Ida Public Library

Board of Trustees Executive Committees Meeting Wednesday, June 19, 20198

Ida Public Library Board Meeting Room

Meeting called to order at 9:45 am by Board President Kim Hohf. The following Trustees were present: Kim Hohf, Michelle Rappuhn, Jan Knutson, and Renee Keeney. Also present was Ida Library Director Ashley Bryant

**Public Comment**: None.

Ashley reported on her Directors training with resources for Board members. Some of the trainings require an L2 account, and Ashley can create log ins for any trustee who would like to view more. Ashley shared some things that came up during her training:

# Is the library required to participate in the city audit?

The state law does not require libraries of this size to do an external audit. Ashley noted that the library currently pays

$5000 annually to participate in the city audit. She said that many libraries pay $2500 yearly to do internal audits for 4 years, and then pay for an external audit every fifth year. Ashley said that it is an enormous task and takes a lot of staff time, and wonders if the library can do the internal audits instead of the city audits. Renee will ask Becky at the city.

# Board Email Communications

Per OMA standards, the public needs to be able to reach each Board member via email. Kim recommended that Ashley give each board member a library email, and said that trustees will need to regularly check their email. They can set up their email to be forwarded to their personal email, if desired. Kim would like this added to the next board meeting agenda.

# Public Comment Policy

The lawyer at Ashley’s training recommended a policy for public comments. The policy committee will discuss this.

# Director Emergency Absence Protocol

Kim said the current emergency plan should be used, and Ashley should check and make sure it’s up to date.

# Levy

Ashley wanted to know why the library accepts the levy offer, and doesn’t instead make a levy request. Kim said that the library can make a levy request, and recently did so. It is reviewed annually. If Belvidere loses home rule status, then it resorts to Boone’s status as a tax-capped county. Ashley said it should go on the board calendar to discuss.

# Library Lawyer

Director Ashley noted that a library attorney, who really knows the laws and needs of libraries, could be a more affordable option. She said they come highly recommended, and a half hour phone call is a reasonable $65.

# OMA

Ashley recommends all board members to re-take the OMA training, as each member is held personally liable for violations. Kim asked Ashley to send a link for everyone to take the training. They could also take a Webinar to refresh yearly. Ashley needs a copy of everyone’s OMA certificate. Kim suggested to have the policy committee include OMA training/refreshing as a board recommendation. Currently, the library allows conference calls, so long as the in-person attendees have a quorum. There must be a vote to allow electronic participation. Ashley would like to clarify this policy, as it isn’t up to date. She suggests broadening the conference call option to include “electronic participation”, such as video services like Skype.

# Roll Call Votes

Roll call votes are required to go into all closed sessions, on any financial decisions, and anything that could incur liability. When in doubt, always take a roll call vote.

# Closed Meeting Minutes

Closed meeting minutes must be approved after 18 months, with a roll call vote. They should be reviewed during a closed

session to determine if they can be made public or must stay closed. The vote to approve the closed session minutes must be held in open session. In the upcoming board meeting, the board will get caught up on minutes. This should be added to the board calendar to be voted on every August and February.

# Salary Survey

The HR Source staff will conduct a salary survey for free, so long as Ashley participates. She’d like to do so, as salary will be a source of much discussion as the minimum wage increase in Illinois changes.

# Social Media

Ashley heard a good suggestion for board members regarding social media. If there is criticism from community members, trustees can offer a tour of the library and a talk with the person. Ashley noted that comments cannot be deleted, per state archivists requirements. State archivists recommended removing commenting ability, but Ashley hopes that won’t be necessary, as it removes community participation. She did note that the Policy Committee should look into a social media policy.

# Time Limit

Ashley shared that the board can institute a time limit for meetings. Meetings could still be extended by a vote. Renee thinks that meeting length is currently good, and only extends when absolutely necessary. Jan thinks it’s fine, and that the board only stays long when it’s important.

**Adjournment**: Motion to adjourn by Kim, second by Renee. Meeting adjourned at 10:45am.

Respectfully submitted, Michelle Rappuhn