

Ida Public Library
Board of Trustees Meeting
September 27, 2022 - 7:00 pm
Zoom Meeting

The September regular meeting of the Ida Public Library Board of Trustees was called to order by President Dawn Brooks at 7:03 pm. Trustees present were Daniel Arevalo, Dawn Brooks, Donna Donato, Jan Knutson, Wendy LaFauce, James Lee, Denise Leonard, Brenda Obilade, and Gayle Steltenpohl. Also present was Library Director Mindy Long.

Public Comment: none

Correspondence: Director Mindy Long received the official notification and certificate from the Illinois State Historical Society recognizing Ida as an Illinois Centennial Library. The awards ceremony will be held in the fall of 2023.

Approval of Minutes: James Lee moved and Donna Donato seconded the motion to approve the minutes of the August, 2022 Regular Board Meeting. The motion carried unanimously. Other unanimously approved minutes were Building and Grounds (Jan Knutson moved, Denise Leonard seconded), Marketing (Wendy LaFauce moved, Daniel Arevalo seconded), and the September 20 Special Board Meeting (Denise moved, Wendy seconded).

Old Business:

- The Policy Committee will begin discussions and recommendations on our Five Year Plan at their January, 2023 meeting.
- Progress on the pergola/gazebo project needs to be expensed by January 30, 2023 to satisfy the requirements of the Per Capita Grant of \$19,000. Mindy has contacted Titan Roofing to get information on a shelter for the bookmobile and the gazebo/ pergola project. Titan's quotes will be sent to board members as soon as possible.
- Changes to the Board Manual have been sent to all board members and will be discussed at the January, 2023 board meeting.

Committee Reports:

- *Buildings and Grounds:* James Lee
Jeff Ernest will look at a crack in the downstairs lobby.
The annual walk through was held on September 14. Items noted included discoloration of soffits on the front and back of the new section; the need for a shelter for the bookmobile; and improvements such as large keyboards and screens for patrons, a Google translation feature, and station chargers for library tables.
- *Expansion Committee:* No report.

- *Finance*: Denise Leonard

The budget report for the month was included in the board packet. There will be a Finance Committee meeting on Wednesday, October 5, 2022 at 6:30 pm.

- *Friends of the Library*: Jan Knutson

There will be a book sort in late April, 2023 and a Spring Book Sale in early May of 2023. This will be the first Friends Book Sale since the pandemic.

- *Marketing Committee*: Gayle Steltenpohl

Ida will have two signs at the Doty Park Ice Arena. Wendy is researching time capsule options for a 140th anniversary celebration in February, 2023. This will include the presentation of the state centennial building award. We will begin contacting community members who may be interested in forming a Library Foundation.

- *Nominating Committee*: No report.

- *Personnel*: Donna Donato

There will be a meeting at the beginning of October.

- *Policy Committee*: No report.

Librarian's Report-Director Mindy Long

- Statistics for August included 6711 patron visits, 227 new patrons, and \$6747 in non-resident fees for this current fiscal year which is almost half of the budgeted amount.
- In the Public Library Associations survey of peer group #17 to which Ida belongs., our library has twice as many materials and programs. However, it has \$200,000 less in revenue. We also have the largest percentage of Hispanic patrons at 37%.
- Merchandising includes color-your-own totes and various t-shirts. New ideas include greeting cards and bumper stickers.
- Upcoming programs include blanket fort night, UAW paranormal night, and an explanation of tarot card readings.
- The bookmobile will be going to the high school on a regular basis to accommodate special needs student. Daisy will accompany the bookmobile. The bookmobile was well-received at the September 9 Belvidere City Council meeting.

James Lee moved and Brenda Obilade seconded to approve the librarian's report as submitted. The motion carried unanimously.

New Business:

- Hanover Insurance Policy was renewed. The total cost was \$20,559, an increase of last year's approximate \$19,000. Coverage was increased in several areas.
- The Central Technology, Inc. maintenance contract for self-checkout is an annual fee of \$1,119. This seems excessive. Mindy will investigate.

- Halloween activities include October 26, 2022 city event and the IOU Parade. The bookmobile will be in both. The library will close on October 31 at 3:30 for safety concerns.
- The budget/levy will be due in January. A finance meeting is scheduled for Wednesday, October 5 at 6:30 pm to address these issues.
- Trustee training: There is a budget and levy RAILS training YouTube video to watch before January. Harassment training is due in December.
- There is community interest in beginning a Kiwanis chapter in Belvidere. They will hold a meeting in the next few days to explore this. The library is not interested in becoming a member at this time; however, individuals are welcome to join.
- Mindy contacted Every Library about help with becoming a district library and getting a tax levy passed. There will be a Zoom meeting Tuesday at 2:00 pm. Some board members are interested in attending. There is a \$500 donation if we pursue this.

The next meeting will be October 25, 2022 at 7 pm.

Adjournment: Motion to adjourn, made by Denise Leonard and seconded by Daniel Arevalo, carried unanimously. Meeting was adjourned by President Dawn Brooks at 8:22 pm.

Respectfully submitted,

Gayle Steltenpohl

Secretary

Ida Public Library Board of Trustees