Ida Public Library Board of Trustees Meeting Tuesday February 16, 2019

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, Paul Grover, Kim Hohf, Jan Knutson, Robert Pechacek, Michelle Rappuhn, Renee Keeney. Also present were Ida Library Director Ashley Bryant, Assistant Director Laurie Mann, and Bookkeeper Amanda Pagani. Nancy Razon and Joe Fortmann were excused.

Motion to approve minutes from December 2018, with an addition to the Call to Order of “Renee Keeney, excused” by Bob, second by Renee. Motion carried unanimously.

**Public Comment**: None.

**Correspondence**: Local citizen Dan Abeema passed away, and donations were made to the library in lieu of flowers. There were two thank you cards regarding local history assistance, with donations included. The Whitbeck Fund donated

$2000; it must be spent on indigent elderly materials. Trustee Renee suggested it go to homebound programs. There was also an email received expressing anger about the upcoming suffrage music program, claiming it is offensive and anti- Christian.

**Treasurer’s Report**: Trustee Michelle shared that Joe received feedback from Becky Tobin, about a possible change in banks. She said that it is allowed to change banks. She recommended contacting Emily Cooper at Midland, to inquire about assistance with customer service and online banking problems. Bookkeeper Amanda suggested that it would make sense to move the working accounts, if needed, but keep the PNC as-is. Amanda and Director Ashley have had numerous online banking problems with Midland. They also receive letters and correspondence from the bank that are still addressed to the previous director. Amanda and Ashley note that it is very challenging and time-consuming to work with Midland. Trustee Renee noted that Don Banks, of Midland, is on the library steering committee, and it would be preferable to let him know about these ongoing issues, as a professional courtesy. Kim recommended that Treasurer Joe talk to Don, while Ashley shops for a new bank.

Amanda shared that Laurie will take over the financial day-to-day work while Amanda is on maternity leave. Amanda noted that the new YTD report is very complex, and would prefer to leave them out while she is on leave, and update them for the board when she gets back. The monthly conciliation reports will still be given to the board. Fortunately, this leave will occur at the beginning of the fiscal year, so there wouldn’t be much information on the YTD reports anyway. There was a consensus agreement on this decision.

Motion to approve the treasurer report by Jan, second by Donna. Motion carried unanimously.

*Committee Reports*

**Building and Grounds**: Bob wondered if a local Boy Scout troop could fix the hole in the cement. The consensus was that a professional contractor is required. The results of the walk around were discussed. The ceiling tiles that are warped will be fixed by maintenance. The LED fixtures are fine as-is. There are new safety covers over the outlets. Joe was concerned that the vents in the children’s department seem sharp and a possible hazard. Ashley reported that they are a non-standard size. The transom lock will be purchased and installed. Ashley shared that the staff room repairs will need to be done in the spring. She got a bid for $8000 from USA Waterproofing, and is waiting on two more bids. Laurie’s friend has offered to donate new carpet for the room, if the library pays for installation. The Building and Grounds Maintenance Fund will cover these expenses. Amanda noted that 5 furnaces were recently replaced.

**Expansion**: Renee is working on getting the next steering committee meeting to happen in March or April. She’d like to have the meeting at the library, to show why and where the expansion is needed. Renee noted that she’d like to use grants for the expansion, rather than tax money. Paul suggested contacting the community foundation. Director Ashley

noted that maintenance of a larger building will be an issue in the future, especially with expected personnel costs rising. The current maintenance budget had to be cut by $10,000, and funding bigger maintenance bills in the future will be a challenge.

**Personnel**: Jan shared that Ida Library employee June retired after 30 years. There is a new clerk, Andrew. Jan shared her concern about the new minimum wage increases. Ashley noted that with all the increased wages, the increased tax money may raise the per capita, to offset the wage cost.

**Finance**: Covered in the Treasurer’s Report.

**Policy Committee**: There were 6 new policies added to the Library Policy book. Motion to approve the new Proctering policy by Renee, second by Bob. Motion carried unanimously. Motion to approve the new Reasonable Accommodation policy by Jan, second by Renee. Motion to approve the new Meeting Room policy by Donna, second by Bob. Motion carried unanimously. Motion to approve the new Credit Card Use policy by Bob, second by Renee. Motion carried unanimously. Motion to approve the new Outstanding Check policy by Renee, second by Jan. Motion carried unanimously. Motion to approve the new Returned Check policy by Renee, second by Bob. Motion carried unanimously.

**Marketing Committee**: No report. Trustee Michelle is moving to another committee.

**Friends of the Library**: Jan shared that the Friends met last week, with some new board members. They hope to have a smaller board, perhaps 10, so it’s easier to keep the positions filled. The next program is on March 12th. October will be a PT Barnum program, and at Christmas there will be a program about “It’s a Wonderful Life”.

**Nominating Committee**: No report.

**RAILS**: Ashley reported that training has begun; everyone is being trained and cross-trained.

**Librarian’s Report:** Ashley shared that Baby Prom was a big success, with 59 people in attendance. She hopes to make it an annual event. Also, there is an opportunity to be part of a Ghost Hunt fundraiser event. An October event at Ida Library was booked with a wait list, and the same organization, Society for Anomalous Studies, would run this next hunt. The recommended price per ticket is $20, and the Society provides their services for free. In exchange for running the event, they wants to publish the results. The library would need to remain open after hours for this event. Motion to extend the hours for the ghost hunting event on April 13th by Renee, second by Bob. The ayes were Donna, Joe, Paul, Kim, Renee, Bob, Michelle. The nay was Jan. Motion carried. Motion to approve using the Ida Library name in the Society for Anomalous Studies publications by Renee, second by Bob. The ayes were Joe, Paul, Kim, Renee, Bob, Michelle. The nays were Donna and Jan. Motion carried unanimously.

Ashley reported that she opposes the use of collection agencies for library. She doesn’t like the community relation tensions they create. Collections take up a lot of staff time, and the patrons are really upset in very difficult situations. She noted that the way the agency reports their ROI is misleading, and waived and returned materials are included in their numbers. She shared that the library only received $184 more than what they were paid, and she’d like to end the service. Renee asked what would be done with collection issues, and Ashley replied that they’d continue their current steps, including a threat of reporting the theft to the police. Motion to discontinue collection services by Bob, second by Paul.

Motion carried.

Ashley would like to pay the $500 fee to a consultant to apply for the E-Rate program. The value of the program would be 60% off the internet bill, which is approximately $900 per quarter. The library uses iFiber internet through NIU.

Motion to approve Librarian’s report by Jan, second by Renee. Motion carried.

**New business**: Tobin and Ramon will continue as the library’s legal counsel. The Accessibility Review was discussed. There were no legal violations, just recommendations. The main issue is the bathrooms. The changes that can be done, will be done by maintenance.

Director Ashley reviewed the library’s affiliations with state and national organizations. She decided to not renew with Lacon, because it costs hundreds per year without much ROI. The other affiliations were acceptable.

The written evaluation of the Library Director will be sent to each trustee by mail. The personnel policies are being continually reviewed by the Personnel Committee.

The Statement of Economic Interest must be turned in by each trustee. Ashley will follow up with the city to make sure Nancy and Donna are included, as they didn’t receive one.

**Adjournment**: Motion to adjourn by Paul, second by Renee. Motion carried unanimously. Meeting adjourned at 8:25pm. Respectfully submitted,

Michelle Rappuhn