

Ida Public Library
Board of Trustees Meeting
April 23, 2024-6:00

The April regular meeting of the Ida Public Library Board of Trustees was called to order by Board President James Lee at 6:00 pm. Trustees present were James Lee, Daniel Arevalo, Brenda Obilade, Paige Ansley, Jenny Tillema, Angie Williams, Wendy Frank, Derek Prado

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

Public Comment-

- None

Correspondence-

- None

Approval of Minutes:

- Paige motioned and Brenda seconded to the motion to approve the minutes for the Library Board Meeting, Personnel Meeting, Policy Meeting and the Building and Grounds meeting. The minutes were unanimously approved.

Unfinished Business:

1. Strategic Planning Committee Formation
 - a. Brenda will take the lead on the Strategic Planning Committee
 - b. They will blend the Strategic Planning Committee and the Expansion committee.
 - c. Everyone is invited to join the committee.
 - d. Jenny Tillema is interested, and Paige is going to see about other interested community members and the Friends of the Library.
2. Bank Business Update
 - a. Emily will waive fees for 1 year only
 - b. Ryan Adelman is going to write up the collateralization letter.
 - c. The \$89,000 investment fund will be rolled over by Dave White at Raymond James

Other Unfinished Business-

- None

Committee Reports

Expansion Committee: Brenda Obilade

- The Expansion committee is going to be moving into Strategic Planning Committee

Building and Grounds: Jenny Tillema

- Ida was not given the grant.

- We are waiting for quotes for the sink removal, removal of the drinking fountain, and installation of new fountain.
- We are also waiting for quotes for the new sprinkler system. We have already received one for over \$100,000 so we are checking into other places.
- We had to repair a valve for the sprinkler system.
- We have a damaged gutter we are waiting on quotes.
- Prestige is making a quote for both the gutters and the flat part of the roof.
- There will not be a meeting in May,
- Daniel motioned and Angie seconded the motion to approve the report for the Building and Grounds minutes. The motion passed unanimously.

Personnel Committee-Brenda Obilade

- We have reviewed the evaluation forms and discussed procedures for distributing and collecting forms from director, staff, and board.
- We will be going into closed session to evaluate the feedback.
- Jenny motioned and Daniel seconded to approve the minutes for the Personnel meeting. The motion was approved unanimously.

Finance: Daniel Arevalo

- Treasurers Report-Everything looked like it balanced on the Treasurer's report. There is nothing to report that looks out of the ordinary.
- Jenny motioned and Derek seconded the motion to accept the Treasurer's report. The motion passed unanimously by a roll call vote.

Policy Committee: Daniel Arevalo

1. We have received the notes from HR Source about the Employee Handbook. The notes in red are theirs and the notes in yellow are ours.
2. Reviewed the recommended removals and additions to the handbook.

Paige motioned and Angie seconded the motion to approve changes to the employee handbook.

The motion passed unanimously.

Friends of the Library: Brenda Obilade

1. We had a mini Booksale this month.
2. The friends are going to have a May the 4th fundraiser
3. They had a DQ fundraiser and are looking into having one in the future.

Marketing Committee: Brenda Obilade

- No Meeting

Nominating Committee: Paige Ansley

We are planning for our May Meeting.

Librarian's Report-Director Mindy Long

- The library had approximately 12,493 patrons visit the library in April.
- We circulated 12,700 items.
- We had 772 visitors to the bookmobile
- We had 226 new patrons visit the library.
- We had 788 ILL requests
- Our air conditioner burned out. We had to have the fan motor replaced
- The bookmobile will be visiting Perry School two times next month and throughout the summer
- We will be parking the Bookmobile at Everest over the summer
- We will be parking at Washington School with the bookmobile.
- Our special needs class from North Belvidere High School, that helps in the library, will have a party in May in appreciation of all their hard work.
- Our Story Walk will be complete by the Unplug Illinois Event.
- We are currently working on our Summer Reading Program planning. We will begin with a week of events to kick off the program. We will be working with the Conservation District for several events. The program will be titled Read/Renew/Repeat.
- Wendy motioned and Jenny seconded the motion to accept and approve the Librarian's report. The motion passed unanimously.

New Business-

- No New Business

Closed Session. (Library Director Performance Review)

- 7:25 pm. Moved to closed session to discuss Library Director Performance Review.

Emerge from Closed Session

- Closed session ended 8:15 pm

Adjournment: Meeting adjourned at 8:20 pm

The next meeting will be Tuesday, May 28, 2024, at 6:00 pm.

Belena Garza

Assistant Director