

Ida Public Library
Board of Trustees Meeting
October 26, 2021 - 7:00 pm
Zoom Meeting

The October regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:02 pm. Trustees present were Dawn Brooks, James Lee, Gayle Steltenpohl, Denise Leonard, Jan Knutson, Wendy LaFauce, Sue Holmes, and Daniel Arevalo. Also present is Director, Mindy Long. Donna Donato is excused.

Approval of Minutes:

Regular Board Minutes: Jim Lee moved, and Jan Knutson seconded the motion to approve the minutes of the September 2021 Board Meeting. The motion carried unanimously.

Public Comment: none

Correspondence: none

Old Business: none

Committee Reports

Building and Grounds: James Lee:

- Elevator update
 - In process, CMJ will be moving servers, Swegberg is handling the electricity
 - Parts have been ordered
- Carpets have been shampooed
- Property inspections walk through
 - House is in good condition, cosmetic issues only
 - Church needs the water heater replaced, install smoke alarms and carbon monoxide detectors, toilets flush slow – will have plumber check
- Mindy is checking to see if the city plows Madison and State Street parking cut outs.
- Next meeting Nov. 10, 2021, at 5:00

Expansion Committee: Dawn Brooks:

- Meeting Nov 2, 2021, 7:00 pm

Bricks R Us free shipping, our cost \$19.99, need 300 sold to fill spot chosen

Personnel: Donna Donato; no report

Finance: Denise Leonard:

- Final audit is complete, nothing that we need to do
- Budget vs Actuals – see board packet
- Need to look at the policy on reserve funds
- Discussed upcoming levy – we need to start thinking about it. In the past we have used Becky Tobin's recommendation

Policy: Dawn Brooks:

- Dawn need to speak with Wendy and get caught up on what Policy committee was working on and will schedule a meeting
- Per Mindy, the library needs a Collection/Development policy. She will meet with staff and let Policy Committee know

Marketing: Donna Donato:

- Advertisement at the Ice Rink, \$600 for full year; Nov 2021 – Oct 2022

Friends of the Library: Jan Knutson:

- Still working book cart on upper level

Nominating: Donna Donato: no report

Librarian's Report: Director, Mindy Long

- 124 new cards issued
- Getting ready for Trunk or Treat
- Working on planning Winter programs

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

New Business:

- Continue virtual programming
- Ida taking story times on the go this winter
 - Conservation District
 - Historical Museum
 - River's Edge
- New blue carpet mats for inside the doors
- Spring – would like an outdoor gazebo on empty lot to have story times and other outdoor programs even if it's raining.
- November meeting moved to 11-30-21 at 7pm via Zoom
- December meeting is cancelled

Adjournment: Motion to adjourn by Denise Leonard, seconded by Wendy LaFauce. Motion carried unanimously. Meeting adjourned at 8:21pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees