# Ida Public Library Board of Trustees Meeting

Tuesday August 27, 2019

Ida Public Library Board Meeting Room

Meeting called to order at 6:57 pm by President Renee Keeney. The following Trustees were present: Renee Keeney, Jan Knutson, Robert Pechacek, Michelle Rappuhn, Donna Donato, Loretta Swanson, and Sue Holmes. Kim Hohf was ex- cused. Also present were Ida Library Youth Services Manager Angela Bennett, Bookkeeper Amanda Pagani, and commu- nity members Mr and Mrs Snow.

Motion by Jan to approve Board Meeting minutes and Annual Meeting minutes from July 2019 with the addition of Aman- da’s name, second by Donna. Motion carried unanimously.

**Public Comment:** None.

**Correspondence:** The Library received a note of thanks to Angela, for helping a book club get an author visit.

**Treasurer’s Report:** The YTD activity vs budget was reviewed. Amanda noted that it’s been simplified, but further details on any transactions can be provided. Bob asked for clarification on the notation “PFY”, and it was clarified to mean “previ- ous fiscal year” - money that came in the last fiscal year but was spent this year.

Motion to approve the Treasurer’s Report by Donna, second by Sue. Motion carried unanimously.

*Committee Reports*

**Building and Grounds**: No report.

**Expansion**: Renee went to a grant seekers meeting. The Boone County Foundation and the Northern Illinois Foundation both sound like possible organizations to pursue, particularly for the circulation desk ADA renovation.

**Personnel**: There is a vacancy for Spanish Programming, a Head of Patron Services, and a part-time clerk. The library urgently needs viable applicants.

**Finance**: Renee noted that the rental properties will be discussed at an upcoming Finance Committee meeting on Sep- tember 19th. Amanda reported that one of the owned lots is tax exempt, but found that another of the owned lots is still paying taxes. She applied for an exemption, and anticipates saving $4500. Mr. Snow shared that the church pays rent, so it should be taxed. Amanda replied that the library doesn’t pay taxes on the church, due to a tax exemption. Renee said that current income from the rentals does not cover the mortgages, so the library is losing money on these. Rent at the church may need to increase next August to cover the mortgage, as the current lease was just signed.

**Policy**: Bob reported there will be another upcoming Policy Committee meeting to discuss computer policy. The August Policy Committee meeting minutes received a motion to approve by Michelle, second by Sue. Motion passed unanimous- ly.

**Marketing**: The logo is still in the works. Motion to approve the July Marketing Committee minutes by Bob, second by Sue. Motion passed unanimously.

**Friends of the Library**: The next sale will be September 15, 16, 17.

**Nominating**: Michelle introduced the two new trustees, Loretta and Sue. There is currently one more opening on the board. Another application was received and the committee will review it. There will be an Open House event on Sep- tember 14, from 10-12, where community members can enjoy coffee and donuts, and meet trustees.

**RAILS**: Angela reported a new library catalog app is in development.

# Librarian’s Report:

The study room is open and is being used frequently. The Buchanan Street event was well attended, but the library’s table wasn’t well located, and didn’t receive much traffic. There will be a sign and a better location for the library next week. Mr. Snow recommended bringing extra chairs, to encourage people to stop by. He will bring some, as will Angela and Renee. The upcoming blood drive is sponsored by Virsity, not RVCC, but still serves locally. Jan shared her appreciation for Mindy’s newspaper articles on Rad Women of Belvidere, as well as her enthusiasm for the BYOBook club.

Motion to approve the Librarian’s Report by Donna, second by Jan. Motion passed unanimously.

# New Business:

Per Captia Grant requirements were reviewed by Renee. They include articles about where library income comes from, districting, incorporations, fundraising, terminology, and working with local politicians. All trustees need to review the re- quirements before the next meeting. Transfer of organization documents, interim director, emergency staff appointment, staff flow chart, insurance and bonding coverage, and authorized credit card users were all reviewed when Ashley stepped in as director. The policies are all in place in case of director emergency. All trustees were reminded to update their Board Policy book with the new flow chart. Renee reminded the committees that she plans to attend all meetings, but has low availability on Mondays and Tuesdays. Advance notice of meetings is highly preferred. Board emails are now all in use, and all trustees should reply to a test email.

**Adjournment:** Motion to adjourn by Sue, second by Jan. Motion carried unanimously. Meeting adjourned at 7:51 pm. Respectfully submitted,

Michelle Rappuhn