

Ida Public Library
Policy Committee Meeting
July 12, 2022 - 6:00 pm

The Policy Committee meeting of the Ida Public Library Board of Trustees was called to order by Chairman Daniel Arevalo at 6:02 pm. Trustees present were Daniel Arevalo, Denise Leonard, Jan Knutson via Zoom. Also present, Director Mindy Long.

Public Comment: none

Correspondence: none

Old Business: none

New Business:

- Review/Update Library Board Policy Manual
 - Section 2.18 – Board Planning – Five-year plan to be reviewed every two years rather than annually
 - Section 2.19 – Maintenance of IDA PUBLIC LIBRARY documents – remove “safety deposit box in a local bank” and change to secured storage within library facility. Treasurer will not take custody of the documents, but be given access.
 - Section 2.45 – Step by step process for persons other than IDA PUBLIC LIBRARY staff to file a complaint – change to have the library director receive and respond to feedback; change complaint form to feedback form; and provide the feedback form online
 - Section 3.6 – change to allow staff to participate in the evaluation of the library director
 - Section 5.4 – Mindy will be researching this working capital reserve concept
 - Section 5.7 – After the July elections, the new president needs to be added to accounts to be able to sign checks
 - Sections 5.10 – change service agreements/contracts of \$5,000 rather than \$10,000 to be approved by library director, and contracts over a one-year term to require board approval
 - Section 5.11 – all investments require board approval
 - Section 5.13 – allow library director to make expenditures with the board-approved budget of up to \$20,000 rather than \$10,000 without further board approval
 - Section 6.2 – replace with new grievance process
 - Section 6.9 – change to follow Illinois Guidelines for distance from entrances
 - Section 7.1 – remove use of pronouns his/her and change to name of position
 - Section 8.13 – remove Personnel committee responsibility for assisting with salary schedules and changes
 - Section 9.1 – change use of library facilities to “as space is available”.

Adjournment: Denise Leonard made a motion to adjourn, seconded by Jan Knutson. Motion passed. Meeting adjourned at 7:15 pm.

Respectfully submitted,
Denise Leonard
Policy Committee Member
Ida Public Library Board of Trustees