

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