

**Ida Public Library**  
**Board of Trustees Meeting**  
**January 25, 2022 - 7:00 pm**  
**Zoom Meeting**

The January regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:09 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:* Denise Leonard moved, and Daniel Arevalo seconded the motion to approve the minutes of the November 2021 Board Meeting. The motion carried unanimously.

*Building and Grounds Committee Minutes:* Jan Knutson moved, and Daniel Arevalo seconded the motion to approve the January committee meeting minutes. The motion carried unanimously.

*Expansion Committee Minutes:* Sue Holmes moved, and James Lee seconded the motion to approve the January committee meeting minutes. The motion carried unanimously.

*Policy Committee Minutes:* Jan Knutson moved, and Gayle Steltenpohl seconded the motion to approve the January committee meeting minutes. The motion carried unanimously.

*Emergency Meeting Minutes:* Wendy LaFauce moved, and Denise Leonard seconded the motion to approve the 12/15/21 emergency meeting minutes. The motion carried unanimously.

*Emergency Meeting Minutes:* Daniel Arevalo moved, and James Lee seconded the motion to approve the 12/22/21 emergency meeting minutes. The motion carried unanimously.

**Public Comment:** none

**Correspondence:** President Sue received an email from a patron regarding the library being closed often. Library was closed due to staff shortages, etc. Patron suggested having an 'on call' list of people to work and possible volunteer.

**Old Business:**

- Madison St Stairs; Jeff Ernest is working on making new plans. Would like to apply for Live and Learn Grant to help cover the cost. Must apply for grant by 1/15/23.
- Priming stairs – too cold now to apply cement primer. When weather warms it will be done and peeling mural will be covered.
- Sexual Harassment training – one board member needs to complete.

*Committee Reports*

**Building and Grounds:** James Lee:

- Elevator update
  - New certification for the year
  - Waiting on OTIS for parts still

- Nystrom has been hired for snow removal from stairs
- The cut-out parking in front of the library is city responsibility.
- Working on re-zoning the empty lot.

**Expansion Committee:** Dawn Brooks:

- Bricks R Us – can now order online
- Donation page set up on website with links
- Bookmobile – arriving, tech being set up, potential ribbon cutting Feb. 5

**Personnel:** Donna Donato;

- Working on 6 month review summation

**Finance:** Denise Leonard:

- Meeting on 1/26
- Sue spoke with Dave at Blackhawk Bank, he offered to put together a presentation and meet with us once we are back to in person meetings.

**Policy:** Dawn Brooks:

- Denise Leonard motioned to accept the Collection and Development Policy as written. Motion seconded by Wendy LaFauce. Motion carried unanimously. Policy effective 1/26/22.
- Bookmobile – Prairie Cat recommends not to have hold items on the bookmobile due to return dates for other libraries
- Sue Holmes motioned to accept the Bookmobile Policy as written. Denise Leonard seconded. Motion carried unanimously. Policy effective 1/26/22.
- Questions regarding Covid policies, testing, pay, etc. On hold for now, discussing with the Library Attorney.

**Marketing:** Donna Donato: no report

**Friends of the Library:** Jan Knutson: no report

**Nominating:** Donna Donato: no report

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

- Belena Garza accepted position of Assistant Director.
- Accountant Rebecca is leaving for a new job but will continue to work as a consultant and come in for a half day on Thursdays.
- Betsy and Mindy will handle deposits, checks and invoices
- Working on a Substitute pool of former employees to cover possible shift shortages.
- Illinois Presents Consortium – provides author presentations each month at a lower shared cost, about \$200 every 6 months.
- James Lee motions to join the Illinois Presents Consortium that will provide the Library with quality author presentations each month for a cost of \$400 per year. Daniel Arevalo seconded the motion. Motion carried unanimously.
- Zoom story time attendance is down.
- Healing Stones, Adopt a Plant and online Murder Mystery were well attended.

- Spring program meeting is coming up.

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

**New Business:**

- Non-Resident Fee – tax rate?
- Sue Holmes moved to maintain our current method of providing non-resident cards by tax method. Denise Leonard seconded. Motion carried unanimously.

Motion to move to closed session to discuss personnel issue by Denise Leonard. Seconded by Wendy LaFauce. Motion carried unanimously.

Resumed open session at 9:22 pm.

**Adjournment:** Motion to adjourn by Jan Knutson, seconded by Denise Leonard. Motion carried unanimously. Meeting adjourned at 9:23 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees