

**Ida Public Library
Board of Trustees Meeting
April 28, 2020
7 pm
Video Conference with Zoom**

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AGENDA:

Call to order – Renee Keeney Roll Call: Dawn Brooks, Donna Donato, Kim Hohf, Sue Holmes, Renee Keeney, Jan Knutson, Denise Leonard, Loretta Swanson

- I. Roll call and minutes p. 3-6

- II. Public comment - (Those wishing to comment must contact Library Director Lou Carlile, louisc@idapubliclibrary.org before the Board meeting)

- III. Correspondence

- IV. Treasurer's report p. 7-8

- V. Committee Reports
 - A. Building and grounds – Robert Pechacek –
 - B. Expansion Committee – Renee Keeney -
 - C. Personnel – Donna Donato –
 - D. Finance – Kim Hohf –
 - E. Policy Committee- Robert Pechacek –
 - F. Marketing Committee – Donna Donato –
 - G. Friends of the Library – Jan Knutson –
 - H. Nominating Committee – Kim Hohf –
 - I. Librarian's report – Lou Carlile – p. 9-11
 - a. Covid-19
 - b. Meetings and activities

- VI. New business
 - A. Finance update

- a. NIC Agreement termination letter (additional attachment file)
- B. Adding Director Lou Carlile to all Blackhawk Bank accounts / Safety deposit box
- C. Nominating
 - a. Board Member Approval to Submit to City Council - p. 14-17
- D. Legal Counsel (Ancel Glink)
- E. Library closure
- F. List of major capital expenditures included in annual budget - p. 12
- D. Review non-resident method - p. 13
- E. Investment plan, financial reports and audits review - Bank
- F. Approve Closed Session Minutes: October-March
- G. Board Performance Written Self Evaluation
- H. Review of Financial Signers
- I. Fiscal Year Ends
- J. Upcoming May Items: Fiscal Year begins. Conflict of Interest Statements reviewed and signed. Confidentiality agreements signed. Director and officers errors and omission insurance review. Outside library walkaround.

VIII: Adjournment

Ida Public Library Board of Trustees Nominating Committee Meeting

Tuesday, April 21, 2020 at 5:30 p.m.

via zoom due to Pandemic

The nominating meeting of the Ida Public Library board of Trustees was called to order by Nominating Committee Chair Kim Hohf at 5:30 p.m. Present via Zoom were Trustees Kim Hohf, Sue Holmes, Renee Keeney, Jan Knutson and Donna Donato. Also present was Library Director Lou Carlisle.

There was no Public Comment.

Currently there is one vacancy on the board to replace Bob Pechacek who needed to resign due to a personal matter in late February. As already discussed with the committee, Lydia Gonzales will be recommended to the full board to fill this vacancy at the April board meeting, with a term end date in 2022.

Committee also discussed recommending Wendy LeFauce to fill the upcoming July 1st vacancy for Loretta. Kim will call Wendy to make sure she is still able to join the board and the recommendation will be made to the full board at the May meeting so she can be official for the July meeting.

The following was the discussion for slate of officers for the 2020-2021 year: President: Sue Homes, 1st Vice President: Jan Knutson, 2nd Vice President: Donna Donato, Secretary: Dawn Brooks, Treasurer: Kim Hohf. If any other Trustees are interested in an officer position they should contact Renee Keeney, President or Kim Hohf, Nominating Chair to be included for vote at the July meeting.

Jan will preside over the Annual meeting in July which will include the vote for officers. The newly elected President will preside over the second half of the meeting which is the regular July board meeting.

Respectfully Submitted,

Kim Hohf, Nominating Chair

Ida Public Library
Board of Trustees Meeting
February 25, 2020 – 7:00pm
Sullivan Meeting Room

The February regular meeting of the Ida Public Library Board of Trustees was called to order by President Renee Keeney at 7:02 pm. Trustees present were Dawn Brooks, Donna Donato, Kim Hohf, Sue Holmes, Renee Keeney, Jan Knutson, Denise Leonard, Robert Pechacek and Loretta Swanson. Also present were staff members Lou Carlile and Jennifer Johansson and community members Dan and Teri Snow and Karen Dodson.

Approval of Minutes:

Kim Hohf moved and Sue Holmes seconded the motion to approve the minutes of the February 20, 2020 Marketing Committee meeting. Motion carried.

Jan Knutson moved and Donna Donato seconded the motion to approve the minutes of the February 6, 2020 Emergency Board of Trustees meeting. Motion carried.

- **Public Comment:** Ms. Karen Dodson is an advocate for a disabled veteran who lives in Belvidere Township, but not within the city limits. He does not have access to a free Library card despite his 100% disabled status exempting him from paying any property taxes. Ms. Dodson would like to see the Library enact a policy by which disabled veterans, irrespective of residency, would have access to a free or discounted Library card. She indicated that people who have given so much in service to our country ought to have access to a library card based upon his/her percentage of disability. The Board thanked Ms. Dodson for her input and agreed to take the matter under advisement.
- **Correspondence:** None

Treasurer’s Report: Sue Holmes moved and Jan Knutson seconded the motion to approve the Treasurer’s Report. Motion carried.

Committee Reports:

- Building and Grounds* - Bob Pechacek: No report.
- Expansion Committee* – Renee Keeney: No report.
- Personnel* – Donna Donato: No report.

Finance – Kim Hohf presented an extensive the new Quarterly report regarding the transition of funds from Midland States Bank and PNC Bank to Blackhawk Bank. Due to Angela Bennett’s resignation, Kim Hohf moved and

Sue Holmes seconded the motion to remove Angela Bennett from all Blackhawk Bank accounts effective February 7, 2020. Motion carried.

Policy Committee – No report.

Marketing Committee – Donna Donato reported that the Open House would be held on Saturday, March 14, from 1 – 2 pm. She also indicated that various donations are needed and board members offered to help secure the donations. Flyers will be available within the next couple of days for board members to collect and distribute in the community.

Friends of the Library – Jan Knutson: Jan reported that the Friends of the Library book sale will be held on April 24. Also, the staff appreciation lunch will be held on March 14 and the Annual Picnic will be at Belvidere Park on June 18 at 5 pm.

Nominating Committee – Kim Hohf welcomed Denise Leonard as our newest Trustee. We are very pleased to have Denise on the board. Kim also mentioned, as a matter of discussion only, that we need clarification about how to handle outgoing Trustees' email accounts.

Librarians Report – Lou Carlile presented the following report:

- Meet and Greet – Lou thanked the board and staff for a successful and fun first day of work.
- Staff Organizational Chart – Lou presented the chart with ideas for new titles and duties.
- Updating job descriptions – Lou indicated that this is a work in progress.
- Updating Library policies – Lou mentioned potential changes to the Drug and alcohol free workplace policy and the workplace security policy. Policy committee will meet to discuss.
- Meetings – Lou has been meeting with staff members individually to get to know them. Lou indicated that he is working to get involved in the community. He stated, "If I'm invited, I'm trying to attend."

Kim Hohf moved and Jan Knutson seconded the motion to approve the Librarian's report. Motion carried.

NEW BUSINESS

- Designate legal counsel – Lou will review various Library oriented attorneys and make a recommendation to the Board.
- Accessibility review – Building and Grounds Committee will meet, review ADA compliance, and make a report to the Board.
- Evaluate effectiveness of affiliations with state and national organizations – Lou will review and make a recommendation to the Board.
- Library Director written evaluation and compensation – will discuss in Closed Session.
- Lou will review all personnel policies and report to the Board.
- Economic Interest Statements – All Board members should have received and returned statements to the County Clerk's office. Renee also reminded all Board members to be sure to complete OMA training prior to the March meeting.
- March items: prepare list of major capital expenditures included in annual budget, investment plan, financial reports, and audit review.

CLOSED SESSION to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Kim Hohf moved and Bob Pechacek seconded the motion to go into closed session at 8:10 pm. Motion carried.

Kim Hohf moved and Donna Donato seconded the motion to return to open session at 8:37 pm. Motion carried.

Adjournment: Kim Hohf moved to adjourn the meeting at 8:38 pm. Denise Leonard seconded the motion. Motion carried. Meeting adjourned at 8:38 pm.

Respectfully submitted,

Susan W. Holmes

Secretary

Finance Report

April 2020 (most information was prepared for cancelled March 2020 meeting)

Finance Report (refer to March 12, 2020 finance committee minutes)

Kim Hohf, Treasurer

NIC dissolution motion:

Roll call vote to confirm Ida Public Library's dissolution with NIC and receive the funds allotted to the library

Signature cards need to be made for PNC and Midland so Director can have access to accounts. Director will be the one to close accounts as discussed. Minutes approving him have already been recorded and approved by the full board but Midland will not allow minutes from previous meetings (and PNC??). Midland wants minutes from 2020. New motions for minutes to end our relationship with Midland: some are added for redundancy

Roll Call:

Motion to add Louis Carlile to all accounts held at Midland Bank as a signatory

Motion to remove Ashley Bryant, Joe Fortman, and Laurie Mann from Midland Sullivan sweep account

Motion to add Louis Carlile to Midland Sullivan sweep account

Motion to remove Karen Neibarger Ashley Bryant, Joe Fortman, and Deborah Bloom from Midland safe deposit box.

Motion to add Louis Carlile to Midland safe deposit box

Motion to add Louis Carlile to all PNC accounts as a signatory

Motion for signatories at Midland Bank to be: Renee Keeney, President, Kim Hohf, Treasurer, Jan

Knutson, Vice President, Louis Carlile, Library Director

Motion for signatories at PNC Bank to be: Renee Keeney, President, Kim Hohf, Treasurer, Jan Knutson, Vice President, Louis Carlile, Library Director

I wonder if we could make a motion that automatically removes a person from the bank rights upon termination of employment or trustee status. Something to investigate?????

10020 Dwyer CD at PNC Bank for \$10,000 and 10021 LIST CD at PNC Bank for \$5,000 still need to be closed. Interest rates are very low so once Director has signatory rights - he can move these two CDs when he feels the interest rates have gone up to be of benefit to the library. Board has already approved the moving of these CDs to Blackhawk.

10030 Sullivan Midland was to be closed 1/3/2020 but there was an unexpected deposit of \$5,469.93 deposited on 1/2/20. Assistant to Director has been in contact with Ron Glenn who has asked for Blackhawk routing information to get this disbursement routed to the Sullivan Blackhawk account. Confirmation was obtained by Amanda Pagani from Ron Glenn that this interest has been rerouted and Director can close this account.

SWEEP Account at Midland was not closed (or disclosed) when Treasurer went to Midland to close accounts in January. This account remains open and needs to be closed. Director will close this account once he has signatory access.

PNC Memorial Funds 10023, 10025, 10026, 10027, 10028, 10029, 10024 research still needs to be completed. In order to close checking account at PNC and open a new account at Blackhawk Bank review of bylaws and signers of the Memorial Account must be completed. The records of how these funds are to be allocated may end up being found in the safe deposit box at Midland. Also discussed was that these monies may have just been donated with a designation of "In Memory Of" but more investigation needs to be completed before closing or changing this account. It was discussed that there should be some sort of documentation created (if none is found) relating the history of these memorials and future memorials. It is important that the intention of each gift be preserved. This account is to remain open until further research can be completed. Once Director has signatory rights, he will meet with a bank officer to discuss this account further. Also suggested by finance committee member is to reach out to former board members to see if they have recollection of the memorials or where documentation may be.

Once signatory updates have been made at Midland bank, Director will photocopy all documents in the safe deposit box to become familiar with Accounts/Trust Requirements/Spending etc.

Investment accounts at Midland - Endowment and Reserve have been moved. I have been told by Ron Glenn that the Minerva Blackburn account is not technically a library account – we receive a check for the interest but the initial amount does not belong to the library and is not at our discretion to move the account. Sikich has indicated that this account is in fact a library account and the full amount belongs to the library. Amanda Pagani has been researching and we need an update.

Tax updates on properties: the last property and the church are now tax exempt – neither property is a for profit.

Circulation Statistics

	February 2020
Check-outs	8043
Renewals	1219

Other Statistics

	February 2020
Program Attendance	636
Notary	6
Door Count	15769
Patrons Added	87
Items Added	222
Study Room Reservations	7
1-on-1 PC Training	11

*March 2020 statistics not available due to library closure. Prairie did not provide March 2020 stats.

COVID-19 has caused the library to be closed since March 16. The library has continued to function with the library closed. We still were a polling place on March 17.

Things that the library has done during this time includes:

*Fines do not accumulate during this time

*Book drop has remained open for returned items

*We have expanded virtual programming with story times, local history information, and online resources patrons can use for education and recreation during this time.

*We have developed free temporary virtual cards that nonresidents of Boone County can use to utilize virtual resources such as Overdrive. These cards will be good for 2 months and we can extend them depending on how the COVID-19 situation develops.

*Summer Reading Program planning with more of an online focus.

*Utilize online meeting software such as Zoom to conduct library business.

Our staff has been great in wanting to help whenever possible during this time. I am proud of how many of them have stepped up to help library operations continue. The staff has assisted in creating virtual programming, offering suggestions for resources to advertise, attended online meetings, and have recently have begun to come in to help maintenance such as item check-ins. Bills have continued to be paid. Amanda and I are working with the auditors to still meet in May for the annual audit. Jennifer has worked to keep up to date information to the public available on Facebook and our website.

The Governor has extended the state's shutdown until the end of May. The management staff is working on how we can expand services during this time. Access to resources such as masks, gloves, and sanitation liquids are something we need to keep in mind when looking at offering limited services. Some ideas we are looking at:

- *Curbside services
- *Virtual reference / training services
- *Free book stand outside the library for people to read
- *Expanding on wifi capabilities to extend to the parking lot

We are already having staff come in for general maintenance. In May, we are looking at having more staff come in (in safe, legal amounts) to do special projects. Some of these projects include moving of library materials to other parts to better utilize space and digitization of paperwork.

I have attended online meetings with other directors, our consortia, as well as RAILS which overseas libraries in the northern Illinois area. We are doing many services libraries that are larger than us are offering. The trend for libraries at these meetings have been to continue paying staff during this. While furloughs are something we must consider, I believe that we are sufficiently keeping staff busy at this time. Like us, these libraries are having to change plans almost daily as new information comes in. The library will continue to comply with the Governor's orders as well as continue to serve the public to the best of our ability. With a staff as dedicated as ours I am confident we can get through this stronger than before.

Events of Note

- **Board Member Leaving**
Board member Bob Pechacek is no longer on the board. The library thanks him for his service.
- **Ida Public Library Open House**
The library hosted an open house that had over 30 people in attendance. It was a wonder opportunity for the staff and board to connect with the community.
- **Library Closing / COVID-19**
Following the meet and greet, the whole staff spoke of what they wanted to see happen at the library as a group. Lou also spoke with many of the staff members individually to learn more about them, the library, what they liked and disliked about the library, and what changes would be beneficial to the library's future.
- **Staff changes**
Kaitlin Woodard has accepted the position of Collection Specialist. She will still assist with the Circulation Department and help train the new Circulation Manager when that position is filled.

Outside Meetings / Outreach

- **Director's Anonymous (Lou)**
The April meeting was held on Zoom. The meeting primarily dealt with the COVID-19 situation.
- **RAILS Members update (Lou)**
The April meeting was held on Zoom. The meeting primarily dealt with the COVID-19 situation.
- **PrairieCat Members Meetup (Lou, Jen)**
The April meeting was held on Zoom. The meeting primarily dealt with the COVID-19 situation.
- **RAILS COVID-19 Webinar (Kaitlin)**
The meeting primarily dealt with the COVID-19 situation.
- **RAILS Virtual Youth Services Webinar Jen, Leah, Jill, Krissy)**
Ideas for virtual services.
- **RAILS Online Book Club Webinar (Mindy)**
Discussing different ideas for book discussions and advisory services.

Programs of Note

- **Virtual Storytimes** (via Facebook)
- **National Library Week Staff Selfies** Pictures of the staff showing what they are reading and how they are handling social distancing (via Facebook)
- **Virtual Book Club** Mindy and Krissy are continuing to host the True Crimes book club.
- **Virtual Programming** (via Facebook). Various activities such as allowing people to submit pictures for our Peeps Diorama contest.
- **Virtual Programming** (via Facebook). Instructional programs such as STEAM educational programming and gardening tips program.
- **Throwback Thursdays** (via Facebook) Fun and informative information regarding Belvidere area history.

Upcoming Dates of Note

- May 26, 7pm: Library Board Meeting (location to be determined)

List of major expenditures

The Library does not have any major projects planned for the upcoming year. Two projects we are looking at:

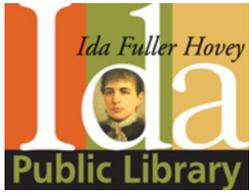
*Self-Checkout Machine: Cost \$7500. It would allow patrons to check out materials themselves. It is an expenditure that would save money as well because it would potentially free up staff time to do other tasks such as shelving.

*Monitor in Circulation area: Cost \$1500. This monitor would be used to advertise programming and events.

Nonresident card Calculation Method

The method we currently use is to look at the property that is owned by nonresidents and tax them the same rate as our residents. We take the taxable value on the home and use the current rate of 0.002

Example: Taxable value of \$28, 628 and multiple by 0.002 = \$57.26



Library Board of Trustees

Application

The Ida Public Library Board of Trustees is seeking applicants to serve on the Library Board of Trustees.

If you are interested in serving on the Library Board, please fill out this application and return it to the Library.

Responsibilities for the Public Library Trustee

To advocate for the library in the community, to oversee the general operation of the library and monitor its effectiveness, to establish policy, to determine the budget, to conduct public relations, and to plan for the future of the library.

Duties

Attend all board meetings and participate appropriately. Read board minutes and other materials sent out before the board meeting. Be informed about all phases of the library operation. Serve on committees as assigned by the board president. Lend your experience and leadership to the board for the good of the library. Actively participate in workshops and activities. Participate in fundraising activities. Visit the library often and be acquainted with its services by using them. Be an advocate for the library.

Qualifications

Possess a true sense of the library's enormous importance to the economic, social and educational life of the community. Have an appreciation for the library and a desire to provide the best possible services for the community. Maintain a sensitivity to the political conditions in the community. Must reside in the city of Belvidere.

Skills, beliefs, abilities:

- The ability to work with people.
- The skill to lead and preside at board meetings.
- The ability to plan.
- The belief in the importance of access to the materials of lifelong independent learning for everyone.
- The ability to communicate effectively.

Appointments

The trustee is accountable to the taxpayers and the people served by the library. Library Trustees are appointed by the Mayor and confirmed by the City Council. There is no monetary compensation for this position. Trustees serve a three year term and may be eligible to serve multiple terms. The Ida Public Library Board of Trustees meets on the fourth Tuesday of each month at 7:00pm. Special meetings are sometimes called, and committee meetings may be held in addition to Board meetings.

Please direct questions to Ashley Bryant, Library Director, at 815-544-3838 or ashleyb@idapubliclibrary.org

Date March 8, 2020

Name LYDIA GONZALEZ

Address _____

**Must reside in Belvidere*

Phone _____

Email _____

Why are you interested in serving on the Library Board of Trustees?

I'm grateful applying to assist in serving not only the Library Board of Trustees but the community of Boone County. I've always been a strong advocate to help teach the Latino community English, continue education, and to be self sufficient. The local library should be the place where that learning takes place for entire families.

How often do you use the Belvidere Public Library? What other libraries are you familiar with?

About 3-4 timesavers month to use computer, printer, copier, etc.

Continued on reverse

Please share your opinion on the importance of libraries.

As previously stated, the library is an extension of schools and colleges. Families should all be visiting if they are interested in continuing education. Libraries need to be relevant to young students, for all community languages. Reaching them will help compel parents to visit for their own interests.

What challenges do you think our library faces?

**Budget for Public Relations/Marketing;
Right staff to cover - Programs for adults wanting to learn 2nd language; Volunteers;
Newsletter or Newspaper Calls for Participators, in other words Communications
which could be combined with Marketing.**

Please describe any experience or expertise you have that you feel would be beneficial to the Board of Trustees.

I've served on 2 government type committees, other non-profit organizations serving Latino community, and have been serving for the last four years with one that is currently operating.

How long have you lived in Belvidere?

Since 1969. Attended old Lincoln EI, went to old Belvidere Jr. High, and graduated from BHS.

What segment(s) of the Belvidere community do you feel you represent? (Possible examples: retiree, parent of young children, small business owner, etc.)

I'm middle aged, close to retirement, employed at the Better Business Bureau, nine years going on ten. And, lastly a community service volunteer, primarily with Latino community advocating for youth.

Do you presently serve in any other appointed position on a Board, Commission or Committee?

If yes, what position? If no, do you have previous experience on a Board or Commission?

I currently serve as Vice President for LULAC #5303. (League of United Latino American Citizens)

Please add any other information you would like to share.

I'd like to thank Donna Donato for asking me to apply.

Thank you for your interest in service to the community of Belvidere.

Applicant Signature ____