

Manteno Public Library

Board Meeting

November 21, 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, N. Wheeler (via Zoom).

Absent: None

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

**Approval of the Financial Report:** N. Shears moved and N. Wheeler seconded to approve the October 2023 Financial Report.

**Introductions of visitors and public comments:** None

**Agenda Changes:** None

**Director's Report:**

We celebrated J. Regan's 15 years of service to the library. The library is participating in Chamber Holiday Business Walk on December 2<sup>nd</sup>. The PTO will be selling tickets for the Christmas Trees Around the District fundraiser. The library sponsored a tree for the PTO fundraiser and a Tree on Second; both trees have a candy theme related to Wonka.

**Technology:**

**Meetings and Workshops:**

Succession Planning November 2<sup>nd</sup>

Conflict De-Escalation November 7<sup>th</sup>

Legal Landscape of Social Media November 15<sup>th</sup>

**Finance:** Money market interest: (October \$1.47)

E-commerce: (September- \$90.75), (October- \$103.35)

**Building:** Vital stopped by on October 3<sup>rd</sup> to plant the ninebark plants- there is no warranty on this replant.

Building Insurance: J. Lockwood checked with insurance to see if it would be beneficial to submit a claim to our building insurance regarding possible hail damage from May of 2023. After speaking with our insurance representative, we will not be putting in a claim for the roof.

On November 7<sup>th</sup> there was a patron in the reading room who needed paramedics. The man declined treatment and signed our waiver.

**Library Projects/Activities:**

Per Capita

**Friends of the Library:**

The Friends will be at our Business Walk on December 2<sup>nd</sup> from 3:00-6:45. They will be selling hot cocoa bombs. They are also working on their annual Family and Friends Trivia Night. This event will be held at the Sportsman's Club on January 19<sup>th</sup>.

Their next meeting will be on December 5<sup>th</sup>.

**Monthly Statistical Report for October:** Circulation (9175), New Cards (37), Computer Usage (214), People Counter (3563), Web Usage (1600), HotSpot Usage (13), OverDrive Checkouts Audio (245), OverDrive checkouts e-books (339), Axis 360 Audio (28), Axis 360 e-books (13), Capira App Request Item (277), Capira App Search Catalog (913), Hoopla Borrows (120).

**Youth Services Department Update:**

Jen visited U Are U Preschool to read book about Thanksgiving. Story Explorers explored books by Eileen Spinelli this month. Storytime this month is celebrating Thanksgiving! All of the programs are well attended.

Family Reading Night was a success- there were 92 kids and 66 adults in attendance.

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

**Special Programs:** Senior Social Hour, Adult Craft Night

**Unfinished Business:**

N. Wheeler moved and S. Turner seconded to send in the Per Capita as presented by Director Lockwood.

The Personnel Budget was reviewed.

B. Collier moved and D. Jones seconded to approve an amendment made to Paid Leave for All Works Act (820 ILC 192) as presented.

**New Business:**

B. Collier moved and G. Dodge seconded to approve Tax Levy Ordinance No. 23-03 as presented.

Director Lockwood will look into what accounts we have where we can pay our bill through their portal. This will be used instead of pay a monthly fee to Midland States Bank.

S. Turner moved and D. Jones seconded to approve the Staff Anniversary Recognition and Policy as presented.

N. Shear moved and B. Collier seconded to approve the purchase of 5 new HotSpots as presented.

D. Jones moved and N. Wheeler seconded to approve keeping the 2<sup>nd</sup> half year review of closed minutes closed.

S. Turner moved and D. Jones seconded to approve the Insect Control Policy as presented.

S. Turner moved and B. Collier seconded to approve the letter sent to patrons regarding bed bugs and materials borrowed from the library as presented.

N. Shear moved and N. Wheeler seconded to approve the amendment for the Proctoring Services Policy as presented.

B. Collier moved and D. Jones seconded to approve the amendment to the Program Policy as presented.

The Board reviewed the photo and video policy and no changes were made.

**Anticipated Items:** None at this time.

**Correspondence:** None at this time.

President G. Dodge adjourned the meeting at 6:59 pm.

Respectfully Submitted,

Cara Baldwin

Secretary