

**Ida Public Library**  
**Board of Trustees Meeting**  
**November 24, 2020 - 7:00 pm**  
**Zoom Meeting**

The November regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 6:58 pm. Trustees present via Zoom were Dawn Brooks, Kim Hohf, Sue Holmes, Jan Knutson, Wendy LaFauce, James Lee, Donna Donato and Lydia Gonzalez. Denise Leonard is excused. Also present were Library Director, Lou Carlile, Head of Patron Services, Jennifer Mullin, and Charles from the Boone County Journal.

**Approval of Minutes:** James Lee moved and Kim Hohf seconded the motion to approve the minutes of the October 27, 2020 Board Meeting. The motion carried unanimously.

**Public Comment:** none

**Correspondence:** The library received a donation check in memory of former Director Jean Newcomer.

**Treasurer's Report:**

- 10030 Remove closed account line
- 10016 updated to show just interest

Donna Donato moved to approve the Treasurer's Report and Jim Lee seconded the motion. The motion carried unanimously.

*Committee Reports*

**Building and Grounds:** James Lee, met on Nov. 19

- Wifi expansion completed
- Passed fire inspection, need to work on alarm system
- Self check out is up and running
- A tree fell from a recent storm. Com Ed cut most of it down and we moved it to our property. Looking to have stump removed
- Fence on rental property – have it removed
- Elevator is not working properly. Need to have fixed asap
- Stair project – Architect has us on hold currently
- Storage problem – possibly remove some paperwork by digitizing it or storing off-site
- Book drop – complaint about bushes around the book drop making it difficult to remove the books. Have the bushes trimmed back.
- Rental property – 1 bathroom not working properly and sprinklers need to be recalibrated

**Expansion Committee:** Dawn Brooks: no report.

**Personnel:** Donna Donato,

- The Director's review is coming up in February. Will meet and present recommendation to the board after.

**Finance:** Kim Hohf:

- Budget in packet to be approved in December
- Quarterly report included to see how the budget was spent – would like clarification of bank fees and periodicals – why are each so high. Also, summer programming - the online platform had to be paid for but we received \$3500 from the Friends and not all of that was spent.

**Policy:** Wendy LaFauce, Meeting Jan. 18<sup>th</sup> at 7pm. Will address audit issues.

**Marketing:** Donna Donato: no report

**Friends of the Library:** Jan Knutson, no report. Discussed possibly moving the book sale books off-site to free up some storage space.

**Nominating:** Kim Hohf. no report. Jim Lee joins the committee.

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

- 17% checkouts done with self checkout machines
- Election day went smoothly
- Discussed grants received
- Distance Learning cards are still being issued.
- Donation check received in memory of former Director, Jean Newcomer. Will consult with Board Member, Jan Knutson for spending purposes.

Jan Knutson moved and Jim Lee seconded the motion to approve the Librarian's Report. The motion carried unanimously.

**New Business:**

- Bi-Annual Policy Review – policy committee is scheduled to meet Jan. 18
- Electronic Finances – clarify and create a policy
- Levy discussion – Becky Tobin from the City of Belvidere used the levy formula of 2.52%, attend City Council meeting
- 2021 meeting schedule

**Adjournment:** Motion to adjourn regular meeting by Donna Donato, seconded by Wendy LaFauce. Motion carried unanimously. Meeting adjourned at 8.18 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees