

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

The March regular meeting of the Ida Public Library Board of Trustees was called to order by President Sue Holmes at 7:05 pm. Trustees present were Dawn Brooks, Gayle Steltenpohl, Denise Leonard, Jan Knutson, Wendy LaFauce, Sue Holmes, and Donna Donato. Also present is Director, Mindy Long and Bookmobile Driver, Tracy Rognstad. James Lee and Daniel Arevalo are excused.

Approval of Minutes:

January Regular Board Minutes: Denise Leonard moved, and Jan Knutson seconded the motion to approve the minutes of the January 2022 Board Meeting. The motion carried unanimously.

February Regular Board Minutes: Donna Donato moved, and Jan Knutson seconded the motion to approve the February 2022 meeting minutes. The motion carried unanimously.

January Expansion Committee Minutes: Wendy LaFauce moved, and Donna Donato seconded the motion to approve the January committee meeting minutes. The motion carried unanimously.

January Policy Committee Minutes: Wendy LaFauce moved, and Denise Leonard seconded the motion to approve the January committee meeting minutes. The motion carried unanimously.

February Expansion Committee Minutes: Denise Leonard moved, and Sue Holmes seconded the motion to approve the February committee meeting minutes. The motion carried unanimously.

February Building and Grounds Committee minutes: Jan Knutson moved, and Donna Donato seconded the motion to approve the February committee meeting minutes. The motion carried unanimously.

March Policy Committee Minutes: Wendy LaFauce moved, and Gayle Steltenpohl seconded the motion to approve the March committee meeting minutes. The motion carried unanimously.

Public Comment: Tracy Rognstad introduced herself, she is the newly hired driver of the Ida Public Library's bookmobile. Welcome Tracy.

Correspondence: Director Mindy Long and President Sue Holmes received an email regarding agenda, minutes and packet being posted timely. After further investigation, the email was deemed spam. The agenda is always posted 48 hours prior to the meeting on the website and displayed in the library.

Old Business:

- Security Camera Policy: Denise Leonard moved to accept the Security Camera Policy as written. Jan Knutson seconded the motion. Motion carried unanimously.

- Photography and Video Policy: Denise Leonard moved to accept the Photography and Video Policy as written. Sue Holmes seconded the motion. Motion carried unanimously.
- Programming Policy: Sue Holmes moved to accept the Programming Policy as written. Gayle Steltenpohl seconded the motion. Motion carried unanimously.

Other Old Business:

- Marketing Committee: Bookmobile opening ribbon cutting ceremony was a success. There was a very nice turnout. State Representative Dave Vella came out and followed up with a post in support of the library. News crew from WREX visited later in the day, interviewed Mindy Long and other patrons and aired on their news channel.
- City Council Meeting: Daniel presented the annual budget to City Council on March 21st. Denise created finance pie charts that were handed out to the Mayor and City Council.

Committee Reports

Building and Grounds: James Lee (excused, presented by Mindy Long)

- Elevator update: OTIS is done. We are waiting on two smoke detectors to be installed outside the doors, one heat detector to be installed in the control room and three relay switches to be installed by the electrician. Then OTIS can do their final inspection and the City can do their inspection.
- Backflow unit has been replaced.
- The ADA accessible door switch downstairs is being replaced next week.
- Security camera 4 is being replaced and they will also be installing a security camera for the front door.
- Fire extinguishers will be inspected in April.
- The wall outside the downstairs door has been painted white. Mindy has reached out to the high school art departments to see if the art classes would like to create a new mural.
- Next meeting is April 15 at 4:30pm

Expansion Committee: Dawn Brooks:

- No meeting in March
- Murder Mystery dinner has been cancelled. We thank Wendy and Gayle for all their hard work they put into it.
- Next meeting is April 14 at 7:00pm

Personnel: Donna Donato; no report

Finance: Denise Leonard:

- Treasure's report is partial, auditors are still completing reconciliations
- Monthly expenditure, everything looks good.

Policy: Dawn Brooks:

- Discussed Programming policy, Security Camera policy and Photography/Video policy (see policies voted on above in Old Business)
- Meeting on April 7 at 7:15pm

- Grievance policy
- Hybrid Meeting policy

Friends of the Library: Jan Knutson

- Friends are donating \$3500.00 to fund the Summer Reading program
- Friends are supplying two boxes of children's books to be sold during the Summer Kick Off Party
- Raised additional funds during membership drive as fundraiser for summer program

Nominating: Donna Donato

- One new application on file

Librarian's Report: Director, Mindy Long

- Bookmobile – today was second day running and already have renewed 7 cards and issued 7 new cards
- 60 new cards issued in main library
- Door count is up, 6413
- Limited in person programs are starting
- Well attended February Virtual programs were the Valentine's make and take, Anime club and Dollhouse program
- Highest attended in person program in February is Ida's Explorer's club
- April 6 is National Bookmobile Day – handing out wristbands
- April 22 is Earth Day – will be handing out trees to patrons who sign up
- Meeting Room – would like to leave as library use only right now
- Summer program meetings have begun
 - Working with Girl Scouts on an 8 week program, one day a week led by the girl scouts.
 - Park District rep was out, looking into a park wide choose your own adventure, a permanent story walk and a collab in July for Parks & Recs month.
- Aged and Benevolent grant received – used to order large print books for the bookmobile.
- Senate approved bill SB3497 granting all children under 18 a free library card. Bill is being sent to the House for approval

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

New Business:

- Denise Leonard motioned to approve the Intergovernmental Fuel Agreement with the City of Belvidere for the bookmobile as presented. Wendy LaFauce seconded. The motion carried unanimously.
- Sue Holmes moved that in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic, the board approve the destruction of the verbatim recordings of the regular board meetings held on April 29, 2020, May 27, 2020, and June 23, 2020. Wendy LaFauce seconded the motion. Motion carried unanimously.

Other New Business:

- Currently Governor Pritzker has approved Zoom meetings through April 6. Waiting to hear if approved for another month. In the meantime, policy will work on something for to allow Board members who are unable to attend in person to continue to attend via phone or Zoom.

Next Meeting: April 26, 2020 7:00pm

Adjournment: Motion to adjourn by Denise Leonard, seconded by Wendy LaFauce. Motion carried unanimously. Meeting adjourned at 8:35pm.

Respectfully submitted,

Dawn Brooks

Secretary

Ida Public Library Board of Trustees