

Ida Public Library  
Board of Trustees Meeting  
Tuesday November 27, 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, Assistant Director Laurie Mann, Youth Services Manager Angela Bennett, and Bookkeeper Amanda Pagani.

Motion to approve minutes from October 2018 with editing of the word “Sikich” by Jan, second by Renee. Motion carried unanimously.

**Public Comment:** None.

**Correspondence:** The library received a message from Elyse in Canada, expressing her appreciation of the genealogical resources available on the Ida website, and shared that her interactions with Mindy were very helpful in her research. Also received was a letter from Charles Herbst, regarding the expansion project.

**Treasurer’s Report:** Joe reported that the library is at nearly 100% of expected income, and about 5% under on expenses. Motion to approve Treasurer’s Report by Joe, second by Paul. Motion passed unanimously.

*Committee Reports*

**Building and Grounds:** No report.

**Expansion:** Renee met with architects Paul and Jeff, and they shared techniques to keep the team motivated and moving forward. The next steering committee meeting will be in January, and will be open to the board. The Chair and Director will decide the time and place.

**Personnel:** Jan shared her appreciation that the 4 “keepers” of the library attend the board meetings. Amanda shared her news that she is expecting, and Melina is as well.

**Finance:** The finance committee met to review the library’s investment policy and see how it coordinated with the State of Illinois policy. Joe sent the documents to Midland to review, and discussed it with Becky at City Hall.

**Policy Committee:** Nancy reported that the vacation policy will change, but it won’t match the city, as that would be too much of a pay/incentive loss. This may come up as an audit issue, but the policy committee recommends keeping it regardless. This perk helps offset the low pay, as compared to other local business, such as Aldi. Motion to approve the Patron Reporting Policy as of November 11, 2018 by Joe, second by Jan. Motion passed. Motion to approve the new vacation/sick leave policy as of November 8th, 2018 by Renee, second by Nancy. Motion passed. Both policies are now in effect. Board members are reminded to bring their policy books to next month’s board meeting.

**Marketing Committee:** The committee will meet to discuss branding and marketing of the expansion.

**Friends of the Library:** They met in November and approved a new board. Betty Clendening is the new President, Lucille Hemmer is the new Vice President, Pam Zuromski is the Treasurer. Upcoming program “Call Me Amy” will be December 20th at 6:30pm. The Friends made just under \$5000 at the last sale. They will meet in January. The fire department was concerned about the book tables in the hall, and determined that the hallway must be kept clear in the future.

**Nominating Committee:** No vacancies.

**RAILS:** Laurie reported that January 1st is the deadline for the soft migration to the new system, and they will need to complete patron records and big weeding projects by the April 1st hard deadline. The live date is estimated for May.

**Librarian’s Report:** Hometown Christmas preparations are underway. Ashley reported that 1100 children were at Trunk or Treat, with lots of voting on the pumpkin contest. The library added 6 literacy kits to the collection that Sydney put

together. They include a few books, a CD, some educational activities and a craft. There has been a high demand for these “storytime in a bag”. Motion to approve Librarian’s report by Joe, second by Donna. Motion carried.

**New business:** The board was reminded that they need to read “Intellectual Freedom” for the Per Capita Grant requirements. It will be discussed at the next meeting. The Illinois Veterans History Project was shared with the staff. The public can send in stories to recognize their veteran. Ashley reviewed “Illinois Standards for Library” and showed how Ida compares with the state recommendations. Nancy shared that she watched a dementia video, which showed that an estimated 40% of Americans will be affected with dementia by 2025. She noted that many different activities and services are available to persons with dementia. Laurie and Joe will be assembling the dementia-friendly “Tales and Travels” kits in January. They would like the marketing committee to help share the news. Motion to approve the 2019 board meeting dates by Joe, second by Donna. Motion carried unanimously.

**Closed session:** Motion to go into closed session by Renee, second by Nancy. Entered into closed session at 8:00, opened at 8:16. Motion to go into open session by Paul, second by Joe. Motion carried unanimously.

**New business:** Motion for Director Ashley to construct a final warning letter to the patron in question, and give Ashley power to act at her discretion in the event of further incidence by Renee, second by Nancy. The aye votes were Donna Donato, Paul Grover, Kim Hohf, Renee Keeney, Jan Knutson, Michelle Rappuhn, Nancy Razon. The nay vote was Joe Fortmann. The motion passed.

**Adjournment:** motion to adjourn by Paul, second by Joe. Motion carried unanimously. Meeting adjourned at 8:18pm.

Respectfully submitted,

Michelle Rappuhn