

**Ida Public Library**  
Board of Trustees Meeting

April 28, 2020 – 7:00pm

Video Conference via Zoom

The April regular meeting of the Ida Public Library Board of Trustees was called to order by President Renee Keeney at 7:01 pm. Trustees present via Zoom were Dawn Brooks, Donna Donato, Kim Hohf, Sue Holmes, Renee Keeney, Jan Knutson, Denise Leonard, and Loretta Swanson. Also present via Zoom were staff members Lou Carlile, Amanda Pagani, and Jennifer Johansson and community members Dan and Teri Snow. The Board of Trustees did not meet in March due to COVID-19.

**Approval of Minutes:**

- Jan Knutson moved and Sue Holmes seconded the motion to approve the minutes of the March 10, 2020 Marketing Committee meeting. Motion carried.
- Sue Holmes moved and Denise Leonard seconded the motion to approve the minutes of the April 21, 2020 Nominating Committee meeting. Motion carried.
- Kim Hohf moved and Donna Donato seconded the motion to approve the amended minutes of the regular February 25, 2020 Board of Trustees meeting. Motion carried.

**Public Comment:** None

**Correspondence:** None

**Treasurer's Report:** Denise Leonard moved and Donna Donato seconded the motion to approve the Treasurer's Report. Motion carried.

**Committee Reports:**

*Building and Grounds* - No report.

*Expansion Committee* – Renee Keeney: No report.

*Personnel* – Donna Donato: Donna is working on setting up an “in person” meeting of the Personnel Committee in May. Since the subject is Personnel, the discussion must be done privately rather than over the internet.

*Finance* – Kim Hohf presented an extensive report including discussion of the dissolution of NIC and the acceptance of the funds owed to Ida Public Library and the transfer of funds away from PNC Bank and Midland States Bank to Blackhawk Bank.

- Kim Hohf made a motion to confirm Ida Public Library's dissolution with NIC and receive the funds allotted to the library. Sue Holmes seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.

- Kim Hohf made a motion to add Sue Holmes to all accounts held at Midland Bank as a signatory. Denise Leonard seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion to add Louis Carlile to all accounts held at Midland Bank as a signatory. Sue Holmes seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion to remove Ashley Bryant, Joe Fortman, and Laurie Mann from Midland Ida sweep account. Denise Leonard seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion to add Louis Carlile to Midland Ida sweep account. Sue Holmes seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion to remove Karen Neibarger Ashley Bryant, Joe Fortman, and Deborah Bloom from Midland safe deposit box. Jan Knutson seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion to add Sue Holmes to Midland safe deposit box. Donna Donato seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion to add Louis Carlile to Midland safe deposit box. Jan Knutson seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion to add Sue Holmes to all PNC accounts as a signatory. Denise Leonard seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.

- Kim Hohf made a motion to add Louis Carlile to all PNC accounts as a signatory. Sue Holmes seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion for signatories at Midland Bank to be: Renee Keeney, President, Kim Hohf, Treasurer, Jan Knutson, Vice President, Louis Carlile, Library Director, Sue Holmes, Secretary. Denise Leonard seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.
- Kim Hohf made a motion for signatories at PNC Bank to be: Renee Keeney, President, Kim Hohf, Treasurer, Jan Knutson, Vice President, Louis Carlile, Library Director, Sue Holmes, Secretary. Denise Leonard seconded the motion. Roll Call vote: Dawn Brooks: AYE, Donna Donato: AYE, Kim Hohf: AYE, Sue Holmes: AYE, Renee Keeney: AYE, Jan Knutson: AYE, Denise Leonard: AYE, and Loretta Swanson: AYE. Motion carried.

*Policy Committee* – No report.

*Marketing Committee* – Donna Donato: No report

*Friends of the Library* – Jan Knutson: Jan reported that the Friends of the Library Book Sale was cancelled due to COVID-19.

*Nominating Committee* – Kim Hohf: Kim, on behalf of the committee, recommended Lydia Gonzalez be referred to the Mayor for confirmation as our newest Board Member. She brings a wealth of knowledge of the community, particularly the Latino community. Lou will forward Lydia's information to the Mayor for inclusion in the next possible City Council meeting. We have two Board members who will be leaving the Board as their terms expire, leaving two vacancies on the Board. We currently have two applicants for these seats. Kim will contact each of them then the Nominating Committee will meet to prepare a recommendation to the Board in May.

*Librarian's Report* – Lou Carlile presented the following report:

- Circulation statistics from February 2020 – 8043 items checked out, 1219 items renewed.
- Other statistics included 87 new patrons added in February, 222 new items added to the collection, 636 people attended various programs, and 15769 people came through the doors.
- COVID-19 has caused the Library to be closed since March 16 but still did function as a polling place on March 17, 2020.
- The following is a list of things regarding the building closure:
  - Fines do NOT accumulate during this time.

- Book drop has remained open.
  - Virtual programming has expanded including story times, local history information, use of various online resources.
  - Free temporary virtual library cards are available for nonresidents of Boone County to utilize virtual resources such as Overdrive. These cards will be good for 2 months and may be extended based on the COVID-19 situation. Jennifer is working to get this information out to the community via Facebook and our Website.
  - Summer Reading Program planning is in full swing. The program will be based online.
  - We have utilized online meeting software to conduct Library business.
  - Additionally, with the extension of the state's stay at home order, the staff has considered offering more services. Those discussions will continue.
- The staff continues to be paid during the building closure and almost all have been performing various duties including coming into the Library, with absolute regard for safety practices, to help with shelving books and general maintenance of the building
  - Lou has been attending online meetings with other directors, etc. The library continues to function virtually, all bills continue to be paid, etc, and planning continues for upcoming programs and scheduled events and activities, all within the constraints of the stay at home order issued by the Governor.
  - Lou listed various events of note including announcing that Kaitlin Woodard has accepted the position of Collection Specialist. She will still assist with the Circulation Department and help to train the new Circulation Manager when that position is filled.

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

#### NEW BUSINESS

- Finance update: NIC Agreement termination letter was voted upon during the Finance committee report.
- Adding Director Lou Carlile to all bank accounts/safety deposit box and review of financial signers. Voting was also handled during the Finance committee report.
- Nominating: Lydia Gonzalez was recommended by the nominating committee to have her name submitted to the City Council for approval.
- Legal Counsel: In conversation with various local Library Directors
- Ancel Glink was the name of a law firm which has attorneys who specialize in Library Law. We will have a local attorney who handles the Freeport Public Library speak to us at the May Board meeting.
- Library Closure – Discussion of planning for many contingencies. The staff is doing a magnificent job managing the closure currently.
- Major Capital Expenditures to be included in annual budget: Self-checkout machine and video monitor for main lobby. The Friends of the Library had offered to pay for a portion

of the self-checkout machine, however with the book sale canceled, we are not sure of their ability to make such a generous gift. We will have to wait and see.

- Annual Review of method used to price a non-resident card. We will continue to use the tax bill method.
- Approve Closed Session Minutes October 2019 – March 2020. This item is deferred until the May meeting.
- Board Performance self-eval: please fill out form and return to Renee prior to the May meeting.
- Fiscal year ends April 30, 2020. Annual audit will be done remotely per the Auditing firm. Amanda has already begun to submit the information they have requested.
- Upcoming May items: Fiscal year begins, conflict of interest statements signed and returned, confidentiality statements signed. Director and officers errors and omission insurance review, outside Library walk-around.
- We will meet in person in May while obeying social distancing and mask wearing recommendations from the Governor.

**Adjournment:** Denise Leonard moved to adjourn the meeting at 8:39 pm. Donna Donato seconded the motion. Motion carried. Meeting adjourned at 8:39 pm.

Respectfully submitted,

Susan W. Holmes

Secretary