Ida Public Library Board of Trustees Meeting Tuesday December 18, 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, 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. Renee Keeney was excused.

Motion to approve minutes from November 2018 by Paul, second by Bob. Motion carried unanimously.

**Public Comment**: None.

**Correspondence**: None.

**Treasurer’s Report**: Expenses are below 56% at 58% of the year, and income is at nearly 100%. Many of the library’s biggest expenses have already been paid. Motion to approve Treasurer’s Report by Joe, second by Donna. Motion passed unanimously.

*Committee Reports*

**Building and Grounds**: Director Ashley reported that getting new mats to cover the broken cement at the top of the stairs are $900. She will get a quote on fixing the cement.

**Expansion**: No report.

**Personnel**: Jan noted that Ashley completed her master’s degree, and her pay will increase per her hiring agreement. Ashley reported that she hired Andrea Thomas as the new Library Assistant.

**Finance**: Discussion of the policy of uncleared checks will be discussed by the finance and policy committees. Joe heard back from Midland, and they reported that the Illinois state’s recommended investment policy, the library’s investment policy, and Midland’s investment standards are all in agreement.

**Policy Committee**: No report.

**Marketing Committee**: The committee met to discuss the library’s logo. Ashley said that the logo was last revised about 15 years ago. Michelle shared that the committee is working on a small update to the logo, just freshening the colors and simplifying, so it can be a little more modern and more easily reproduced. They are also working on an ad for the Tales and Travels program.

**Friends of the Library**: The upcoming program “Call Me Amy” will be December 20th at 6:30pm.

**Nominating Committee**: No report.

**RAILS**: Laurie reported that the monthly trainings are continuing, and the all-staff training schedule will be set in January.

**Librarian’s Report:** Ashley noted that the statistic software is down. Noise cancelling ear muffs were purchased for patron use, and the Hometown Christmas events were very successful, with a lot of community participation. Motion to approve Librarian’s report by Jan, second by Donna. Motion carried.

**New business**: Kim reviewed chapters 6-10 of “Trustee Fact Files”, completing the requirements of the Per Capita Grant. Review of the board policy book is deferred to January.

The original proposed annual operating budget was based on the anticipated revenue from the city. Ashley reported that the city levy was voted down on Monday, so the expected budget was reduced by $22,000. The revised operating budget

cut out a spring page position, office chairs and equipment, Mango databases, hospitality, and reduced youth programming by $1000. Noted was the low insurance budget. Ashley said it was low because many employees, herself included, don’t take the offered insurance. The advertising budget was increased due to the cost of programming guides. Amanda noted that the utilities budget is now $9000, higher than previous years, but it more accurately reflects the actual cost. Programming budget is notably lower, and Ashley and Angela said that they have been very frugal and teach the classes themselves when possible. They spent $2500 of the $6500 budget. Motion to approve the budget as submitted with approval of contingency budget based on reduced appropriation pending city council vote, by Joe and seconded by Donna. Motion carried unanimously.

**Adjournment**: Motion to adjourn by Nancy, second by Bob. Motion carried unanimously. Meeting adjourned at 7:43pm. Respectfully submitted,

Michelle Rappuhn