

**Ida Public Library**  
**Board of Trustees Meeting**  
**February 23, 2020 - 7:00 pm**  
**Zoom Meeting**

The February regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:04 pm. Trustees present via Zoom were Dawn Brooks, Donna Donato, James Lee, Kim Hohf, Sue Holmes, Jan Knutson, Wendy LaFauce and Denise Leonard. Lydia Gonzalez is excused. Also present were Library Director, Lou Carlile and Head of Patron Services, Jennifer Mullin.

**Approval of Minutes:** Jim Lee moved and Donna Donato seconded the motion to approve the minutes of the January 26, 2020 Board Meeting. The motion carried unanimously.

**Public Comment:** none.

**Correspondence:** Received a nice note from Alderman Dan Snow expressing thanks for the supportive wishes of his wife's passing.

**Treasurer's Report:**

- From accountant, ok as printed
- Per Lou, the accountant is moving some funds around to make a format that is more transparent.

Jan Knutson moved to approve the Treasurer's Report and Wendy LaFauce seconded the motion. The motion carried unanimously.

*Committee Reports*

**Building and Grounds:** James Lee:

- Quote for State St entrance, standard doors \$12,000 and a thicker quality door \$16,000 - run by the architect for opinion
- Security cameras – mid March installation
- Local patron has been hired for snow removal around the block and curbside pickup area
- Rental house – downstairs bathroom. Check past minutes to see if board approved or talked about bathroom renovations previously. He is asking to have a tub installed in downstairs unit. Lou will get request in writing for a clear idea of what he is asking for. Upstairs is full bath and functioning.
- Featherstone Construction and architect met with Lou and Jim. Putting proposal together.
- RAMP will be out March 18<sup>th</sup> for assessment to advise us on what we need to meet state and federal guidelines. Fee is \$200
- New server is needed, the current server is 8 or 9 years old. \$7279 is total cost and was budgeted for.
- New backup battery purchased and installed, \$1200. It will be compatible with a new server.

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

**Personnel:** Donna Donato:

- All director evaluations from Board members have been received
- 12 staff evaluations have been received
- Committee meeting March 9<sup>th</sup> to discuss

**Finance:** Kim Hohf:

- Legal and attorney fees are higher – this line will become professional services, legal and accounting all together.
- Line 41005 is incorrect, Lou will look into
- Audit – fee is now higher because in the past it cost more than what was budgeted for
- Line 51566 – Professional Expenses is almost doubled. Lou advised this was to purchase 'Trade Books' that are in the circulation room. He will look to see if something else was included with this.
- Line 51567 – Board Training – was for Robert's Rules of Order consultation
- Line 62304 – kind of high – this was the wifi expansion project
- Line 73200 – Periodicals – this line is higher also – Lou advised in the past it wasn't budgeted high enough but will begin shopping around for other services.

**Policy:** Wendy LaFauce:

- Employee Policy Manual – Review 12, 13, 24
- Grievance committee for employees
- Thanksgiving policy needs to be clarified – Wednesday ½ day, Thursday and Friday closed with pay to employees that would normally be working. Put on next month's agenda for vote
- Drug and Alcohol policy needs to be updated
- Concealed carry policy and Insurance policies to be reviewed next
- Next committee meeting is Tues, March 16

**Marketing:** Donna Donato: no report

**Friends of the Library:** Jan Knutson, no report

- A lot of Friends applications are coming into the library
- Jan received a letter showing who is on the Friend's Board

**Nominating:** Kim Hohf.

- Would like to have the application online updated.

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

- Preliminary results received on salary scale today. Lou will email it to the board.
- Mortgages – Appraiser looked at the church property, bank will review for refinancing.

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

**New Business:**

- Per Capita Grant presentation – part 2
- Review of Financial Signers – no change
- Lou advised he is resigning his position, 3 weeks' notice

**Adjournment:** Motion to adjourn regular meeting by Denise Leonard, seconded by Kim Hohf. Motion carried unanimously. Meeting adjourned at 9:11 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees