

Manteno Public Library

Board Meeting

October 17, 2023

President G. Dodge called the meeting to order at 6:00 p.m.

Present: G. Dodge, C. Baldwin, J. Lockwood, D. Jones, N. Wheeler, N. Shear, B. Collier (via Zoom), N. Wheeler (via Zoom).

Absent:

Approval of the Minutes: S. Turner moved and D. Jones seconded to approve the September 2023 minutes for the Library Board Meeting.

Approval of the Financial Report: D. Jones moved and S. Turner seconded to approve the September 2023 Financial Report.

Introductions of visitors and public comments: None

Agenda Changes: Agenda changed for public comments from “3 minutes” to “3 minutes each.”

Director's Report: PrairieCat sent information on Vega which will go live on November 30, 2023.

The heater in the foyer needs a new motor. Holohan sent a quote for \$702 to replace this.

PUG Day 2023- topics covered: IMRF Review, FOIA and Open Meetings Act, ERead Illinois Boundless Demo, Vega Discover, Library Leader Jenga, Canva Pro for Librarians, Developing our Management Philosophy, Serving the Unserved.

J. Lockwood received a FOIA from K. Allen of Edgar County Watch Dog. The request asked for any minutes and any agenda action taken by the board related to the Gotion battery plant. The documents were sent via email on Friday, October 6, 2023.

Technology:

True Tech was out to install a new camera above the circulation desk and place the old camera in the reading room. They installed a monitor so that live camera footage can be seen in the south west corner of the building and the children's department.

Copy Machine- there was a charge for \$17 for insurance coverage. J. Lockwood took care of this and the fee should be taken off soon.

The transition from Axis 360 to Boundless happened on September 25th.

Meetings and Workshops:

Bomb Threats- Zoom

Paid Leave for All Workers- Webinar

Keeping Cool Under Pressure- Webinar

Finance: Money market interest: (September \$1.43)

E-commerce: (September- \$)

Building: On September 29th, Vital pulled up the dead plants and new plants will be planted in October.

Tee Jay Door Company stopped out the last week in September to fix the front door and the women's bathroom door in the children's department.

New vinyl signage was placed on the front entry window and north and south entry doors by Fastsigns.

Library Projects/Activities:

Levy

Per Capita

Friends of the Library:

The Friends have sold 21 Bunco tickets so far and are still available to purchase. The FOL approved a \$500 request to purchase Scholastic Books for the Family Reading Night in November.

Friends will participate in the 2023 Holiday Business Walk and plan to sell Hot Cocoa Bombs.

Upcoming events: October- Bunco, December- Christmas on Main, January- Community Trivia Night, March- Book Sale, Sunflower Wreath Fundraiser- April.

Their next meeting will be on November 2nd

Monthly Statistical Report for September: Circulation (8375), New Cards (47), Computer Usage (195), People Counter (2816), Web Usage (1600), HotSpot Usage (14), OverDrive Checkouts Audio (266), OverDrive checkouts e-books (342), Axis 360 Audio (21), Axis 360 e-books (24), Capira App Request Item (252), Capira App Search Catalog (777), Hoopla Borrows (101).

Youth Services Department Update:

Jen will visit U Are U Preschool this week and read books about Halloween. Regular programs: Story Explorers, Storytime, Baby Time, TAG, Reading Buddies, Lego Club, STEAM Club, Creation Station. All of the programs were well attended!

Special Programs: Ghost Hunt Storytime

Adult Programs: Adult Craft Night, Tuesday Book Club, Not Your Mother's Book Club, Golden Gamers, Book Bingo, Pen to Paper Writer's Club, Puzzle Swap.

Special Programs: Senior Social Hour, Mocktails & Horror Tales, One Book One Book Club

Unfinished Business:

B. Collier moved and N. Shear seconded to approve Resolution 23-02 Municipal Bank Loan Rate Change as presented.

New Business:

G. Dodge moved and S. Turner seconded to approve the Annual Treasurer's Report 2023 as presented.

S. Turner moved and D. Jones seconded to approve the Holiday Bonuses as presented.

B. Collier moved and N. Wheeler seconded to approve the Hoopla renewal of instant advance amount as presented.

J. Lockwood presented a Levy 23-03 Draft. The formal document will be presented at the November board meeting.

J. Lockwood will be working on Per Capita which is due in January. The written components will be presented at the November board meeting.

D. Jones moved and G. Dodge seconded to approve the 2024 Holiday/ Library Closed Schedule as presented.

D. Jones moved and B. Collier seconded to approve Meeting Ordinance 23-02 as presented.

Anticipated Items: None at this time.

Correspondence: None at this time.

President G. Dodge adjourned the meeting at 6:39 pm.

Respectfully Submitted,

Cara Baldwin

Secretary