**Ida Public Library Board of Trustees Meeting**

Tuesday May 28, 2019

Ida Public Library Board Meeting Room

Meeting called to order at 7:03 pm by President Kim Hohf. The following Trustees were present: Paul Grover, Kim Hohf, Jan Knutson, Robert Pechacek, Michelle Rappuhn, Renee Keeney, and Nancy Razon. Donna Donato was excused, due to illness. Also present were Ida Library Director Ashley Bryant, Youth Services Manager Angela Bennett, and community members Mr. and Mrs. Snow.

Motion by Nancy to approve minutes from March 2019, with a spelling correction of “Don Van Abbema” by Bob, second by Renee. Motion carried unanimously. Motion by Renee to approve minutes from April 24th, second by Bob. Motion carried unanimously.

**Public Comment:** None.

**Correspondence:** Mindy received a thank you card and donation in gratitude for her research assistance. The BNHS adult transition program sent a thank you card for program participation. Goodwill sent a thank you for the library donating old technology to them. Sandie received a grant for the community garden for $535.

**Treasurer’s Report:** Renee will serve as interim treasurer, as Joe retired his position. She will fill the role until the July board meeting. Trustee Michelle asked how item 48000 “Interest from Memorial Funds” was currently at 342.21% of bud- get. Director Ashley explained that they didn’t have a good estimate on the fund prior to the budget creation, so this was a pleasant surprise. Mr. Snow shared that Impact Fees in the city (collected with each new property construction) should be

$80 for the Library. Ashley said she is looking forward to attending City Council meetings in August, and will look further into it.

Motion to approve the treasurer report as printed by Renee, second by Jan. Motion carried unanimously.

*Committee Reports*

**Building and Grounds**: Ashley said that the concrete work is progressing outside, but they had to wait for a break in the rain to complete it. The gutter repair was done, but not properly. Bob offered to do a follow up call with the repairmen, if needed. Kim asked that the committee do a walk-around before the next meeting, in lieu of a board walk-around, due to wet weather during the meeting.

**Expansion**: Renee met with Jack Wolfe on April 25th, and he shared good tips with her. Renee is planning a steering committee meeting on July 11 or 25, and is hoping for higher attendance. She is still recruiting more community leaders to join. She also noted that the library will need the 501c3 status to make a fund for the expansion, and that is in progress.

**Personnel**: Personnel committee will lead Director Ashley’s annual review during closed session.

**Finance**: Ashley explained that the Grant Account has a balance of $45.45, and is assessed a yearly $10 fee. As it is los- ing money, she would like to close the account. Ashley and Renee could find no information about the beginning of the account. Nancy noted that the “payee” on the financial reports should be changed to “Midland”, as the bank is no longer Alpine. Motion to close the Grant Account with a balance of $35.45, with the money to be moved by Director Ashley’s dis- cretion by Renee, second by Nancy. Motion carried unanimously.

**Policy**: Nancy shared the updated “Replacements and Refunds for Damaged/Lost Materials” policy. She noted that the only change was that now patrons cannot bring an item back, after they pay for it. Motion to approve the Replacements

and Refunds for Damaged/Lost Materials Policy by Nancy, second by Jan. Replacements and Refunds for Damaged/Lost Materials” policy motion passed unanimously. Nancy shared the updated “Homebound Delivery” policy, explaining that the staff will deliver books, usually Laurie. There aren’t any regular volunteers at present. Homebound patrons will not be able to get materials from other libraries, only Ida. Motion to approve the Homebound Delivery Policy as printed, with the last sentence filled in as discussed, by Nancy, second by Bob. Motion carried unanimously.

**Marketing**: Kim has concerns about the various logos being used on Ida marketing materials. The board must approve a new logo and marketing materials. Nancy will now chair the committee. Jan noted that she still likes the current Ida Library logo.

**Friends of the Library**: Jan reported that the board met last week, and they made between $3,000-4,000. She said the Friends were able to adapt the sale to the new fire department rules. The Friends picnic will be in Belvidere Park on June 20th at 5:30pm. They will provide chicken and table setting, and the Board is invited to attend. The rain back up will be at the library. Kim, Ashley, and Jan met with Betty, the new President of the Friends.

**Nominating**: Michelle shared that a new social media ad was shared. A trustee noted that someone expressed interest, but wouldn’t want to be the new treasurer. It was confirmed that a new trustee would not serve as treasurer. Michelle asked if we could alter the application process, as it may be intimidating to potential candidates. She will review the policy book and the committee will meet to make recommendations. Mr. Snow suggested sharing the candidate request on the city website. Nancy suggested the Superintendent of schools, as they could share with their Librarian Assistants. Michelle will bring the remaining recruitment bookmarks to the Saturday Summer Kick Off event.

**RAILS**: Ashley reported that the library is now live on PrairieCat. The process didn’t go as smoothly as hoped, and was delayed by a day and a half. The staff is remaining optimistic and keeping patrons positive about the changes. They will have a staff meeting to wrap up loose ends and complete the change. Ashley now must attend quarterly delegate meet- ings with PrairieCat, and she has found it a good system to be part of. The holds/check outs have expanded, and Kim wonders if the holds/check out policy needs to be updated to reflect the new capabilities.

**Librarian’s Report**: The library was trying to get a grant for a defibrillator, but the fee after discount was $900, so it has been put on hold.

1. *Five-year plan:* Ashley shared the new plan. Motion to approve the 5-year plan as printed by Renee, second by Nancy. Motion carried unanimously.
2. *Rental property at 111 W. Hurlbut:* Rent was not received for April or May. Ashley sent 3 emails, made 2 in-person vis- its, and 1 phone call, with no response. The rental property manager heard from the tenant, who said she went out of state due to an emergency and subsequently lost her job. Ashley received a water disconnect notice, but when she called, found that it was not turned off, but also not paid. The tenant has lived there for about 5 years, and the rent is often late. The lease is poorly written. Young children live on the property, but Ashley hasn’t seen anyone going in or out. Trustee Jan noted that the library spends a lot of time on rental properties, and believes they should be torn down. Renee asked what can be done about non-payment of rent, and whether the board should end the lease. Ashley offered to contact the lawyer about it. Renee recommended Ashley send a certified letter, to confirm a paper trail, that requests a payment arrangement and a meeting by a specific date. Renee recommended the lawyer review Ashley’s draft. Also noted was a visit from Pas- tor Lashay, would would like to renew the church lease. They recently painted and updated the exterior. Motion to approve the Librarian’s Report by Jan, second by Paul. Motion carried unanimously.

**New Business:** The Director and officers errors and omission insurance policy was reviewed. A new quote was due June 3rd, if it’s not received they will continue the current policy. It is $2500 deductible with a $1350 premium. Mr. Snow sug- gested contacting the city to see if the library qualifies for ILM insurance. The outside walk around was postponed, due to weather.

Closed session to discuss personnel matters: Motion to go into closed session at 8:25pm by Renee, second by Bob. Mo- tion carried unanimously. Motion to return from closed session at 8:50pm by Nancy, second by Renee. Motion carried unanimously.

**Adjournment:** Motion to adjourn by Paul, second by Nancy. Motion carried unanimously. Meeting adjourned at 8:56pm.

Respectfully submitted, Michelle Rappuhn