

## Ida Public Library Board of Trustees Meeting

Tuesday July 30, 2019

Ida Public Library Board Meeting Room

Meeting called to order at 7:06 pm by President Kim Hohf. The following Trustees were present: Paul Grover, Kim Hohf, Jan Knutson, Robert Pechacek, Michelle Rappuhn, Renee Keeney, and Donna Donato. Also present were Ida Library Director Ashley Bryant, Youth Services Manager Angela Bennett, Bookkeeper Amanda Pagani, and community member Sue Holmes.

The Board of Trustees enjoyed a cake to celebrate Paul's retirement.

Motion by Paul to approve Board meeting minutes from June 2019, second by Bob. Motion carried unanimously. Motion to approve the June Executive Committee meeting minutes by Renee, second by Bob. Motion carried unanimously. Motion to approve the June Marketing Committee meeting minutes, with the title changed appropriately, by Renee, second by Bob. Motion carried unanimously.

**Public Comment:** None.

**Correspondence:** The Library received a thank you from Goodwill for a computer donation. The Farmers Market and Wellness Fair sent a thank you for participation. The Keen Age Center Healthy Living Expo sent a thank you for participation. Belvidere Heritage Days sent a thank you for participation. Karen Neibarger sent a commendation, thanking the board for removing the trees in front of the library, remarking on how nice it looks.

**Treasurer's Report:** The audit was completed, and recommended again the liquidation of the ComEd stock certificates from the List Trust. The auditor doesn't want the library to lose the physical certificates. Also noted was the safety deposit box is very large, and could be downsized. The financial reports for May and June were reviewed, with no outstanding concerns. Amanda shared that the credit card income tracking (used to track PayPal payments) was adjusted as she reviewed the reports. There may be some small adjustments after July. Motion to approve the Treasurer's Report by Donna, second by Jan. Motion carried unanimously.

### *Committee Reports*

**Building and Grounds:** Bob reported that the front landscaping was done nicely, and looks good. Green City also pulled a lot of the weeds on the grounds. Some remain, but there was overall improvement.

**Expansion:** The steering committee met July 11th, with Ashley, Paul, Jan, Jeff, Kurt Tobin, and Renee. They discussed what the library wants. They discussed creating the expansion foundation under the Community Foundation's NFP status. Renee will meet with Paul Fisher, of the Community Foundation, on August 1 to discuss. Renee noted that she and Ashley will attend a grant seekers seminar on August 13.

**Personnel:** Dina Sipiora will begin on August 12, as the new head of patron services. She brings customer service and banking experience, as well as a BA and MA in education to the role.

**Finance:** No report.

**Policy:** Bob will temporarily chair the committee. A new computer usage policy is in the works. A concern to be addressed is the amount of time staff spends on helping patrons with computer issues. They are also discussing plug-ins and offensive content, and considering first amendment rights. They are also reviewing how many times they will reprimand patrons for inappropriate computer usage - currently at 4.

**Marketing:** The committee met on July 19. Donna noted that the logo is important to the library. The committee will present 2-3 logos to the board for a vote, at an upcoming meeting. The logo will use an image of the library building, or a contemporary styled image of Ida.

**Friends of the Library:** The Friends will resume meetings in September.

**Nominating:** Sue Holmes introduced herself as a potential trustee. She shared that she is recently retired and has more time to spend. She enjoyed her 9-12 years previously spent on the board. Loretta Swanson's application was also shared. The Nominating Committee recommended Loretta Swanson and Sue Holmes as new trustees. Motion to recommend Sue Holmes to the mayor and Belvidere City Council for appointment to the Ida Public Library Board of Trustees by Paul, second by Renee. Motion carried unanimously. Motion to recommend Loretta Swanson to the mayor and Belvidere City Council for appointment to the Ida Public Library Board of Trustees by Paul, second by Renee. Motion carried unanimously.

There are currently 3 openings on the board. There will be an Open House event on September 14, from 10-12, where community members can enjoy coffee and donuts, and meet trustees.

**RAILS:** A new program that offers free e-books, called Biblioboard, will be available for free. It includes classics, open-source books, and self-published books. Ashley will start advertising it.

**Librarian's Report:**

The old circulation numbers will no longer be available, with the new system. The cemetery tour still needs volunteers. The Culvers fundraiser brought in \$290. The library will participate in the upcoming Buchanan Street Strolls. There will be another fundraiser at Texas Roadhouse on October 1, with the library receiving 10% of the sales. Construction for the meeting room updates will begin after the next book sale. It will be out of use for four weeks, so many programs will move to the YA section. The next court date for eviction of the rental property is August 29th. Motion to approve the Librarian's Report by Jan, second by Renee. Motion passed unanimously.

**Adjournment:** Motion to adjourn and go into the Annual Meeting by Jan, second by Donna. Motion carried unanimously. Meeting adjourned at 8:07 pm.

Respectfully submitted,  
Michelle Rappuhn