

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

The March 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, Jan Knutson, Lydia Gonzalez, Sue Holmes, Denise Leonard, Jim Lee and Wendy LaFauce. Donna Donato and Kim Hohf are excused. Also present, Interim Director Jennifer Mullin.

Approval of Minutes: Jim Lee moved and Wendy LaFauce seconded the motion to approve the minutes of the February 23, 2020 Board Meeting. The motion carried unanimously.

Public Comment: none.

Correspondence: none.

Treasurer's Report: Jan Knutson moved to approve the Treasurer's Report and Lydia Gonzalez seconded the motion. The motion carried unanimously.

Committee Reports

Building and Grounds: James Lee:

- RAMP report - we're in pretty good shape. Would like to explore a ramp for upstairs. Indicated that better signage is needed. They provided a report of their findings.
- Server room ventilation – maybe add a vent in the door. Jen will hand over to IT dept.
- Rental property issues – Jim & Jen may do a walk through. Will discuss long term plans.
- Sprinkler calibration – contact Fire Marshall
- Polling place – Jim will contact Julie Bliss. The room is cleared out from last vote. Signs need to be 100 ft away, cannot be removed.
- Elevator will need to be dealt with soon
- Discussed possible historical status. Touch base with architects, how will our hands be tied in terms of expansion; Jim will call.
- Discussed possibility of paying off mortgages vs refinancing; tear down to be set for expansion?

Expansion Committee: Dawn Brooks: no report.

Personnel: Sue Holmes

- Director vacancy; posted on Rails with 5/4/21 deadline. Would like position to be filled by June 1
- Employee insurance has been under-budgeted
- Spanish speaking associate – need a bi-lingual person regardless of the position; explore the budget and find money for an hourly wage for bi-lingual employee
- Inclusion statement – Lydia will draft to include on mailings, website, etc.

Finance: Sue Holmes:

- Motion by Sue Holmes to change signatures on Blackhawk accounts to add Jennifer Mullin, Denise Leonard and Sue Holmes and remove Kim Hohf, Jan Knutson and Lou Carlile. Motion seconded by Jim Lee. Motion passed, unanimous.
- Discussed needing an exit interview, create a Director Leaving checklist of things to turn in such as credit card, passwords, keys, etc.

Policy: Wendy LaFauce:

- Meeting April 15 at 7pm including personnel committee to discuss grievance policy, Thanksgiving, drug and alcohol, concealed carry and insurance.

Marketing: Donna Donato: no report

Friends of the Library: Jan Knutson, no report

Nominating: Kim Hohf.

- Kim Hohf is stepping down as Treasurer.
- Motion by Sue Holmes to nominate Denise Leonard as treasurer. Wendy LaFauce seconds motion. Motion carries, unanimous.

Librarian's Report: Interim Director, Jennifer Mullin

New Business:

- Sue and Jen are working on a list of all major capital expenditures
- Non-Resident Method – property tax multiplied by .02
- Investment Plan
- Motion by Sue Holmes to keep the Oct – March closed session minutes closed due to all are related to personnel issues. Second by Denise Leonard. Motion carries, unanimous.
- Motion by Wendy LaFauce to hold self-evaluation off until summer. Second by Jim Lee. Motion carries, unanimous.

Adjournment: Motion to adjourn regular meeting by Wendy LaFauce, seconded by Denise Leonard. Motion carried unanimously. Meeting adjourned at 9:01 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees