

Ida Public Library
Board of Trustees Meeting
July 28, 2020 - 7:00 pm
Zoom Meeting

The July regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:00 pm. Trustees present via Zoom were Dawn Brooks, Donna Donato, Lydia Gonzalez, Kim Hohf, Sue Holmes, Jan Knutson, Wendy LaFauce, James Lee, and Denise Leonard. Also present were Library Director, Lou Carlile and Head of Patron Services, Jennifer Mullin.

Approval of Minutes: Kim Hohf moved and Donna Donato seconded the motion to approve the minutes of the June 23, 2020 Regular Board meeting. Motion carried unanimously..

Public Comment: None

Correspondence: Library Director Lou Carlile reported that the pastor from Calvary Baptist Church was by to drop off the yearly rent check and asked if the library was committed to continue renting the property to them. The pastor asked for a minimum 6 month notice if they need to move out. Lou advised they should be good for another year or two. Kim Hohf commented on the church possibly being a viable option for a meeting space in the future. The board agreed to rent at least another year, it's nice to have them and know the property is being taken care of.

Treasurer's Report: Noted that this was Amanda Pagani's last report. We thank her for her service to the library. Wendy LaFauce moved and James Lee seconded the motion to approve the Treasurer's Report. Motion carried unanimously.

Committee Reports

Building and Grounds: Sue Holmes, no report. Jan Knutson commented about the wonderful job that was done trimming the bushes on the Madison Street side of the library.

Expansion Committee: Sue Holmes: no report.

Personnel: Donna Donato: No report. Library Director Lou Carlile noted that bookkeeper Amanda Pagani left and Betsy and Kaitlin are filling in by working on the books.

Finance: Kim Hohf: Motion for PNC Accounts;

Ashley Bryant was the former Library Director at the Ida Public Library. She left the library on October 19, 2019. Ashley Bryant was replaced by Interim Director Angela Bennett who was succeeded by current Library Director Lou Carlile. Lou Carlile was hired on December 20, 2019 and started February 3, 2020.

Lou Carlile is the current Library Director and Sue Holmes is the current Board President. I move that we remove Ashley Bryant from the PNC bank accounts held by the library and add Lou Carlile and Sue Holmes to the PNC bank accounts held by the library.

Kim Hohf made the motion and Denise Leonard seconded. Roll call vote: Dawn Brooks AYE, Donna Donato AYE, Lydia Gonzalez AYE, Kim Hohf AYE, Sue Holmes AYE, Jan Knutson AYE, Wendy LaFauce AYE, James Lee AYE, Denise Leonard AYE. Motion carried unanimously.

Lou mentioned with Amanda, our bookkeeper leaving, it may be a good time to transition to outsourcing this job. He met with three companies, John Morrissey Accountants Inc., Speckman and Associates and Lauterbach & Amen, LLP. Morrissey had also been recommended by a previous board member in the past. Lauterbach was recommended by Becky at city hall, however not a local company. Finance committee and Lou are meeting with Becky Thurs. and will discuss her recommendation. Board would like to see this outsourcing stay local if at all possible.

Lou also mentioned that he searched through the library for the safe mentioned at the June meeting and could not locate one anywhere. A fire safe box will need to be purchased and space needs to be made for it.

Policy: Sue Holmes: no report.

Marketing: Donna Donato: no report

Jennifer noted that a green screen, a GoPro camera and a document camera have been purchased to help with virtual programming.

Friends of the Library: Jan Knutson: no report. Friends did mention there will not be a Fall book sale and donations are not being accepted currently. They also have a new treasurer.

Nominating: Kim Hohf. no report. Welcome to Wendy LaFauce and James Lee, our newest members. We now have a full, complete board.

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

- Welcome Wendy LaFauce and James Lee to the library board, they were both confirmed at the July 6, 2020 City Council meeting.
- Update on expanding library hours: Library is open Monday - Thurs, 10-8 and Friday, 10-6. Closed on Saturday and Sunday. The upper level doors are also open now. Things are going well.
- Building update: Discussing plans for repairing the stairs or having them demolished. Working with architect Jeff Ernest of Ollmann, Ernest and Martin. They are working on plans and Lou hopes to meet with them again soon.
- Technology updates: Looking at upgrades to the phone system, internet connection, expanding wifi to the parking lot, self checkout machines and an upgraded microfilm machine.
- Staff update: Amanda Pagani is no longer employed at the library. We wish Amanda and her family best of luck.
- Director's University is going well
- Jennifer discussed the virtual programming that was done over summer including the virtual summer reading challenge.

Jan Knutson moved and Kim Hohf seconded the motion to approve the Librarian's Report.

Motion carried.

Adjournment sine die: Motion to adjourn and go to the Annual meeting by Kim Hohf and seconded by James Lee. Motion carried unanimously. Meeting adjourned at 8:15 pm.

Returned to regular meeting at 8:36.

New Business: none

Adjournment: Motion to adjourn regular meeting by Denise Leonard, seconded by Dawn Brooks. Motion carried unanimously. Meeting adjourned at 8:40 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees