

Ida Public Library  
Board of Trustees Meeting

June 23, 2020 – 7:00pm

Zoom Meeting

The June regular meeting of the Ida Public Library Board of Trustees was called to order by Vice-President Jan Knutson at 7:01 pm. Trustees present via Zoom were Dawn Brooks, Donna Donato, Kim Hohf, Sue Holmes, Renee Keeney, Jan Knutson, and Denise Leonard. Lydia Gonzalez was absent and Loretta Swanson was excused. Also present were staff members Lou Carlile and Jennifer Mullin as well as future Trustees Wendy LaFauce and Jim Lee.

**Approval of Minutes:**

- Kim Hohf moved and Donna Donato seconded the motion to approve the minutes of the May 26, 2020 Regular Board meeting. Motion carried.

**Public Comment:** None

**Correspondence:** Library Director Lou Carlile reported that both the Cherry Valley Library and the Talcott Library had asked for the information that he had submitted to the Health Department regarding reopening the Library during Phase 4 of the Governor's plan. Lou obliged both Libraries.

Lou also reported that he had received \$1070 from Gale Barber in memory of her mother, former Library Director Jean Newcomer. One donation was stipulated for the purchase of books by Pulitzer Prize-winning authors. We are very grateful for the donations.

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

Renee Keeney, Board President, then took over the meeting as she was able to get her Zoom audio to connect properly.

**Committee Reports:**

*Building and Grounds* – Renee Keeney: No report. Jan Knutson questioned the health of the bushes near the statue on the Madison Street side of the Library. Library Director Lou Carlile will contact the caretaker to check them and take care of them.

*Expansion Committee* – Renee Keeney: No report.

*Personnel* – Donna Donato: No report.

*Finance* – Kim Hohf: All of our accounts have been moved from Midland State Bank to Blackhawk Bank. We still have two CDs at PNC bank. They will be moved when the interest rates are more favorable. Sue Holmes mentioned that the Safety Deposit box at Midland States Bank is very large and basically empty. She wondered whether we could simply purchase a fireproof box to keep in the Library to hold the few important documents that are currently in the box at the bank. Jan Knutson thought perhaps the Library has a safe that we could utilize for the same purpose. Library Director Lou Carlile will check. Because the only memorial documents that

were in the Safety Deposit Box were for the List Trust, we have a few other Memorial accounts that need to be researched. Sue Holmes will begin that process.

*Policy Committee* – Renee Keeney: No report.

*Marketing Committee* – Donna Donato: No report

*Friends of the Library* – Jan Knutson: No report

*Nominating Committee* – Kim Hohf: Kim introduced Jim Lee and Wendy LaFauce, our two incoming Board members who are waiting to be approved by the City Council. They told us a little about themselves. Upon approval by the City Council, Jim and Wendy will be seated as our newest Board members. Kim also thanked Renee Keeney and Loretta Swanson for their service to the Library and to the Community.

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

- Update on Library re-opening. Library reopened with limited hours, and availability on Monday, May 24<sup>th</sup>. Things are going well.
- Library Director Lou Carlile got a call from the Alarm Company. There was a bat in the building. Ed got the bat out of the building and will research where it got in.
- Staff discovered a leak in the AC unit above the DVD section in the Children's Department. He will call for repair.
- Library Director Lou Carlile has been in contact with other Libraries regarding their attorneys. The consensus seems to be to keep a local attorney available for regular matters, but have access to a specialized attorney for specific Library incidents.
- Library Credit Cards are all taken care of. The balance of Ashley's card will be paid in full and closed.
- Audit is going fine.
- IPLAR – Denise Leonard noticed a typo on the dates of the report. Library Director Lou Carlile will fix it prior to submitting it.
- Staff Updates: Sydney is not the Youth Coordinator.
- Directors University is going well.

Jan Knutson moved and Sue Holmes seconded the motion to approve the Librarian's Report. Motion carried.

### **New Business**

- Outside Library walkaround – postponed due to Zoom meeting.
- Library Closure/Reopening
- Update Board contact, term list, and committee lists.
- Review committees/appointments
- Upcoming July Items:
  - Annual Board Meeting/ Reading of List Trust.
  - Officers Appointment
  - Annual Library report
  - Annual Audit

- Review of Financial Signers
- The Board wishes to extend special thanks to Library Director Lou Carlile and Jennifer Mullin for their efforts to get the Library reopened with all the new protocols in place.

Kim Hohf moved and Denise Leonard seconded the motion to adjourn at 7:59 pm. Motion carried; meeting adjourned.

Respectfully submitted,

Susan W. Holmes  
Secretary  
Ida Public Library Board of Trustees.