

Manteno Public Library

Board Meeting

February 20, 2024

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

Present: G. Dodge, J. Lockwood, D. Jones, S. Turner, N. Shear, B. Collier, C. Baldwin.

Absent: N. Wheeler

**Approval of the Minutes:** S. Turner moved and D. Jones seconded to approve the January 2024 minutes for the Library Board Meeting.

**Approval of the Financial Report:** C. Baldwin moved and S. Turner seconded to approve the January 2024 Financial Report.

**Introductions of visitors and public comments:** Amanda Piker shared a document that was created regarding Gotion and the Tax Abatement Deal Basis.

**Agenda Changes:** None

**Director's Report:**

C. Owens celebrated 5 years with the library.

Someone within the library is interested in stepping into the role of youth service assistant position. She is currently a circulation clerk- that position will be posted with the transition.

New Database: The AtoZ World and AtoZ Food America agreement was finalized on January 30, 2024. The link for the database was added to the resource page of the website.

The library closed once in January due to winter weather.

The Delegates approved a 3-year renewal commitment with eRead Illinois. The fee for the year will be \$765.

The Manteno High School is hosting a community blood drive on Saturday, February 24, 2024.

**Technology:**

TBS was out to update the firmware and replace the cpad power supply in the paystation.

We are still having issues with patrons not bringing back Hotspots. Several other libraries in the area use a company called Unique, a material recovery service. Director Lockwood will be looking into this company and bring back more information to the board next month.

**Meetings and Workshops:**

HR Source Director Roundtable- February 20<sup>th</sup>

Curriculum, Instruction & Assessment (CIA) February 8<sup>th</sup>

**Illinois Government Updates:** Effective January 1, 2024, the Public Act 103-0343 requires Illinois employers to report newly hired independent contractors to the IDHS so that they may be placed on the Illinois Directory of New Hires.

**Finance:**

E-commence: (January \$61.45)

Budget Committee met on February 7, 2024.

Sweep Account has been set up with Midland States Bank as well as the access to online banking.

The Midland States Bank CD was up for renewal on 2/7/2024. The CD is now a 6-month with a 4.125 rate.

Online QuickBooks was purchased and was installed on 2/16/2024.

**Building:**

Moving forward Vital will remove snow from the front library sidewalk down to the alley.

One front entry door had an issue with the handicap button. Tee Jay Doors was out on 2/1/2024.

**Library Projects/Activities:**

Per Capita- submitted 1/18/2024

Library Certification- submitted 1/18/2024

Certification Supporting ALA Bill of Rights & Prohibit the Practice of Banning Specific Books and Resources- submitted 1/18/2024

Unique ID (SAM.Gov) was renewed on 2/8/2024.

**Friends of the Library:**

Family Trivia Night has been postponed until January 2025.

The annual Book Sale is scheduled for March 16<sup>th</sup> from 9:30 am-2:00 pm. Friends of the Library members may enter the book sale a half hour early.

Upcoming Fundraisers: Sunflower Wreath- April 9<sup>th</sup>, Culvers Share Night- June 4<sup>th</sup>, Fish Fry- October 4<sup>th</sup>, BUNCO Night- October 25<sup>th</sup>.

Their next meeting is on March 5<sup>th</sup>.

**Monthly Statistical Report for January:** Circulation (7893), New Cards (32), Computer Usage (204), People Counter (2588), Web Usage (1959), HotSpot Usage (7), OverDrive Checkouts

Audio (323), OverDrive checkouts e-books (502), Boundless Audio (32), Boundless e-books (15), Capira App Request Item (70), Capira App Search Catalog (100), Hoopla Borrows (161).

**Youth Services Department Update:**

Jen visited U Are U Preschool on February 21<sup>st</sup> to read Dr. Seuss books.

**Regular Monthly Programs:** Story Explorers, Storytime, Baby Time, TAG, Reading Buddies, Lego Club, STEAM Club.

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

**Special Programs:** Creation Station

**Unfinished Business:**

S. Turner moved and D. Jones seconded to approve the purchase of staff development items as presented.

B. Collier moved and S. Turner seconded to approve the request for Microsoft Cal Server Licenses purchased from Tech Soup as presented.

**New Business:**

Director Lockwood gave a Budget/Personnel Committee Meeting update.

D. Jones moved and N. Shear seconded to approve the Reboot Restore Quote as presented.

S. Turner moved and B. Collier seconded to approve the MPLD Letter of Agreement when hiring presenters from here forward.

Director Lockwood will look further into Unique Collection Agency and bring back more information to the board.

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

**Correspondence:** None at this time.

President G. Dodge adjourned the meeting at 6:33 pm.

Respectfully Submitted,

Secretary

Cara Baldwin