

**Ida Public Library**  
**Board of Trustees Meeting**  
**June 22, 2021 - 7:00 pm**  
**Zoom Meeting**

The June 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 James Lee, Denise Leonard, Jan Knutson, Sue Holmes, Wendy LaFauce, Gayle Steltenpohl, Kim Hohf, Donna Donato, and Dawn Brooks Also present, Director Mindy Long and public, Dan Snow.

**Approval of Minutes:**

*Regular Board Minutes:* Donna Donato moved and Kim Hohf seconded the motion to approve the minutes of the May 2020 Board Meeting. The motion carried unanimously.

*Building and Grounds Committee Minutes:* Denise Leonard moved and Jan Knutson seconded the motion to approve the minutes of the Building and Grounds Committee meeting. The motion carried unanimously.

**Public Comment:** none.

**Correspondence:** none.

**Treasurer's Report:** James Lee moved to table the Treasurer's Report to next month. Wendy LaFauce seconded. The motion carried unanimously.

**Old Business:**

- Community façade grant has been submitted on time; we are waiting on a response. If granted, it will provide \$3750.00 to help refinish the State St. Side doors. We have also received a \$500.00 donation from a library patron to help with this cost as well.
- Confidentiality agreements and conflict of interest forms – done
- Insurance – liability for Board and Director

*Committee Reports*

**Building and Grounds:** James Lee:

- Met on 6/18/21
- Completed items – parking lot sink hole was filled and the sprinkler system repairs were completed.
- Elevator – inspection due 10/5/21, we need to open up the project for bids, this will be done as soon as possible.
- Madison street stairs – on hold at present
- State St doors – grant has been submitted
- RAMP suggestions – working on developing a time line
- Cleaning service proposals
- Custodial tasks
- Landscaping service – need 30-day termination to current company, will be getting quotes from other companies.

- Fence removal – this is in progress
- Fire alarm inspection – report was made Nov. 2020, we have copy
- Garden Club requesting a compost bin
- Water sprinklers – we will purchase

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

**Personnel:** Donna Donato; no report

**Finance:** Denise Leonard

- Elevator – Brent Anderson from Public Works advised we need to put the job out to bid. We have one bid of \$115,000.00. We are also asking the architect to write up specifications to protect us. Will put the bid in the paper early August.

**Policy:** Wendy LaFauce:

- No committee meeting, but did meet with the library's attorney. He showed policies from other libraries for examples. Advised a need for a policy toward director and a surveillance policy.

**Marketing:** Donna Donato; no report

**Friends of the Library:** Jan Knutson:

- Book cart with for sale books is in place
- No plans for fall book sale yet, they will let us know when they have plans, tentative Sept date possible
- Would like to use the meeting room for sorting

**Nominating:** Kim Hohf.

- Welcome Gayle Steltenpohl, she is taking Lydia Gonzalez's position
- Daniel Arevalo submitted letter to join board to fill Kim Hohf's position

Kim Hohf moved to recommend Daniel Arevalo to fill the vacant position on Ida Public Library Board of Trustees. Donna Donato seconded. Motion passed unanimously.

**Librarian's Report:** Director, Mindy Long

- Computer update – 5 monitors were broken and 1 machine was not working. These have been taken care of, also had 1 large monitor and a large print keyboard added.
- Computer passes – charging \$1.00 and can renew for 1 hour.
- Computer card - \$5.00 for 3-month card and offered free to disabled vets and their dependents.
- Volunteers – met with the probation department, Lydia will be coordinating the volunteers.
- Heritage Days – open 3-7, vendors in parking lot, Kishwaukee to State will be blocked off for food trucks and the Aztec Dancers will start at 5:30.

Jan Knutson moved to approve the Librarian's Report as submitted. Jim Lee seconded. The motion carries unanimously.

**New Business:**

- Church rental renewal July 1 – June 30, 2022 – their intent is to renew, we will table until July.
- RVC – reduced property tax, this shouldn't affect the library.
- Phase 5 and mask policy in the library – will continue to wear masks currently – same as schools.
- Meeting room policy and fees – need to increase the rental fees.

Motion to move to closed session made by Wendy LaFauce, seconded by Jim Lee. Motion passed unanimously. Moved to closed session at 8:34pm.

Moved back to open session.

**Adjournment:** Motion to adjourn regular meeting by Denise Leonard, seconded by Donna Donato. Motion carried unanimously. Meeting adjourned at 9:23pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees