

Ida Public Library
Board of Trustees Meeting
February 28, 2023-7:00

The February regular meeting of the Ida Public Library Board of Trustees was called to order by President Dawn Brooks at 7:01pm. Trustees present were Daniel Arevalo, Dawn Brooks, Wendy LaFauce, James Lee, Brenda Obilade, and Gayle Steltenpohl. Board Trustee Jan Knutsen attended remotely.

Also, present were Library Director Mindy Long, Assistant Director Belena Garza, David White from Blackhawk Bank and Dan Snow who arrived later in the meeting.

Verification: Verification of identity of electronic Board attendees. Wendy motioned for Jan to attend the Board of Trustees meeting via Zoom and Brenda seconded it. The motion passed unanimously with a roll call vote. Jan Knutsen voted remotely.

There was no **public comment** or **correspondence**.

Approval of Minutes: Minutes for the February 2023 regular Board of Trustee meeting, the February 1 Policy Committee, the February 8 Marketing meeting, the February 9 Expansion Committee Meeting, the February 20 Personnel and the February 22 Building and Grounds Meeting, were approved unanimously by Roll Call Vote. Jan Knutsen voted remotely.

Special Presentation: David White @ Blackhawk on the library investment accounts.

Unfinished Business:

- Approval of final 2023/2024 budget. Wendy moved and Jim seconded the motion to approve the final 2023/2024 budget. The motion passed unanimously with a roll call vote. Jan voted remotely.
- Approval of Unattended Children in the Library Policy. Brenda moved to approve the unattended children in the library policy and Daniel seconded the motion to approve the children in the library policy. The motion passed unanimously with a roll call vote. Jan voted remotely.

Other Unfinished Business-

- No Other Unfinished Business

Committee Reports:

- Buildings and Grounds: James Lee
 1. The bookmobile line pump and injection pump were replaced and cost \$4000.
 2. The bookmobile will go out Tuesday, Wednesday, Thursday and every other Saturday in the Spring.
 3. Mindy is completing the bookmobile schedule and will send it out when finished.
 4. Fire Drill will occur during warmer weather.
 5. The Walk through was conducted on the church and the rental property on February 7 and a report is forthcoming.
 6. We are still looking into Home Delivery Services
 7. We still need to complete the library walkthrough. Scheduling a time suitable to do this.

- Expansion Committee: Brenda Obilade
 1. Touched base about pavilion and costs of building
 2. Parking lot may need to expand looked at few potential options
 3. Need to know overall 5-year plan before planning on any expansion

- Personnel Committee-Gayle
 1. Mindy's review is in April need to plan for this.

- Finance: Daniel
 1. Reviewed the budget levy and where funds were allocated.
 2. Reviewed the Treasurer's Report

Policy Committee: No Report

- Friends of the Library: Jan Knutson
 1. The friends will have two book sales this year. They will have one sale on the week of April 25; and another in the last week of September.
 2. The friends cannot accept any more books due to a lack of capacity. They will begin to accept books again on May 1st.

- Marketing Committee: Gayle Steltenpohl

1. The 140 Anniversary of Ida will be held on March 9 from 5-7.
2. All are welcome to come.
3. Refreshments have been ordered for the party. We will be getting Cupcakes for \$75.00, 2 dozen Bundt cakes from Nothing Bundt Cakes, and 36 Cookies from Subway. We are also looking at buying water from Culligan.
4. March 9 is going to be declared Ida Public Library Day.
5. We will be having several news stations at the event, and we will also have a proclamation from Senator Steve Stadelman and State Representative Dave Vella honoring the library.

- Nominating Committee: James Lee

1. There were two potential applicants named Jenny Tilma and Paige Ainsley that we need to vote on.

Librarian's Report-Director Mindy Long

- The library's hours have changed, and the library is now open Monday through Thursday from 10:00-8:00, Friday, and Saturday 10:00-5:00.
- The Bookmobile will be running Tuesday, Wednesday, Thursday and every other Saturday.
- We will be visiting Caledonia on Tuesdays with the Bookmobile.
- We have received our new telescopes and they will be available next week to adult library patrons who are non-reciprocal.
- We are looking into buying binoculars from the Rockford Astronomers to also be loaned out to patrons.
- We are going to be removing age recommendations for teens and tweens programs in order to allow parents to decide which is right for their children.
- The Summer Reading Program will begin on June 10, and we have begun to look for vendors for the event.
- The Baby Prom was an extremely popular event. Many people attended.
- Backflow has inspected everything and everything passed inspection.
- The stolen globe in the front of the library has been replaced.

Upcoming Note:

- We will review the 5-year plan and whether we can have outside advisors assist in creating that.

New Business:

- Motion to form a committee-James Lee moved to form a committee and Gayle Steltenpohl seconded the motion to form a committee. The motion passed unanimously with a roll call vote. Jan voted remotely.

- Motion to table forming a committee for 5yr plan-Wendy LaFauce moved and Daniel Arevalo seconded to table the forming of the committee for the 5-year plan for investigative purposes and will revisit this next month after further investigation. The motion passed unanimously with roll call vote. Jan voted remotely.
- Approval and vote for two new board members-Daniel moved and Wendy seconded the motion to approve the two candidates Jenny Tilma, and Paige Ainsley for library board. The motion passed unanimously with roll call vote. Jan voted remotely.
- CPR Training-Several members of the board would like to be certified in CPR. Daniel and Dawn are going to attend the training.
- There are additions and revision that will need to be put in board manuals.
- We will need to discuss having a special board meeting to update the manual and possibly revise the committees.
- Donna has resigned from the board as of February 20, 2023. Gayle will become the new personnel committee head and Jim will be the new nominating committee head.
- Motion to amend last paragraph. Section 3.6 of board manual to be able to Solicit information from subordinate staff- Wendy motioned to amend last paragraph section 3.6 of the board manual to solicit information from the subordinate staff. Jim seconded the motion to ask for information from staff. The motion passed unanimously with a roll call vote. Jan voted remotely.

Adjournment: James Lee moved, and Wendy LaFauce seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:57pm. Jan voted remotely.

The next meeting will be Next Meeting March 28, 2023

Belena Garza

Assistant Director