

**Ida Public Library**  
**Board of Trustees Meeting**  
**April 25, 2023-7:00**

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

Also present were Library Director Mindy Long, Assistant Director Belena Garza, Dan Snow, Derek Prado, Angie Williams

**Public comment:**

There was a comment that someone requested to have a list of trustees who are attending on the agenda.

**Correspondence:**

Yes, there was a patron who requested that a Sports Illustrated Magazine for kids be removed from view. Mindy and the team reviewed the magazine and did not see an issue with it and then decided to keep it in circulation.

The library has created a suggestion box so that a patron can offer suggestions and comments to help patrons communicate issues and questions more easily. We will put one box upstairs and downstairs.

**Approval of Minutes:** Minutes for the March 2023 regular Board of Trustee meeting, the April 5 Policy Committee meeting, the April 12 Finance Committee, the April 15 Special Board Meeting, the April 19 Building and Grounds, and the April 24 Personnel Committee Meeting minutes were approved unanimously by Roll Call Vote. Jan Knutsen voted remotely.

**Unfinished Business:**

- We will be forming a strategic planning committee so we can put together a 5-year and a 10-year plan. We will continue the investigation and table it until next month.
- We are still working on the board policy manual changes. We have had two meetings so far and our next meeting will be on Saturday, April 15.
- We are hoping to finish off next month on the manual and take July off and then we will begin with the bylaws.

**Other Unfinished Business-**

- No Other Unfinished Business

**Committee Reports:****Buildings and Grounds: James Lee**

1. The bookmobile has no current mechanical concerns.
2. The schedule for May is Monday-Thursday and every other Saturday.
3. Color coding will begin in June.
4. The fire drill was completed on April 17<sup>th</sup>.
5. We had CPR training on April 18<sup>th</sup> and 9 staff members were trained.
6. We need to finish the walk through of the library.
7. The new custodian Brad was hired. He will work from 4:30-7:30 and 8-10.
8. There was storm damage to the library and church roof. The total cost for replacing the roof for the church was \$21,953. It was covered by insurance except for the \$1000 deductible.
9. The library roof's damage cost \$700 and was covered by deductible also.
10. The timer was fixed for the Madison Street lights.
11. The sprinkler head was leaking and was repaired. The sprinklers will be inspected in May
12. We are looking into the future of the rental property.
13. We are planning to have the carpets in the library shampooed in either May or June.

**Expansion Committee:** Brenda Obilade

- No Report

**Personnel Committee:** Gayle

- The personnel committee has created an evaluation that will be used for Mindy's evaluation with protocol to follow.
- We will do the evaluation in April and go over the results in May.

**Finance:** Daniel

- Paige motioned and Daniel seconded to approve the treasurer's report. The motion passed unanimously with a roll call vote. Jan voted remotely.
- We went over the fees that Blackhawk Bank was changing. We are evaluating whether to stay with Blackhawk Bank or to go with Midland Bank.
- We are evaluating whether we want to keep our Sweep Account-based and have decided to hold off until after the audit.

**Policy Committee:** No Report

- We will meet until we finish working on the Board manual.

**Marketing Committee:** Gayle Steltenpohl

- No Report

**Nominating Committee:** James Lee

- We have a full committee of people. We will put any additional people who are interested on the reserve list.
- Wendy and Gayle will be leaving the board so we may have new openings.

### **Librarian's Report-Director Mindy Long**

- We are working on planning for the Summer Reading Program and the Kickoff Party
- The library had 12806 people visit this month.
- We had 420 people visit the Bookmobile
- We are getting 70-100 new patrons a month and a lot of renewals.
- Tracy has been nominated for an award for National Library Workers Month.
- We have scheduled for an inflatable to be donated from Camelot Care Farm for \$250.
- United Methodist will be operating the Baseball Game with Officer Blankenship's help.
- We have over 50 vendors and organizations.
- The party will be held on June 10<sup>th</sup> from 11-2.
- We have gotten donations from Brookfield Zoo, Culvers, and Kane County Cougars.
- We will not be having a finishers party.
- We are going to be hiring two new clerks.
- Daisy has been promoted to Youth Services Coordinator.
- We will not be hiring anyone else for the Bookmobile and Hannah and Tracy will now be on the Bookmobile Monday-Thursday and Saturday
- Jenny motioned to approve the librarian's report and Jim seconded the motion. The motion passed unanimously with roll call vote. Jan voted remotely.

### **Upcoming Note:**

**No upcoming notes.**

### **New Business:**

- We will be selecting committees for our new members and current ones.
- Paige will be on Building and Grounds and Finance.
- Jenny will be on the Expansion Committee and Marketing
- Brenda will be on the Personnel Committee and Friends
- We are going to be sending out a survey to staff asking for feedback on offering services to people who require mask accommodation.
- The succession plan was updated with current information.

- At 8:25 the Board went into closed session after a motion by James Lee, seconded by Wendy LaFauce, to discuss performance evaluation of the Library Director per OMA 2(c) (1).

**Adjournment:**

- The Board returned to open session at 9:19 and adjourned at 9:20.
- We plan to have a special board meeting to review staff evaluations of the Director on Thursday, May 18 at 7:00 pm.

The next meeting will be Next Meeting May 23, 2023

Belena Garza

Assistant Director