

**Ida Public Library**  
**Board of Trustees Meeting**  
**February 22, 2022 - 7:00 pm**  
**Zoom Meeting**

The February regular meeting of the Ida Public Library Board of Trustees was called to order by First Vice President Donna Donato at 7:09 pm. Trustees present were Dawn Brooks, James Lee, Gayle Steltenpohl, Denise Leonard, Jan Knutson, Wendy LaFauce, Daniel Arevalo, and Sue Holmes. Also present is Director, Mindy Long.

**Approval of Minutes:**

*Building and Grounds Committee Minutes:* Wendy LaFauce moved, and Jan Knutson seconded the motion to approve the February committee meeting minutes. The motion carried unanimously.

**Public Comment:** none

**Correspondence:** Verbal discussion with patron that want to donate to help the refinishing of the front doors.

**Old Business:**

- Madison Street Stairs - Jeff Ernest is working on making new plans, hopefully more information by the next monthly meeting.
- Rezoning lot – CES Engineering is looking into the matter.
- Elevator – work will begin 2/29/22

*Committee Reports*

**Building and Grounds:** James Lee:

- Elevator update - work beginning 2/28; will be shut down for about 3 weeks
- National Registry of Historic Places – Mindy is working on application
- The assistant director will be working on scheduling the fire drill, CPR class and creating the evacuation plan.
- Bookmobile – in shop at Scott's RV - stairs are coming off, defroster, heat and passenger mirror are being fixed. Will then be going to Harder's signs for lettering.

**Expansion Committee:** Dawn Brooks:

- Bookmobile – target date not set, books and tech are completely ready
- Brick Fundraiser – 4 orders currently, now able to donate online
- Cozy Boxes – raising funds for front doors, \$200 in Christmas sales, only 1 box sold for Valentine's Day – maybe continue as a generic or birthday box throughout the year.
- Items to sell on bookmobile – ideas brought up are tote bags, water bottles, wristbands, paper fans, t-shirts, in warm weather maybe sell bottles of water
- Discussed Murder Mystery dinner as another fundraising idea
- Sue Holmes moves to allow the okay to pay the necessary funds to reserve a location for the Murder Mystery Dinner. Wendy LaFauce seconded. Motion carries unanimously.

**Personnel:** Donna Donato; no report

**Finance:** Denise Leonard:

- Budget meeting March 9 in person at the library.
- Final budget due to the city on March 16 for the 22/23 year
- Revised budget to allow for additional employees added.
- Denise Leonard moved to accept the revised budget as presented. Daniel Arevalo seconded. Motion carries unanimously.

**Policy:** Dawn Brooks: no report

**Marketing:** Donna Donato: no report – meeting 2/23/2

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

**Nominating:** Donna Donato: no report – we need to have some applications submitted in case someone leaves.

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

- Hired a part time page through Work Force
- There are 3 candidates for book mobile clerk
- Hired a morning circulation clerk
- Limited in person programming will be starting in March. Will be limited to 10 people.

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

**New Business:**

- Masking – appreciated and recommended but not required.
- Extending hours – Fridays will be open until 7pm and Saturdays will remain open until 3pm.

**Adjournment:** Motion to adjourn by Denise Leonard, seconded by Wendy LaFauce. Motion carried unanimously. Meeting adjourned at 8:42 pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees