by Renee to approve closing the library from 9-12 on the 11th of August for staff in-service training. Motion carried. Motion by Joe, second by Jan to approve the librarians report. Motion carried.

New Business:

Annual tour of the library grounds was deferred. Director's and Officer's insurance is good until July 1, 2019 Joe and Kim are bonded and are the only signers on checks. There will be a clean copy of 2018-2019 Board Members, committee appointments and officers at the July meeting. The Annual Library Report will be available at the July meeting as well as the 2017-2018 audit (hopefully). Joe reported that the Boone County Council on Aging has received a grant to go forward with the Tales and Travels Kits. He's looking to introduce this late summer early fall. Ida plans to partner with this program.

Motion by Paul, second by Joe to adjourn to closed session. Motion carried. Meeting adjourned at 8:40 pm. Meeting resumed at 9:00 pm.

Motion to adjourn stated by Paul, Karen seconded the motion. Motion carried. Meeting adjourned at 9:00 pm.

Respectfully submitted,

Karen Neibarger

Secretary