Ida Public Library Board of Trustees Meeting Tuesday March 26, 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, and Nancy Razon. Joe Fortmann was excused. Also present were Ida Library Director Ashley Bryant, Assistant Director Laurie Mann, Bookkeeper Amanda Pagani, and Mr. and Mrs. Snow.

Motion to approve minutes from February 2019, by Jan, second by Paul. Motion carried unanimously.

**Public Comment**: None.

**Correspondence**: More donations were received on behalf of local citizen Don Van Abbema. The funds will go toward a storage shed, with a memorial sign. There was a $300 donation to benefit children’s literacy, on behalf of Richard LeClaire.

**Treasurer’s Report**: Recent statements and reconciliation reports in the board packet were reviewed. Motion to approve the Treasurer’s Report by Donna, second by Renee. Motion carried unanimously.

*Committee Reports*

**Building and Grounds**: Bob updated the board on the staff lounge leak. The library received two estimates that were rather high, and a third company, Dry Otter, stated that they would need to see behind the wall to determine an accurate estimate. Architect Paul Ollmann looked at the area earlier this month, and recommended that the foundation not be drilled into, citing the age of the building. Ed will remove the wall in the staff room. Bob noted that there are two suspected causes for the ongoing leak - a hole in the gutter above the window, and a stagnant water flow on the cement area outside the window. Bob noted that the goal would be to repair that cement area and the exterior stairs, at the same time. Paul believed that even if the gutter leaks, the water should still flow away from the window. Paul said that this area has been successfully caulked for many years.

**Expansion**: Renee will meet with the Steering Committee on April 25th, and will meet individually with Kurt Tobin on 3/26, so he can share his ideas for expansion. Director Ashley will post a quorum notice, if necessary, for the Steering Committee meeting. Assistant Library Director Laurie applied for a $25,000 grant.

**Personnel**: Director Ashley’s review is in the mail for trustees to fill in and return.

**Finance**: Michelle reported that the Finance Committee met with Don and Kimberly, from Midland Bank, to review online banking concerns. Amanda reported that they were able to get her logged in during the meeting, but now she needs to log out and reboot every time she uses the website. Trustee Kim asked Amanda to try contacting Kim at the bank again, to fix it. The bank still hasn’t answered why it’s so difficult to pull up the library’s four statements. Trustee Kim asked them to follow up before the next board meeting. Amanda shared that Cheryl Johnson, the previous bookkeeper, will come in and assist Laurie with reports, while Amanda is on leave. Ashley noted that raise schedules will change, and non-minimum wage employees will receive raises that are goals based.

**Policy Committee**: Nancy went through the board policy book, and made sure that everyone had the correct content. The new library card policy changes were reviewed. First, signing your name on the library card is now the agreement to abide by the rules, instead of using another form to sign. Second, e-material cards are now available for loan for residents outside of the city limits. Finally, an “amnesty card” is available for patrons with overdue materials. After the patron goes a year without incurring further fees the fees are waived and they are eligible for a traditional card. Ashley noted that this change was made to build relationships with patrons. Move to adopt the policy by Renee, second by Bob. Motion carried unanimously.

**Marketing Committee**: This committee has an opening for a chairperson. Ashley reported that she needs to order new library cards soon.

**Friends of the Library**: Jan reported that the Friends sponsored a recent program on the women’s suffrage; it was very informative and musical. There are a few new board members. On April 9th there will be an employee luncheon, provided by the Friends, and all board members are invited to attend.

**Nominating Committee**: Renee is moving from the committee to focus on the Expansion Committee, so Michelle will be the new committee chairperson.

**RAILS**: Ashley shared that there is a big training coming up in Woodstock this month. There will be a period of 7-10 days where they can’t enter new materials, but she doesn’t anticipate that it will be a problem. There will be a brief system shutdown, on a Sunday evening, but patrons shouldn’t see the disruption. It won’t affect e-materials.

**Librarian’s Report:** Ashley had good responses from last year’s all-staff meeting. She’d like to expand the time beyond the 3 hours they had last year, to include CPR or active shooter speakers, but doesn’t want to inconvenience patrons. She proposed having it on Thursday, August 8th from 9-2:30, with the library open for regular service from 3-8pm. It’s during fair week, so it’s a slow week. Motion to close on Thursday, August 8th from 9-2:30 for in-service training and open from

3-8pm by Renee, second by Donna. Motion carried unanimously.

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

**New business**: The board reviewed the contents of the Board Policy Book. Ashley said there were no major capital expenditures this year, and none are anticipated. The investment plan was recently reviewed by the Treasurer and Midland Bank. Financial reports are completed and reviewed monthly, and are on track. Auditing has begun. The Library Director’s written evaluation forms were mailed to trustees.

**Adjournment**: Motion to adjourn by Paul, second by Nancy. Motion carried unanimously. Meeting adjourned at 7:55pm. Respectfully submitted,

Michelle Rappuhn