

Ida Public Library
Board of Trustees Meeting

May 26, 2020 – 7:00pm

Ida Public Library Event Room

The May regular meeting of the Ida Public Library Board of Trustees was called to order by President Renee Keeney at 7:03 pm. Trustees present were Dawn Brooks, Donna Donato, Lydia Gonzalez, Kim Hohf, Sue Holmes, and Renee Keeney. Jan Knutson, Denise Leonard, and Loretta Swanson were present via Zoom. Also present were staff members Lou Carlile and Jennifer Mullin and Attorney Michael Philips.

Prior to the meeting, Jan Knutson made the Board aware of the death of former long-time Library Director Jean Newcomer at age 99. Mrs. Newcomer was the Director at Ida for 38 years and co-wrote a book with Jan on the Library's history. Her family has generously directed memorial money to the Library. Our deepest condolences to Mrs. Newcomer's family and friends.

Approval of Minutes:

- Donna Donato moved and Kim Hohf seconded the motion to approve the minutes of the May 5, 2020 Nominating Committee Zoom meeting. Motion carried.
- Kim Hohf moved and Dawn Brooks seconded the motion to approve the minutes of the May 5, 2020 Special Board Zoom meeting. Motion carried.
- Sue Holmes moved and Dawn Brooks seconded the motion to approve the minutes of the May 20, 2020 Personnel Committee meeting. Motion carried.

Public Comment: None

Correspondence: None

Treasurer's Report: Donna Donato moved and Sue Holmes seconded the motion to approve the Treasurer's Report. Motion carried.

Committee Reports:

Building and Grounds – Renee Keeney: No report.

Expansion Committee – Renee Keeney: No report.

Personnel – Donna Donato: Will be discussed in Closed Session.

Finance – Kim Hohf: Signature cards have been signed and notarized. Lou and Sue Holmes will visit the Midlands Bank Safety Deposit Box and record its contents prior to the June meeting.

Policy Committee – Renee Keeney: No report.

Marketing Committee – Donna Donato: No report

Friends of the Library – Jan Knutson: Jan reported that the Friends picnic has been cancelled and there have been no Book Sale drop offs accepted due to a lack of space and ability to sort.

Nominating Committee – Kim Hohf: Lydia Gonzalez has been approved by the City Council as our newest Board member. Lydia introduced herself and told about her background in Belvidere and her interest in the Library. We are very grateful for Lydia’s service to our community.

We also have two Board members who will be leaving the Board as their terms expire, leaving two vacancies on the Board. Kim Hohf, on behalf of the Nominating Committee, submitted Wendy LaFauce and Jim Lee to the Board. Lou will submit their names to the Mayor for approval so that they will be seated at the July meeting.

Librarian’s Report – Lou Carlile presented the Librarian’s report:

- Update on COVID-19 procedures.
- Update on Library Bank Accounts
- Meetings and online events that have been taking place throughout the shutdown.
- Plans for moving forward as Illinois proceeds through the Governor’s Phases.

Kim Hohf moved and Dawn Brooks seconded the motion to approve the Librarian’s report. Motion carried.

NEW BUSINESS

- Fiscal year begins.
- Discussion/Vote of Appointment of Library Counsel. Attorney Michael Philips presented us with a great deal of information regarding the role of a Library Attorney. He mentioned the examples of when the Board/Library would have need for an attorney: Employee issues, lawsuits, advice on procedural issues, to help with building projects and competitive bidding, to give advice regarding ADA compliance. Mr. Philips encouraged the Board to consider its current and future needs before engaging a law firm.
- Outside Library Walkaround – It was too dark so we will perform the walkaround later.
- Discussion of funds that have become available to the Library. The Finance Committee asked Director Lou Carlile to list some items that the Library may need due to the changes in protocols due to COVID-19 as well as high priority items that have been postponed due to our Director change-over in FY19. This list includes:
 - Lighting upgrade in parking lot – may also be eligible for E-rate and ComEd grants.
 - Stairs – will contact Fire Department and Architect Paul Ollman for advice.
 - ADA upgrades – various items throughout the library
 - Upgrade WIFI – may also qualify for E-Rate grant.
 - Add technology for the staff members to use at home. Pandemic made us realize that we had nothing for them to use outside the Library.
 - Lawn mower and snow blower.
 - Magazine subscription management service.
 - Self-checkout station in youth department. Would free up staff to better assist patrons.
 - Computers and computer seating changes to comply with COVID-19 protocols and electrical availability.
 - Put money aside for expansion.
- Nominating Committee recommendation taken care of during committee reports.
- Director and Officers Errors and Omission Insurance Review
- Review/Approve Closed Session minutes:
 - Closed Session Minutes Oct 17, 2019 – Renee Keeney moved and Kim Hohf seconded the motion to keep minutes closed. Motion carried.
 - Closed Session Minutes Nov 7, 2019 – Renee Keeney moved and Sue Holmes seconded the motion to keep minutes closed. Motion carried.

- Closed Session Minutes Dec 17, 2019 – Renee Keeney moved and Donna Donato seconded the motion to keep minutes closed. Motion carried.
- Closed Session Minutes Dec 18, 2019 – Renee Keeney moved and Kim Hohf seconded the motion to keep minutes closed. Motion carried.
- Closed Session Minutes Dec 20, 2019 – Renee Keeney moved and Kim Hohf seconded the motion to keep minutes closed. Motion carried.
- Closed Session Minutes Feb 25, 2020 – Renee Keeney moved and Jan Knutson seconded the motion to keep minutes closed. Motion carried.
- Review of Financial Signers – All appropriate forms have been signed and will be forwarded to the bank Wednesday, May 27, 2020.
- Conflict of Interest, Confidentiality Agreements, and Board Self-Evaluation forms were all signed and turned in to Lou and Renee.
- Upcoming June items: Update Board contact information, term list, and committee/officers list. Review Committees and Appointments.

Adjournment to Closed Session: Kim Hohf moved to adjourn to closed session at 8:40 pm. Dawn Brooks seconded the motion. Motion carried. Meeting adjourned at 8:40 pm.

Returned to Open Session at 9:29 pm. Trustees in attendance: Dawn Brooks, Donna Donato, Lydia Gonzalez, Sue Holmes, Jan Knutson, Renee Keeney, Denise Leonard. Loretta Swanson was excused. Lou Carlile, Library Director, was also in attendance.

Renee Keeney moved and Donna Donato seconded the motion that Director Lou Carlile’s salary be increased by \$2000 to \$54,000 yearly. Roll call:

Dawn Brooks – AYE

Donna Donato – AYE

Lydia Gonzalez – AYE

Sue Holmes – AYE

Jan Knutson – AYE

Renee Keeney - AYE

Denise Leonard – AYE

Motion carried unanimously.

Sue Holmes moved and Donna Donato seconded the motion to adjourn the meeting at 9:31 pm. Motion carried. Meeting adjourned.

Respectfully submitted,

Susan W. Holmes

Secretary