

**Ida Public Library**  
**Board of Trustees Meeting**  
**September 28, 2021 - 7:00 pm**  
**Zoom Meeting**

The September regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:01 pm. Trustees present were Dawn Brooks, James Lee, Gayle Steltenpohl, Denise Leonard, Jan Knutson, Donna Donato, Sue Holmes and Daniel Arevalo. Also present is Director, Mindy Long. Wendy LaFauce is excused.

**Approval of Minutes:**

*Regular Board Minutes:* Denise Leonard moved and Jim Lee seconded the motion to approve the minutes of the August 2021 Board Meeting. The motion carried unanimously.

*Finance Committee Minutes:* Daniel Arevalo moved to approve the meeting minutes and Denise Leonard seconded the motion. Motion carried unanimously.

**Public Comment:** none

**Correspondence:** none

**Old Business:**

- Employee Handbook – wording changed to reflect no sick or vacation in the first 90 day of employment
- COVID procedures – following guidelines set by the Boone County Health Department and also continuing to follow masking guidelines
- 5 year plan update – Table until January 2022

*Committee Reports*

**Building and Grounds:** James Lee:

- Met on 9/15/21
- Elevator update
  - Servers will be moved back upstairs and out the elevator room
  - Building and Grounds Committee recommends OTIS to handle the replacement
- Rental – mold issues, schedule a walk through
- Door cylinder – replace in 2022

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

**Personnel:** Donna Donato;

- Mindy's first 90 days are complete, will schedule a review

**Finance:** Denise Leonard;

- Overage from last fiscal year \$151,000 – this will pay for the elevator replacement
- Leave the reserve money where it is

Jim Lee motioned to approve the Treasurer's Report as submitted. Jan Knutson seconded the motion. Motion carried unanimously.

**Policy:** Wendy LaFauce; no report

**Marketing:** Donna Donato;

- Advertisement at the Ice Rink, \$600 for full year

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

- Book Cart in place upstairs for book sales
- No Fall Book Sale this year

**Nominating:** Donna Donato;

- Wendy LaFauce stepped down as Policy Committee Chair
- Dawn Brooks now current chair for Policy Committee
- Jan Knutson stepped down as First Vice President
- Donna Donato now current First Vice President
- Jim Lee now current Second Vice President

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

- Programs are going very well
- Preschool Programming position has been filled
- ALA – not a member since 2015
- Bricks R Us fundraising – will have a packet at the next meeting to review

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

**New Business:**

- Property Insurance – Mindy is renewing
- Carpets need to be shampooed, \$2000.00
- Annual property walk through/inspection needs to be scheduled
- Next meeting is October 25, 2021 @ 7pm via Zoom

**Adjournment:** Motion to adjourn Sine Die by Jim Lee, seconded by Denise Leonard. Motion carried unanimously. Meeting adjourned at 8:18pm.

**Annual Meeting** – called to order at 8:18pm

**Review Slate of Officers:**

- President – Sue Holmes
- First Vice President – Donna Donato
- Second Vice President – James Lee
- Secretary – Dawn Brooks
- Treasurer – Denise Leonard

Jan Knuston moved to cast a unanimous ballot to accept the slate of officers as presented. Denise Leonard seconded. Motion carried unanimously.

**List Trust –**

- Read by Denise Leonard

**Adjournment:** Denise Leonard moved to adjourn. Donna Donato seconded the motion. Motion carried unanimously. Meeting adjourned at 8:30pm

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees