

Ida Public Library
Board of Trustees Meeting
September 22, 2020 - 7:00 pm
Zoom Meeting

The September regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:01 pm. Trustees present via Zoom were Dawn Brooks, James Lee, Denise Leonard, Sue Holmes, Kim Hohf, Lydia Gonzalez, Jan Knutson, and Wendy LaFauce. Donna Donato is excused. Also present were Library Director, Lou Carlile, Head of Patron Services, Jennifer Mullin, Carl Ecklund and Dan and Teri Snow.

Approval of Minutes of Regular Board Meeting: James Lee moved and Denise Leonard seconded the motion to approve the minutes of the August 25, 2020 Regular Board Meeting. The motion carried unanimously.

Public Comment: none

Correspondence: Library received a thank you letter and \$30.00 gift card from a patron to thank Mindy for helping with a genealogy project. We are grateful for the donation. Also, a parent spoke with Lou about bringing her two kids in to meet with a tutor in the library. Currently, seating is limited and children must be accompanied by a responsible adult. At this time this request cannot be honored.

Treasurer's Report: The \$220,000.00 levy was deposited. Wendy LaFauce moved to approve the Treasurer's Report, Jan Knutson seconded the motion. The motion carried unanimously.

Committee Reports

Building and Grounds: James Lee, no report.

Expansion Committee: Dawn Brooks: no report.

Personnel: Donna Donato: No report.

Finance: Kim Hohf: no report. Meeting soon.

Policy: Wendy LaFauce: no report.

Marketing: Donna Donato: no report

Friends of the Library: Jan Knutson: no report.

Nominating: Kim Hohf. no report. Would like to add additional people to the committee to generate interest. Some ideas are to create a bookmark, flyers and update the application.

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

- Electrician is coming Friday, wifi expansion will be completed and phones have been updated.
- Two safes have been purchased. Safety deposit box will be closed and paperwork that is currently residing in the safety deposit box will be housed in the library safe.

- Fire alarm is attached to sprinklers, but there is not an active service. It may need to be upgraded, will check with the company that currently services the burglar alarm system. Would also like to have additional security cameras added for the parking lot and the front door.
- There is an issue with the lights in the parking lot. The city will be contacted to correct the problem.
- The elevator is working during the day but shuts down overnight. The reset button must be pushed each morning. The elevator technician couldn't find a problem so it will continue to be reset each day.
- Architect update – It is a work in progress, they will have pictures for us soon.
- The outside door downstairs is closing, but now sticks. Asking around for a bid to replace it.
- Morrissey, the accounting firm is familiarizing themselves with our books. They should have a report by next month.
- PNC accounts are closed and done.
- The YA section that is currently in the youth department will be moving upstairs.
- 139 children have been issued Distance Learner Cards. The program was reported in both the Belvidere Republican and by WREX.

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

New Business:

Guest speaker Carl Ecklund of Williams McCarthy Law Firm came to speak about using their firm for possible legal matters. They currently handle legal issues for Cherry Valley and N. Suburban libraries. They would be able to handle rental properties, leasing, buying, selling, zoning, eviction, etc. They can also handle representation with construction work/expansion projects and possible issues with ADA compliance. Their billing structure is hourly based on tenths of an hour. No retainer is needed.

- If the library decided to transition from a municipal library to a district library their law firm would be able to help with that.
- The question was asked if the law firm would help with a bidding process. Advised that legal can assist, but it is mostly handled by the architect.
- Parliamentary procedures/Robert's Rules of Order – he advised that boards usually find a specialist to help as it is a more economical option. Rock Valley offers courses. Kim will look into Rails contact for possible training.

Day after Thanksgiving the library is usually open from 12-5 with 4-5 staff members. As this is a city holiday, can the library close also? Will reopen for regular hours on Saturday.

- Wendy LaFauce motioned that the library has reduced hours of 9-5 on Wed before Thanksgiving, Thanksgiving Thursday and the Friday after close with the staff being paid for Friday. James Lee seconded. Motion carries unanimously.

5 year plan, expansion but build on what we have now. Do some community outreach. We are moving in the right direction.

With the election coming up, the library needs to get ready to be a polling location. Quarantine books can stay but cover with a tarp. The furniture needs to be moved elsewhere. If YA successfully moves upstairs that section is an option to house the furniture temporarily. Maybe rent a pod to be placed in the parking lot or the empty lot to hold furniture.

Closed session minutes from May 20th and another later in May, both dealing with personnel issues voted to remain closed. Unanimous decision.

Upcoming in October: Review of financial signers and library satisfaction survey.

Adjournment: Motion to adjourn regular meeting by Denise Leonard, seconded by Wendy LaFauce. Motion carried unanimously. Meeting adjourned at 8:53 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees