

Ida Public Library Board of Trustees Meeting

Tuesday October 22, 2019
Ida Public Library Board Meeting Room

Meeting was called to order at 7:01 pm by President Renee Keeney. The following Trustees were present: Renee Keeney, Kim Hohf, Jan Knutson, Robert Pechacek, Michelle Rappuhn, Loretta Swanson, Sue Holmes, and Donna Donato. Also present were Ida Library Interim Director Angela Bennett, Head of Patron Services Jennifer Johansson, Bookkeeper Amanda Pagani, and community members Dawn Brooks, Alderman Snow and Mrs Snow.

- Motion by Sue to approve Board meeting minutes from September 2019, second by Bob. Motion carried unanimously.
- Motion by Donna to approve Policy Committee meeting minutes from October 2019 with spelling and grammar edits, second by Kim. Motion carried unanimously.
- Motion by Jan to approve Nominating Committee meeting minutes from October 2019, second by Kim. Motion carried unanimously.
- Motion by Kim to approve emergency Board meeting minutes from October 2019, second by Bob. Motion carried unanimously.

Public Comment: None.

Correspondence: None.

Treasurer's Report: Treasurer's report numbers reviewed, nothing exceptional to note. Motion to approve the Treasurer's Report by Kim, second by Donna. Motion carried unanimously.

Committee Reports

Building and Grounds: No report.

Expansion: No report.

Personnel: Ashley Bryant's resignation was accepted. Motion by Renee for Angela Bennett to be paid the director's salary while she is the interim director and then to revert to her current salary when she resumes her current position, second by Kim. Roll call vote: Donna voted aye, Kim voted aye, Renee voted aye, Jan voted aye, Bob voted aye, Michelle voted aye, Loretta voted aye, Sue voted aye. Motion carried unanimously. Renee noted that there have been some applicants for the director role, and the Personnel committee will meet to review them. Motion by Kim to post the director job on ALA when and if Renee chooses to do so, not to exceed \$400, second by Sue. Motion carried unanimously. Jan is resigning as chair of the committee, and Donna will take on the role.

Finance: Audit - The most recent audit was reviewed. Amanda reported that new information about the sweep account was received, and now it should be set up with a 3rd party collateral agreement. This is a normal process, and Blackhawk will set it up, so uninsured library funds will be moved to a 3rd party bank, to make sure they are insured. The current investment policy review will be moved to the Policy Committee. The bank hasn't come in to review the investment policy in over a year, so they need to come in and do so. Vacation and sick time was noted in the audit as a policy differing from the city. This is a complex issue that has been reviewed recently by the Personnel Committee, and it will not be changed. The Policy Committee should work on clarifying this.

Rental Property - The rental property needs a new roof, estimated at \$5000. It also needs a refrigerator. Ed has agreed to rent the property as-is for \$600/month, and will maintain it. Amanda noted that there is currently \$13,840 remaining in the maintenance fund, and there are no big expenses anticipated. The remaining mortgage on the property is approximately \$75,000, and the rent will help bring in some money to cover that. Motion by Kim to repair the roof for no more than \$6,000, plus a refrigerator, and for Ed to live in the property as property manager, second by Donna. Motion carried unanimously. Sue reported that the realtor Jane Eurik said it would be a good property for two families in the Perry School area. It's currently zoned as a "Neighborhood Business" and not a multi-family home. This will need to be addressed.

Other - Former Director Ashley notified the church about the August 2020 rent increase. Angela will confirm. The internal mid-year review will still occur, and Angela will review the results with Renee. The Texas Roadhouse fundraiser made \$18. The tax exempt property status forms were filed by Amanda.

Policy: The updated Patron Code of Conduct Policy was reviewed. Staff will keep a spreadsheet recording instances of behavior problems, to keep track of violations and privilege losses. Motion to approve the new Patron Code of Conduct policy, as part of the Computer Policy, by Jan, second by Bob. Motion carried unanimously.

Marketing: The logo is in the works, and the designs will be reviewed at the next Marketing meeting will be Friday, November 1st.

Friends of the Library: No report.

Nominating: The Nominating Committee met to review candidates, and recommends that Dawn Brooks fill the current Trustee opening. Motion to recommend Dawn Brooks to City Council for the Trustee position by Michelle, second by Kim. Motion carried unanimously. Angela will send Dawn's application and letter of introduction to the city for approval.

RAILS: There is a new Capira library app coming out. The estimated cost is \$599/year. Based on the unique features it offers, Angela will respond to the RAILS survey as "interested" in the app.

Librarian's Report: The Texas Roadhouse fundraiser was unsuccessful. The ghost event brought in \$620. The Trunk or Treat event will be on Friday, and still needs cars to participate. The cat adoption was successful, as 3 of the 5 cats were adopted. This event will be repeated quarterly. Angela asked for overtime hours, to help cover the job openings. Motion by Renee to give Angela discretion to approve overtime to the end of the year, not to exceed \$1000 monthly. Second by Donna, motion carried unanimously.

Motion to approve librarian's report by Kim, second by Jan. Motion carried unanimously.

New Business: The trustee orientation will be postponed until January, 2020, as it will be valuable for the new trustees and new director. Closed session minutes were reviewed. Motion to keep the May 28, 2019 closed session minutes closed, due to personnel discussion, by Renee, second by Sue. Motion carried unanimously. Motion to keep the September 24, 2019 closed session minutes closed, due to discussion of a patron issue - deemed as in the patron's best interest, by Renee, second by Kim. Motion carried unanimously. Angela will forward recent childrens' event surveys to Renee to check in on patron satisfaction.

Closed Session: None.

Adjournment: Motion to adjourn by Kim, second by Sue. Motion carried unanimously. Meeting adjourned at 8:22 pm.

Respectfully submitted,
Michelle Rappuhn