

Ida Public Library
Board of Trustees Meeting
Tuesday September 25, 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, 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 August 2018 by Joe, second by Bob. Motion carried unanimously.

No public comment.

Library walk-around: The following Trustees were present for the walk-around: Kim Hohf, Jan Knutson, Robert Pechacek, Donna Donato, Michelle Rappuhn. Also present were Ida Library Director Ashley Bryant and Assistant Director Laurie Mann. The railing on the ramp was loose in several places. The steps and the area around the steps had broken cement. The mural under the stairs and the walls need to be repaired. The parking lot lights were not all on. There are some areas where trees and shrubs need trimmed. The double doors facing the parking lot need painted. The gutters on the back of the building need to be reattached, and possibly cleaned. The trees and bushes facing State street are very overgrown and need to be cut down or removed.

Correspondence: The library received a memorial thank you card from Trustee Michelle's family. The library received a letter from Farm & Fleet, offering money towards a storage shed. The fire department did an inspection and required the furnace closet be cleaned out, so those materials need to be stored. The shed is not available from Farm & Fleet, so they will donate money for the purchase of one. Also, the Chain O Lakes Vulcan Riders completed a motorcycle charity ride, and donated \$400 to the library. Ashley reported that \$200 will be used for an outreach program laptop, and \$200 will purchase fiction.

Treasurer's Report: Joe showed that 92% of the library's income has been received in the first third of the year. Expense line 41214, Friends Summer Grant, is showing that 68.86% has been used, although the summer program is finished and all funds have been used. Bookkeeper Amanda said that there are a few Amazon purchases that will finish that line at 100%. Next month's report will reflect that. The PR/ Advertising total is high, but Director Ashley said it should be budgeted higher in the future. It will be balanced out this year by taking the extra from the unused custodial service. Printing is at 287% of budget, because the community survey was printed. The machine rental is showing a higher expense because it is a 5-year lease all paid in advance. Director Ashley will be reviewing periodicals, as that line seemed high to her. She will be using the "Count It" system to determine usage. Motion to approve printed Treasurer's Report by Renee, second by Jan. Motion passed unanimously.

Committee Reports

Building and Grounds: Director Ashley noted that the lack of cleaning service is fine, and Custodian Ed is doing a great job.

Expansion: Renee reported that a community meeting will be held on October 24th at 6:30, with a library tour to begin. Director Ashley shared that at the first meeting, 27 community members attended. They would like to see drawings from the architect. Ashley was asked why the library needs a genealogy room when there is a history museum down the street. She explained that genealogy has a different focus than the museum. She realized that the community may not realize the library's space limitations, so she's including a tour before the next expansion meeting. The general agreement at the meeting was that the expansion was too modest in size, and should be much bigger. The expansion meeting was viewed overall as very positive. The Expansion Committee will meet on October 3rd at 1:00pm.

Personnel: No report.

Finance: The new signatories are complete and recorded. Bookkeeper Amanda noted that the credit card income from the new cash register machine will show a negative until it is processed through Pay Pal (minus fees). She still needs to decide at what point to cash it out.

Policy Committee: The next Policy Committee meeting will be on Thursday. The Trustees were asked to put the new contact form in their policy books.

Marketing Committee: No report.

Friends of the Library: The 12 member board has 3 vacancies. They received \$4000 from their recent book sale. Lou Hammonds, current Vice President, will step in as president until the next election. The Friends gifted Ida Library with \$3000 for OverDrive E-books, \$425 for a historical performance in December called "Please Call Me Amy", and \$430 for a long-desired button maker. The next program will be about Illinois, on October 22nd at 6:00pm. The book sales dates for 2019 were set. Director Ashley gifted the Friends mugs as thank you gifts.

Nominating Committee: No vacancies.

RAILS: Director Ashley reported that Ida was accepted to PrairieCat, and will be starting in May. Rails granted Ida Library with 5 new staff workstations, 5 scanners, and 2 receipt printers.

Librarian's Report: The 5-year plan is in progress. Motion to approve Librarian's Report as printed by Jan, second by Renee. Motion passed unanimously.

New business: Director Ashley is still waiting for updated insurance quotes from the current insurance provider. They have not responded to her request for review. Ashley is meeting with a different insurance agency to review the policy. Ashley shared the approved list of authorized credit card users. The annual satisfaction survey is not needed, as a more comprehensive survey was just completed this summer. Trustee Joe shared that Assistant Director Laurie is looking into making the library more dementia-friendly.

Adjournment: motion to close by Joe, second by Donna. Motion carried unanimously. Meeting adjourned at 8:03pm.

Respectfully submitted,

Michelle Rappuhn