

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

The March regular meeting of the Ida Public Library Board of Trustees was called to order by Board Trustee James Lee at 7:02 pm. Trustees present were Daniel Arevalo, 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, Ryan Adelman from Blackhawk Bank

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

Approval of Minutes: Minutes for the March 2023 regular Board of Trustee meeting, the March 6 Marketing Committee meeting, the March 22 Buildings and Grounds Meeting, the March 25 Special Board Meeting, and the March 27 Personnel Committee Meeting minutes were approved unanimously by Roll Call Vote. Jan Knutsen voted remotely.

Special Presentation: Ryan Adelman from Blackhawk on the investment programs for the library accounts.

Unfinished Business:

- We will be combining to create a special committee for expansion, board employees, and community members.
- The board met on Saturday and worked on updating the board manual. The next meeting will be on Saturday, April 15.
- There will be training for new and never-before-trained board members. They will be provided with videos on trustee training.
- We will be holding a workshop for those who are interested. Anyone who is an interested trustee may apply.
- Looking for a new bookmobile driver. Their schedule may be part-time or full in depending on needs.
- We did the walk-thru of the church, library, walkway and created and shared a report of all the findings.

- Ed will be officially retiring on March 31.
- We are beginning to look for a custodian/maintenance person
- Ed will remain in the house until further notice.
- Motion to allow Ed's family to remain in the house-James Lee moved to allow them to stay in the house and Wendy Lafauce seconded the motion. The motion passed unanimously with a roll call vote. Jan voted remotely.
- Mindy is researching information about using the house for fire department training after the house is vacated. Mindy included information about the quote and further information.

Other Unfinished Business-

- No Other Unfinished Business

Committee Reports:

Buildings and Grounds: James Lee

1. The bookmobile has no current mechanical concerns.
2. Looking for a new driver for the bookmobile
3. We just celebrated our one-year anniversary for the bookmobile.
4. There are no changes on the door.
5. Color coding will soon begin.
6. We are still waiting for warmer weather to complete the fire drill.
7. The registry is still being revised, and we are looking into getting Lakota Group to help with getting onto the national registry.

Expansion Committee: Brenda Obilade

- No Report

Personnel Committee-Gayle

- The personnel committee has found documents that will be used for Mindy's evaluation with protocol to follow.
- The new board members will be sworn in on April 15th @ the next board meeting.
- We have had two applicants for custodial/maintenance and have one more but are still looking.

Finance: Daniel

- Reviewed the treasurer report nothing looks out of the ordinary.
- We no longer have PNC bank.
- Most of our expenses are attributed to the City of Belvidere due to payroll, insurance, and IMRF.
- The next Finance meeting will be April 12

Policy Committee: No Report

- Friends of the Library: Jan Knutson
- 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.
- 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

- We will have our next meeting on April 4th.

Nominating Committee: James Lee

- Our new board members Jenny and Paige should be sworn in by our next meeting.
- We have two more prospective candidates.
- We are looking into making a list of tasks that board members will need to complete for future board members.

Librarian's Report-Director Mindy Long

- Forest City Dog Training and the Lego Club went well. Daisy is taking over 1000 books before kindergarten.
- The library had 9758 people visit this month.
- We had 411 people visit the Bookmobile and 70 new patrons.
- Our summer Reading Party will be on June 10 from 11-2. We are currently looking for volunteers for games, activities, and presenters.
- We are already signing people up for tables and booths.
- April 14 The FVCC will hold Hands Across the Park to help prevent family violence.
- Belena, Daisy, and Leah will be going to the library support staff conference.

Upcoming Note:

No upcoming notes.

New Business:

- The budget has been revised due to money received due to FEMA grants.
- Motion to accept revised budget –Wendy Lafauce moved to revise amended budget and Gayle Steltenpohl seconded the motion. 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 April 25, 2023

Belena Garza

Assistant Director