

Manteno Public Library

Board Meeting

March 19, 2024

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

Present: G. Dodge, J. Lockwood, D. Jones, S. Turner, C. Baldwin, N. Wheeler.

Absent: B. Collier, N. Shear

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

D. Jones moved and C. Baldwin seconded to approve the minutes from the February Decennial Committee Meeting.

Approval of the Financial Report: N. Wheeler moved and S. Turner seconded to approve the February 2024 Financial Report.

Introductions of visitors and public comments: None.

Agenda Changes: None

Director's Report:

There were two clerk positions available that have now been filled. Both of the new clerks will begin at the end of March.

The 2024 Staff Development Day was held on March 7th.

We have had Hoopla for one year now. We average about 40 users each month with around 130 borrows each month.

In September, the library will have two trustees up for re-election with their term expiring in April 2025.

PUG Day will be virtual this year and will be held on September 26th and 27th.

Kate Moore, author of "The Woman they could not Silence" will do a virtual author presentation on April 13th. More information to follow.

Technology: True Tech came for maintenance on all library computers and servers on March 7th.

There have been issues the last few months with mobile ePRINTit connecting with the server after a power surge or outing. TBS recommended we move to the new version of the web printing software- there will be no charge for the upgrade.

Meetings and Workshops:

Legal Issues for Employers- HR Sources

OMA Training Workshop

FOIA Training Workshop

Illinois Government Updates: Director Lockwood watched the webinar about FOIA updates. There is a FOIA and OMA training each year that trustees may re-take if they would like.

Finance:

E-commerce: (February \$103.54)

Building:

Langlois Roofing was contacted on February 29th to come out and inspect the roof. A detailed quote regarding minor repairs was given and will be reviewed.

Holohan Heating was contacted and came out to replace a pipe leading to the furnace.

Director Lockwood will be in contact with Tee Jay Doors to look at the entry doors. The automatic buttons have been out of service.

Library Projects/Activities:

2024 Budget: Personnel & Operations

Friends of the Library:

The Friends hosted their book sale on March 16th. High School students helped with the set-up on March 15th.

Upcoming Fundraisers: Sunflower Wreath- April 9th tickets are currently on sale, Mother's Day Photo shoot Gift Certificate with Rey Carlile Photography.

The library requested that the friends sponsor the Sounds of Healing Program- this will be held in May.

Their next meeting is on April 2nd.

Monthly Statistical Report for January: Circulation (8828), New Cards (50), Computer Usage (190), People Counter (2963), Web Usage (1494), HotSpot Usage (12), OverDrive Checkouts Audio (265), OverDrive checkouts e-books (381), Boundless Audio (22), Boundless e-books (21), Capira App Request Item (353), Capira App Search Catalog (1158), Hoopla Borrows (180).

Youth Services Department Update:

Jen visited U Are U Preschool on March 13th to read Easter books.

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

Special Programs: Storytime Egg Hunts will be held on March 20th, 21st and 22nd.

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:

Trustees were reminded to submit their Statement of Economic Interest.

Unique: Recovery Material Service will be discussed further before making a definite decision.

New Business:

D. Jones and N. Wheeler seconded to approve the treasurer bond renewal as presented.

S. Turner moved and D. Jones seconded to approve the Infobase Subscription Renewal as presented.

G. Dodge moved and N. Wheeler seconded to approve the Sophos renewal as presented.

S. Turner moved and D. Jones seconded to approve the Vital Spring Lawn and Landscape Maintenance Contract as presented.

The following policies have been reviewed, but no updates needed at this time: Prohibited Gifts Policy, Art Work Display Policy, Investment of Public Funds Policy.

Anticipated Items: Unique: Recovery Material Service

Correspondence: The Village sent a sponsorship form for the Spring Showcase event that will be held.

President G. Dodge adjourned the meeting at 6:31 pm.

Respectfully Submitted,

Secretary

Cara Baldwin