

**Ida Public Library**  
**Board of Trustees Meeting**  
**February 27, 2024, 6:00-7:00**

The February regular meeting of the Ida Public Library Board of Trustees was called to order by President James Lee at 6:00pm. The trustees present were Daniel Arevalo, Derek Prado, Paige Ansley, Jenny Tillema, Angie Williams. There were enough board members present to have a quorum.

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

**Public Comment-**

Tim Schultz, the IT/Circulation Manager, presented to the board and discussed the options that CTEC solutions could provide the library compared to CMJ.

- He provided a chart with the prices of the possible services that the library could choose from.
- Tim recommended that we go with CTEC because the options they provided were more cost-effective and provided the services we needed.
- He recommended that we go with the reboot/restore plan that they offered.
- Other libraries use Wasabi cloud for their storage and use it as pay as you go model.
- We could also go with Backupify. Which could be used as a backup for email, One Drive, SharePoint and Exchange Online.
- Tim recommends we go with a 3-2-1 Disaster Recovery Model. This would offer 3 copies of data from 2 distinct types of media and 1 copy that will be offsite.
- He recommended we use Synology so we can do MS365 backups from Cloud to local.
- The contract needs 30 days (about 4 and a half weeks)' notice prior to cancellation if we are going to change from CMJ to in-house and these other services.
- The current server we own is under warranty and was bought in 2019.
- We can have one cold server.
- Derek motioned and Paige seconded to approve Tim's recommendations for technology IT tech services. The motion passed with a quorum.

**Correspondence-**

Dave Vella received the letter from Paige about building an enclosure for the Bookmobile. He will see if they can provide the funds for this project.

**Approval of Minutes:** Daniel motioned, and Derek seconded to approve Minutes for the February 2023 regular Board of Trustee meeting, January Building and Grounds Meeting minutes and the Personnel Committee were approved with a quorum

**Unfinished Business:**

None

**Other Unfinished Business-**

None

**Committee Reports**

**Expansion Committee:** Brenda Obilade-No Report

**Building and Grounds:** James Lee

- Ceiling tiles-waiting for them to come in
- State Street door plates/pulls-Spinello
- We are going to install heat thermostat in children's area-on order & Miller to install
- Paige wrote letter to Dave Vella for bookmobile enclosure with estimate from Prestige contractors included
- We will be beneficiaries in Andy Racz estate. We will wait to see how much will be given to the library.
- We have two quotes on a replacement for the water softener.
- Mindy has applied for a grant to buy a new smartboard.

**Personnel Committee:**Brenda Obilade

- We discussed the performance evaluation process for the Library Director review.
- The personnel committee reviewed the evaluation forms used in last year's Library Director's evaluation and reviewed and edited them for clarity and efficiency.
- We discussed the timing of this year's evaluation.
- The personnel committee will need a closed session at the next meeting to review the director's review.

**Finance:** Daniel Arevalo

- Nothing has really changed in the treasury report. There are no changes to the report.
- Our last day with Morrissey is Friday.
- Krissy will be doing the reconciling with our QuickBooks software.
- Derek motioned and Jenny seconded to accept the treasury report. The motion passed with a quorum.

**Policy Committee:** Daniel Arevalo-No Report

**Friends of the Library:** Brenda Obilade

- We will be having a mini book sale in April.
- The library will be doing joint programs with the Friends of the Library
- The Friends will host a program called Met the Oz Bots on March 12.
- The Friends will be having a fundraiser where people can donate money to the library and be able to test drive a new car.
- The RVC will be having a Basic Car Care program at the library.
- The Friends are going to be hosting a Donate and Dine program at Dairy Queen.

**Marketing Committee:** No Report

**Nominating Committee:** Paige

- The nominating committee is going to meet with Wendy and discuss onboarding with her at their next meeting.

**Librarian's Report:**Director Mindy Long

- We have had a total of 9954 people visit the library in January
- The bookmobile had a total of 150 visitors in January mostly due to inclement weather
- We had a total of 10844 material circulate in January
- We had 83 new patrons.
- We have had 780 ILL requests and 700 from other library requests.
- Brent Anderson is going to remove the old bricks from outside and replace them with sod.
- We have one new Workforce employee and two new adult circulation clerks.
- Workforce pays their employees a salary of \$15.00
- We will be having three high school leaving us this summer.
- Washington school will now be a regular Bookmobile stop.
- The new program guide is ready for the Spring Programming session.
- We are going to have a local author speak. The author's name is S.K. Stensell and she has authored a book about empowering girls to work in public service positions.
- We will be having the Peeps diorama contest again.
- The Ida Public Library team will be competing in the Belvidere Chamber of Commerce Trivia Night.
- Derek motioned and Paige seconded to approve the librarian's report. The motion passed with a quorum.

#### **New Business:**

- We will be looking into new business checking and investment accounts in March.
- Derek motioned to table the Strategic Planning Committee discussion. Jenny seconded the motion. The motion passed with a quorum.
- Daniel motioned and Derek seconded to table the discussion on the Sweep Account. The motion passed with a quorum.
- We are going to be working on a project with an Eagle Scout as a service project. He will be making a StoryWalk at Belvidere Park. He will be having a fundraising event, and all of his funds will be going to Jen at the park district to help purchase the supplies for his storywalk.

#### **Other New Business:**

- **None**

#### **Adjournment:**

Derek motioned to adjourn, and Daniel seconded the motion to adjourn. The motion passed with a quorum.

The next meeting will be on March 26, 2024 @ 6:00.

Belena Garza

Assistant Director