

Ida Public Library
Board of Trustees Meeting
April 27, 2021 - 7:00 pm
Zoom Meeting

The April regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:03 pm. Trustees present via Zoom were Dawn Brooks, Jan Knutson, Wendy LaFauce, Jim Lee, Sue Holmes, Denise Leonard, Lydia Gonzalez, Donna Donato and Kim Hohf. Also present, Interim Director Jennifer Mullin.

Approval of Minutes:

Regular Board Minutes: Donna Donato moved and Denise Leonard seconded the motion to approve the minutes of the March 23, 2020 Board Meeting. The motion carried unanimously.

Building and Grounds Committee Minutes: Wendy LaFauce moved and Jan Knutson seconded the motion to approve the minutes of the Building and Grounds Committee. The motion carried unanimously.

Policy Committee Minutes: Amended – next meeting date changed to May 20th

Denise Leonard moved and Jim Lee seconded the motion to approve the minutes of the Policy Committee minutes as amended. The motion carried unanimously.

Public Comment: none.

Correspondence: Received a quote from Mulligan Restoration to get the State St. Door repaired; this is the first quote we need for the Historic Preservation Grant.

Treasurer's Report: *Amend – 125 W Hurlbut and 312 N State mortgage amounts were transposed.*

- Bookkeeper has been hired.
- Expenses – higher because end of fiscal year spending.
- Mortgages – Midland Bank is working on consolidating mortgages. Total of all mortgages are \$276,000. Finance committee will need to meet to discuss.

Wendy LaFauce moved and Kim Hohf seconded the motion to approve the Treasurer's Report as amended. Motion carries unanimously.

Committee Reports

Building and Grounds: James Lee:

- Church roof is fixed from the squirrel damage.
- Sprinkler system has been fixed.
- Server room ventilation is on hold
- Apply for the Historical Preservation Grant to restore the State St. door

- Rental property maintenance issues. Not sure of details yet, will need to discuss long range plans for that property. Tenant does not currently have a lease.
- Getting quotes for janitorial/business maintenance companies, possibly another caretaker.

Expansion Committee: Dawn Brooks: no report.

Personnel: Donna Donato

- We currently have 4 applicants for the Director position.
- The ad runs through May 3rd.

Finance: Denise Leonard: no report.

- Jen advised the signatures need to be taken care of at PNC Bank by May 31st. Will need to visit the branch.
- Wendy LaFauce moves to replace Jen Mullin with Denise Leonard as authorized business officer for credit card account. Kim Hohf seconds motion. Motion carries unanimously.

Policy: Wendy LaFauce:

- Discussed a Grievance Policy, employees can go to the Personnel committee
- Begin employee satisfaction survey – use the exit survey to form the questions
- Cannabis – discussed, no change in policy at this time
- Concealed Carry – Add signage on the doors

Lydia Gonzalez moved to purchase signage to not allow guns in the library. Jim Lee seconded. Motion carries unanimously.

Jan Knutson moved to set new hours for the Thanksgiving holiday. Wednesday open 10-3 and closed on Thursday and Friday. Sue Holmes seconded the motion. Motion carries unanimously.

Sue Holmes moved that any scheduled employee will be paid their full pay for Wednesday, Thursday and Friday of the Thanksgiving holiday. 8 in favor, 1 opposed.

Marketing: Donna Donato:

- Discussed pop up opportunities to get out in the community to sign up patrons with library cards.

Friends of the Library: Jan Knutson:

- Betty, the Friends President, presented a check of \$3500 for the Summer Reading Program.
- Discussed getting the cart with books for sale up and running again.

Nominating: Kim Hohf.

- Online application changes to be made (send to Jen)
- Although we currently have a full board, we have an interested trustee. We will keep the information on file for when there is an opening.

Librarian's Report: Interim Director, Jennifer Mullin

- Donation of \$556.00 was received in memory of Sharon Bue
- Rebecca Mundell was hired as bookkeeper
- No longer need to quarantine materials
- Fine collection will be resuming June 1st .
- Distance learner cards will expire at the end of August to allow children continued access to the library through summer.
- Cards for Kids program – students who are eligible for free/reduced lunch will not be charged a nonresident fee to use the library.

Kim Hohf moved to approve the Librarian's Report as submitted. Donna Donato seconded. The motion carries unanimously.

New Business:

- Board evaluation – tabled until summer
- Board year calendar of agenda items – tabled until May meeting
- Financial Signers – Midland Bank (mortgages) Sue Holmes and Dawn Brooks; PNC Bank, Sue Holmes and former Director Lou Carlisle; Blackhawk Bank, Jen Mullin, Denise Leonard and Sue Holmes
- End of fiscal year – audit is currently being done

Adjournment: Motion to adjourn regular meeting by Kim Hohf, seconded by Jim Lee. Motion carried unanimously. Meeting adjourned at 8:51 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees