

**Ida Public Library**  
**Board of Trustees Meeting Minutes**  
**August 25, 2020 - 7:00 pm**  
**Zoom Meeting**

The August regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:02 pm. Trustees present via Zoom were Dawn Brooks, Donna Donato, James Lee, Denise Leonard, Sue Holmes, Kim Hohf, Lydia Gonzalez, Jan Knutson, and Wendy LaFauce. Also present were Library Director, Lou Carlile, Head of Patron Services, Jennifer Mullin and Youth Coordinator, Sydney Stensland.

**Approval of Minutes of Regular Board Meeting:** James Lee moved and Lydia Gonzalez seconded the motion to approve the minutes of the July 28, 2020 Regular Board Meeting. The motion carried unanimously.

**Approval of Minutes of Annual Board Meeting:** Kim Hohf moved and Jan Knutson seconded the motion to approve the minutes of the July 28, 2020 Annual Board Meeting. The motion carried unanimously.

**Public Comment:** none

**Correspondence:** Correspondence received from City Council member Jeff Carlisle, discussing ideas on how the library can bring in additional revenue. For example, rent out the meeting space, allow people to bring in food/drink, etc. The library appreciates the effort and it will be considered more in detail after Covid restrictions are lifted.

**Treasurer's Report:** June report amended. Denise Leonard moved and Dawn Brooks seconded the motion to approve the amended June Treasurer's Report. Motion carried unanimously. Wendy LaFauce moved and Lydia Gonzalez seconded the motion to approve the July Treasurer's Report. Motion carried unanimously.

*Committee Reports*

**Building and Grounds:** Sue Holmes, no report.

**Expansion Committee:** Sue Holmes: no report.

**Personnel:** Donna Donato: No report.

**Finance:** Reviewed the Activity vs. Budget report. It is a good informational tool to see where the budget is going and forecast for next year. There was also a discussion regarding a new attorney for the library. Willaims McCarthy is the firm used by Cherry Valley and N. Suburban libraries. They also handled the dissolution of NIC. \$500 is currently budgeted to our local attorney. We do not have them on retainer but pay per event.

**Policy:** Sue Holmes: no report.

**Marketing:** Donna Donato: no report

**Friends of the Library:** Jan Knutson: no report. Reminder that donations are not being accepted at this time and there will not be a Fall Book Sale this year. They are a wonderful resource and we are appreciative of the work they do for the library.

**Nominating:** Kim Hohf. no report. Full, complete board.

**Librarian's Report:** Library Director Lou Carlile presented the Librarian's report:

- Youth Coordinator, Sydney Stensland, spoke to the board regarding free, temporary, limited use cards to distance learners within the county. Jan Knutson moved and Kim Hohf seconded the motion to approve free, temporary, limited use cards to distance learners within Boone County. The motion carried unanimously.
- Reviewed Ida Public Library Organization Chart. There was a discussion on an interim director in case of sudden loss or emergency. Sue Holmes moved to name Jennifer Mullin as Interim Director in case of sudden loss of Director, Lou Carlisle. James Lee seconded. The motion carried unanimously.
- Lou reviewed the Staff Flow Chart. Noted that it has been difficult to keep staff busy so he will be looking at reducing staff and hours.
- Hours of operation have been adjusted. Weekdays will have shorter hours and the library will be open again on Saturdays.
- Bathrooms have been re-opened
- Wi-Fi and phone system are being expanded, the electrician is beginning work on August 25.
- The Belvidere Park District is generously donating 3 park benches. We are grateful for this donation.
- The elevator was damaged in the recent storm. Repairs will cost \$4000.00.
- Two small safes have been ordered for the library. One for the Board Room to replace the safe deposit box and one in the Director's office for the money bags.
- Morrissey Accounting will be assisting with accounting needs of the library.
- Reviewed Insurance and Bonding coverage for the library. Advised our coverage is sufficient and renewal will be in October.
- Front steps – architect was working on plans, Lou will follow up.

James Lee moved and Kim Hohf seconded the motion to approve the Librarian's Report. The motion carried unanimously.

**New Business:** none

**Adjournment:** Motion to adjourn regular meeting by Denise Leonard, seconded by Wendy LaFauce. Motion carried unanimously. Meeting adjourned at 8:45 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees