

Ida Public Library
Board of Trustees Meeting
Tuesday October 23, 2018
Ida Public Library Board Meeting Room

Meeting called to order at 7:00 pm by President Kim Hohf. The following Trustees were present: 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 September 2018 by Joe, second by Renee. Motion carried unanimously.

Public Comment: None.

Correspondence: The library received a card from a grandmother, expressing gratitude for Angela Bennett's quick actions in keeping her running grandchild safe at the library.

Treasurer's Report: Amanda noted that spending is at 35.98% of budget at this time of the fiscal year, compared to last year when the library was at 73% of budgeted spending. Motion to approve Treasurer's Report by Renee, second by Jan. Motion passed unanimously.

Committee Reports

Building and Grounds: Bob reported that the committee met with Gina DelRose, City Planner, about a suggestion to obtain landmark status. There are two advantages to being a landmark. First, the library would be part of a local tour brochure. Second, the library would be able to apply for a \$1000 grant. The disadvantage is that the library would have to ask permission to make changes to the exterior of the building. The committee will get more information. Also, Director Ashley will get quotes on patch repairs and mats for the broken concrete at the top of the exterior stairs.

Expansion: Renee reported that the next community meeting will be held on October 24th at 6:30, beginning with a library tour. Renee met with the architect, and she said there are two main options. The first is tearing down the church, and this was decided against. The second option is creating a 1000 square foot connection between the library and the church. The church addition would be removed. The new church space could be used as a genealogy area or a meeting space, to be determined. The architect stressed his focus on keeping the exterior the same, and gave direction on funding sources. He also noted that the pickup window and being ADA compliant are both manageable.

Personnel: Melina Garcia will return to the library as the full-time Bilingual Programming Assistant on November 9th. The next Personnel meeting is November 1st at 6:00pm.

Finance: The audit letter from Sikich Management was reviewed. Joe believes the letter reflects on the entire fiscal year, not just how things were when audited. There were some concerns that the letter didn't accurately reflect current bookkeeping. The audit wants all payments to be done digitally, but the library can't force everyone to enroll in Direct Deposit. Also noted as an area of concern was the promptness of the city in reconciling bank statements. To rectify this, Amanda now scans all of the monthly documents and emails them to Becky Tobin at the city, and requests a confirmation that it was received and no further documentation is required. Joe reported that "writing checks by hand" is no longer done. Joe will be meeting with Becky and Midland Bank to review the library's investments, to make sure that the ILCS recommendations and the city's investment policies are all in agreement. Ashley noted that the library's investment policy was last updated in 2014. Amanda reported that the auditors suggested that the library make vacation policy match the city, as it creates confusion when vacation days are accrued differently.

Policy Committee: Nancy reported that the Policy Committee met on September 27th, and formed the new Notary Public and Meeting Room policies. State law forbids notaries from using a translator, so Melina will become the Spanish language Notary. Motion to approve the new Notary policy by Joe, second by Jan. Motion passed unanimously. The Meeting Room policy decided on a strict fine to limit the number of occupants in the room, set by the fire department. The

new reservation form requires each requirement of the agreement to be initialed. Motion to approve the new Meeting Room policy by Joe, second by Paul. Motion passed unanimously. The next Policy Committee meeting is November 1st.

Marketing Committee: The committee will meet to discuss branding and Hometown Christmas.

Friends of the Library: Attendance at the Illinois presentation was only 11 attendees. Jan will suggest that the Friends advertise events more, perhaps in the Shopper. Including "limited seating" in the wording may create a sense of urgency.

Nominating Committee: No vacancies.

RAILS: Ashley reported that the library software was updated. She applied for the library to be included in the "Explore More Illinois", a new NIC test program that would provide free admission tickets for local attractions to library users.

Librarian's Report: Ashley applied to add the library to the new Historic US Route 20 program, a marketing campaign that hopes to make Route 20 the next Route 66. The library will be included in the website and brochure. Ashley reported that the parking lot lights were repaired by the city, the greenery and shrubs were cleaned up by Green City, the back door was painted, and the handrail was fixed. The mural downstairs is in bad shape, and she proposed Angela's idea of covering it with chalkboard paint to create a changeable community mural. Patrons would be able to check out chalk and color. Ida's Local History Specialist Mindy wrote her first monthly article for the BDR, about influential local women. Motion to approve Librarian's Report by Jan, second by Joe.

New business: Policy book review begins November 1st. Proposed meeting dates for 2019 were distributed. Joe invited the trustees to a Council on Aging steering committee meeting on November 13th at 2pm.

Closed session: Motion to go into closed session by Joe, second by Bob. Entered into closed session at 8:19, opened at 8:39. Motion to go into open session by Renee, second by Paul. Motion carried unanimously.

Adjournment: motion to adjourn by Nancy, second by Joe. Motion carried unanimously. Meeting adjourned at 8:39pm.

Respectfully submitted,

Michelle Rappuhn