# Ida Public Library Board of Trustees Meeting

Tuesday June 25, 2019

Ida Public Library Board Meeting Room

Meeting called to order at 7:01 pm by President Kim Hohf. The following Trustees were present: Paul Grover, Kim Hohf, Jan Knutson, Robert Pechacek, Michelle Rappuhn, and Donna Donato. Renee Keeney was excused. Also present were Ida Library Director Ashley Bryant, Assistant Director Laurie Mann, Youth Services Manager Angela Bennett, and commu- nity members Mr. and Mrs. Snow.

Motion by Bob to approve Board meeting minutes from May 2019, second by Paul. Motion carried unanimously. Motion by Donna to approve Building and Grounds Committee minutes from June 10th, second by Jan. Motion carried unanimously.

**Public Comment:** None.

**Correspondence:** Sydney received a thank you card from Immanuel Lutheran Church, for participating in the Celebrate CommUNITY event. The library received a thank you from Empower Boone, for donating a gift basket to support the food pantry. There were letters from Historical Building Society asking the library to become a historical site. There was a thank you card from Washington School expressing appreciation for Sydney and Melina’s attendance at a reading event.

**Treasurer’s Report:** There was no report. When Amanda returns from maternity leave, she will present reports for June and July.

*Committee Reports*

**Building and Grounds**: Bob reported that the committee discussed purchasing a lawn mower for the property, but the committee was unsure if it would fit in the gardening shed. The committee also wants to decide if the front trees should be removed. Director Ashley got an estimate for $765 to remove the two trees and do an overall lot clean up. She will follow up with Green City to find out if stump removal is included in the estimate. Bob’s concern with removing the trees is that the front of the building might end up looking cold and barren. Ashley noted that Michelle’s photo mockup showed the building during winter, when greenery is limited. Kim said that if the front looks too severe without those trees, some smaller decorative plants could be added. The general consensus among the board was to remove the trees.

**Expansion**: The steering committee will meet July 11th. Renee is in the process of applying for the 501c3, so people can donate to the expansion foundation.

**Personnel**: No report.

**Finance**: Renee is following up with the city to find out if the library is required to continue doing the annual audit with them. State laws do not require a library of this size to participate, and the $5000 bill is considerable.

**Policy**: Kim will facilitate an upcoming policy committee meeting, as some policies need to be reviewed/added, and the committee doesn’t have a chair.

**Marketing**: A new logo is in the works, and options will be presented soon.

**Friends of the Library**: Jan reported that the Friends picnic was very nice, the weather was great, and it was well-attend- ed. The Friends do not meet over the summer, and will resume in the fall.

**Nominating**: Michelle shared a new application, as a revised first step to applying for the board. The hope is that the question/answer style form will be more approachable for community members. When the application is received by the board, the Nominating Committee will follow up with an interview, and then send proposed candidates to the mayor. The general consensus was approval on the application. Ashley will have them at the circulation desk and there will be a downloadable pdf on the board page of the Ida website. Mr. Snow suggested sharing the form at the Chamber of Com- merce. Mr. Snow noted that they have a weekly email, and it would be beneficial to share in the email as well. Michelle shared a new flyer with tear-off strips, that can be posted on bulletin boards. Kim suggested an open house, where com- munity members could meet with the board and ask questions. Trustee Michelle shared a flyer and social media ad to ad- vertise this event, and the general consensus was approval of the event and marketing material. September 7th is the proposed date, from 10-12.

Kim shared that Paul recently celebrated his 80th birthday, and will be retiring from the board. July will be his last meeting. Nancy resigned from the board, and Joe’s spot is open as well. There are currently 3 openings on the board.

**RAILS**: Director Ashley noted that a vote is required for non-resident library card fees. Ida usually uses the Tax Assess- ment Method, rather than the flat fee, because it’s generally more favorable to lower income families. Ashley said that this is typically how libraries of this size set their fee. Motion to approve the tax rate method for calculating non-resident library card fees by Jan, second by Bob. Roll call vote:

Donna: aye Paul: aye Kim: aye Jan: aye Bob: aye Michelle: aye

Motion passed unanimously.

# Librarian’s Report:

*Rental property 111 W. Hurlbut:* The lawyer’s certified letter was returned. Ashley tried delivering it in-person, but nobody answered. Legally, the library will not be able to ask for back pay, as the letter was not delivered successfully. The court date for the eviction hearing is July 25th. This was an expedited date. The board discussed whether the utilities can be turned off, as the concern is leaking pipes or gas lines. Ashley will email attorney Natalie to ask for guidance.

*Director Absence:* Ashley will not be at the August board meeting, so Laurie will take her place. Ashley will be on vacation from August 24th - September 3rd.

*Other:* The library mascot, a stuffed koala, was named Kiwi by the community. Volunteers are needed for the cemetery tour. The “Jilted Bride” story in the paper was well-received, and the newspaper received several positive calls about it. Ashley submitted the IPLAR report, early. The Per Capita requirements will be coming soon. The library’s Culver’s fundraiser will be on July 2nd. Last month, half of the fines paid to the library were donated to Somerfield Zoo, a total of

$230, plus a $100 bonus from a community member. Each board member must be OMA trained, and turn in their certifi- cate to Ashley. Board meeting agendas are now posted on the library’s doors, so they can be seen from outside the build- ing, to comply with library laws. Ashley noted that when the board makes decisions on financials and potential liabilities, they should utilize the roll call vote. The Belleville Library Director came and did a presentation on homelessness, and shared ideas about townships. The executive committee met and their minutes will be shared and voted on at the next board meeting. In particular, Ashley learned that each trustee must be available to the public, preferably via email. The benefit of trustees each having a library email address is that for FOIA requests, the personal emails of trustees would not be searched. Kim noted that she rarely gets emails through the current board email account. As there were no dissenters,

IT will set up the individual accounts. Trustees are reminded to check their accounts regularly. There is no cost for the email accounts. Motion to approve the Librarian’s Report by Jan, second by Donna. Motion passed unanimously.

**New Business:** Kim shared the updated officers and committee list. She will update it in August. She noted the vacancies in committees.

**Adjournment:** Motion to adjourn by Paul, second by Bob. Motion carried unanimously. Meeting adjourned at 7:59 pm.

Respectfully submitted, Michelle Rappuhn