

Ida Public Library
Board of Trustees Meeting
January 26, 2020 - 7:00 pm
Zoom Meeting

The January regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:02 pm. Trustees present via Zoom were Dawn Brooks, Donna Donato, James Lee, Kim Hohf, Sue Holmes, Jan Knutson, Lydia Gonzalez and Denise Leonard. Also present were Library Director, Lou Carlile, Head of Patron Services, Jennifer Mullin, as well as Jeffrey Carlisle and Charles Herbst.

Approval of Minutes: Denise Leonard moved and Jan Knutson seconded the motion to approve the minutes of the December 15, 2020 Board Meeting. The motion carried unanimously.

Public Comment: Jeff Carlisle spoke to the Board, he is a Belvidere Mayoral candidate. He spoke about possible revenue stream for the library and possible grants, bonds, federal money to help fund the library and not stress the tax payers.

Correspondence: none.

Treasurer's Report:

- From accountant, ok as printed
- Denise requested income statement and balance sheet to be added to the board packet each month.

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

Committee Reports

Building and Grounds: James Lee:

- Completed – wifi expansion, sages, checkout machines and fire inspection passed.
- Discussed updating the security system, fence removal from rental property, elevator, front stairs, bush removal by book drop, bathroom in the rental property, recalibrate sprinklers
- Jan asked for snow removal from State St. Entrance as this is the emergency exit, and can the snow be removed from the middle section of the stairs on Madison St. Entrance
- Sue stated that since we own the whole block, we need to clear the snow around the entire block
- Kim asked for the signs near the book drop to be replaced to make it look nice

Expansion Committee: Dawn Brooks: no report.

Personnel: Donna Donato:

- Evaluation forms have been mailed to the Board, please complete and return by Feb. 15
- Evaluation forms will be mailed to the staff
- Payroll raises from Jan 1 have been taken care of

Finance: Kim Hohf: no report.

Policy: Wendy LaFauce:

- Copies of employee policy manual are at the front desk for all Board members. It was also emailed to everyone.

Marketing: Donna Donato: no report

- Comment to Jennifer about the fantastic job on Facebook and social media posts
- Discussed a Q&A marketing piece about why county residents need to pay for library cards vs in town people paying for cards – advised this is already on the website but maybe update something that easier to read

Friends of the Library: Jan Knutson, no report

- Lou advised there was a vote on executive members; no change. There were flyers printed to mail out to recruit members.

Nominating: Kim Hohf. no report

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

- Re-opened Jan 18, protective barriers installed, Young Adult section moved upstairs, curbside service continues to be offered

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
- Review of Financial Signers – no change

Adjournment: Motion to adjourn regular meeting by Donna Donato, seconded by Kim Hohf. Motion carried unanimously. Meeting adjourned at 8:42 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees