

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

The May regular meeting of the Ida Public Library Board of Trustees was called to order by Board Trustee James Lee at 6:59 pm. Trustees present were Dawn Brooks, Daniel Arevalo, James Lee, Brenda Obilade, and Gayle Steltenpohl. Jenny Tillma, Paige Ainsley and Board Trustee Jan Knutsen and Wendy LaFauce attended remotely.

Also present were Library Director Mindy Long, Assistant Director Belena Garza,

Brenda motioned and Jim seconded the motion to approve board members Wendy and Jan who are attending remotely. The motion was approved unanimously with a roll call vote.

Public comment:

- Last week, we had four officers come into the library regarding a complaint that a registered sex offender was in the library. This is not prohibited as long as they are not in children's areas. Since this has happened, we have made sure we clearly label areas that are meant for children and those meant for adults. We are also creating signage to remind patrons that tutoring with children must be downstairs. We had received a complaint from a parent of one of the students who were being tutored upstairs and we explained the situation and apologized for any inconvenience.

Correspondence:

Yes, the library received a letter from special education teacher Rob Wesselhoff and his students thanking the library for the opportunity to come to library and have their students volunteer at the library.

Approval of Minutes:

- Minutes for the April 25 2023 regular Board of Trustee meeting, the February 1 Policy Committee meeting, the April 12 Finance Committee, the April 15 Special Board Meeting, the April 19 Building and Grounds, and the February 20, March 27, April 24 Personnel Committee Meeting and the May 18 Special Board Meeting minutes were approved unanimously after Jim motioned and Daniel seconded to approve all minutes as stated by Roll Call Vote. Jan Knutsen and Wendy LaFauce voted remotely.
- Minutes from the May 11 Expansion Committee minutes added at the meeting were also voted on. Daniel motioned and Paige seconded to approve minutes from the May 11 Expansion Meeting. The minutes were approved by roll call vote. All approved the motion except Jan Knutsen and Wendy Lafauce who abstained from the vote.

Unfinished Business:

- We are still researching 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. Wendy motioned to table the motion to update the board policy until next month. The motion passed unanimously by roll call vote. Jan and Wendy voted remotely.
- We are still working on the board policy manual changes. Our next meeting will be on Saturday, June 3.
- We reviewed the results of the survey on masks in the library during certain hours for those who are immunocompromised or weary of going in public places. Mindy discussed a suggestion given to her about a staff member that we could have people schedule appointments from 9-10 one day a week. She is going to investigate implementing this once a week in the library to see if there is any interest.
- We updated the programmer's policy to focus on lifelong learning instead of literacy. Also, we included that the library may charge a fee for program supplies. All patrons must sign in but only with names and not with phone number. Lastly, the director makes final decision for all programs.
- Jenny motioned and Brenda seconded to approve updated programmers' policy. The motion passed unanimously with a roll call vote. Jan Knutsen and Wendy LaFauce voted remotely.

Other Unfinished Business-

- No other unfinished business

Committee Reports:

Buildings and Grounds: James Lee

- No report

Expansion Committee: Brenda Obilade

- We discussed parking needs and the 5-year strategic plan.
- We are going to begin home delivery services. Jacklyn wants to use a car and will keep track of mileage. We need to plan how books will be received and how they will be signed for them.
- Home delivery will be in the city only on a trial basis and will have a twelve-person limit. It will be a pilot program.
- We are going to be planning a teen space and are looking for a better location near the children's section of the library.
- We are thinking about the possibilities for expansion and shared usage of space.
- We have not received data about the family's final moving date.

Personnel Committee-Gayle

- We have sent evaluation forms to staff and received completed forms. We are going over the results.

Finance: Daniel

- No Report
- Paige motioned and Daniel seconded to approve the treasurer's report. The motion passed unanimously with a roll call vote. Jan Knutsen and Wendy LaFauce voted remotely.

Policy Committee:

- We have updated the sex offender policy and are ready to vote on approval. Jenny motioned Gayle seconded to approve the registered offender library policy. The motion passed unanimously with a roll call vote. Jan Knutsen and Wendy LaFauce voted remotely.

Marketing Committee: Gayle Steltenpohl

- No Report

Friends Committee:

- No Report

Nominating Committee: James Lee

- We have two new board members to be voted on.
- Jim motioned to approve Angie Williams to be library board trustee beginning in July. The motion passed unanimously with a roll call vote. Jan and Wendy voted remotely.
- Jenny motioned to approve Derek Prado to be library board trustee beginning in July. The motion passed unanimously with a roll call vote. Jan and Wendy voted remotely.
- Paige motioned and Brenda seconded to approve Jenny to continue to be library board trustee. The motion passed unanimously with a roll call vote. Jan Knutsen and Wendy LaFauce voted remotely.

Librarian's Report-Director Mindy Long

- Our foot traffic for this month was down in the library.
- Bookmobile was about the same as previous months.

- We do not have statistics on check-outs because they are switching over to Innovative.
- We are changing phone companies and are going to leave our current plan.
- We are going to be replacing the old bricks on Madison St and are going to be replacing that area with grass.
- We have two new staff members named Caitlyn and Brandon.
- Bookmobile is going in for an oil change.
- Binoculars are ready to go and ready to be checked out.
- We have received a rotary grant for books about Alzheimer's.
- Heritage Woods will stop have a stop every other week.
- Overdrive is now named Omni.
- Mindy has been accepted to Director's University.
- We have had several popular programs including Egg Decorating, Tiny Art, Tiny Tales, and Story Sprouts.
- We will be making a new Garden Bed for Kids.
- Brenda motioned and Jim seconded to approve the Librarian's report. The motion passed unanimously with a roll call vote. Jan Knutsen and Wendy LaFauce voted remotely.

New Business:

- The library board will be hosting a booth at the Summer Reading Program.
- The library will not be going to the Boone County Fair this year.
- The August Building and Grounds meeting will be rescheduled until August 16.
- The August 2 Policy meeting will be rescheduled.
- All meetings will be in person now that the emergency has ended.
- A motion was made and seconded to go to closed session to discuss personnel matters. The board went into closed session at 8:24 pm. Jan Knutson was excused at 9:10.

Adjournment:

- The Board returned to open session at 9:15 and adjourned at 9:20.
- The next meeting will be next meeting June 27, 2023

Belena Garza

Assistant Director