

Manteno Public Library

Board Meeting

April 16, 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, B. Collier, N. Shear.

Absent: N. Wheeler.

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

**Approval of the Financial Report:** No financial report at this time.

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

**Agenda Changes:** None

**Director's Report:**

Two new staff members have joined the circulation team. Jamie G. will now be in the Children's Department.

The Solar Eclipse brought in a lot of foot traffic for eclipse glasses that day that totaled to 201 patrons.

**Technology:**

**Meetings and Workshops:** Delegates Meeting- April 24, 2024

**Illinois Government Updates:** None

**Finance:**

E-commence: (March \$133.10)

All Economic Statement of Interest forms for 2024 have been submitted.

On April 1<sup>st</sup> we received notice from Jodi Gill that her accounting firm will no longer provide payroll and bookkeeping services after April 30, 2024.

**Building:**

Tee Jay Doors was out to replace the motor in the electric door opener. They also left a quote for repairing the break room metal door.

**Library Projects/Activities:**

2024 Budget: Personnel & Operations

HR Source 2024 Library Survey

Hotspot Policy

Small Room Policy

**Friends of the Library:**

Nine tickets were sold for the Sunflower Wreath Fundraiser that was held on April 9<sup>th</sup>.

Upcoming Fundraisers: Mother's Day Photo shoot Gift Certificate with Rey Carlile Photography, October- Bunco, Fish Fry

The Friends participated in the library's celebration of National Library Week. The Friends sponsored the books that were given to each child that attended the event.

Their next meeting is on May 7<sup>th</sup>.

**Monthly Statistical Report for January:** Circulation (9011), New Cards (37), Computer Usage (216), People Counter (3389), Web Usage (1528), HotSpot Usage (8), OverDrive Checkouts Audio (273), OverDrive checkouts e-books (438), Boundless Audio (20), Boundless e-books (24), Capira App Request Item (316), Capira App Search Catalog (888), Hoopla Borrows (198).

**Youth Services Department Update:**

Jen visited U Are U Preschool on April 17<sup>th</sup> to read books about chicks.

The eggs have been set in the incubator! We are anticipating a hatch around April 30<sup>th</sup>.

**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, National Library Week Celebration & Lego Competition

**Unfinished Business:**

We will not be looking further into Unique Material Services at this time.

**New Business:**

B. Collier moved and N. Shear seconded to accept Hawtree & Associates as the new accountant for payroll and Bookkeeping services.

S. Turner moved and D. Jones seconded to approve Resolution No. 24-01 as presented.

Discussion was had regarding Indian Oaks students utilizing the library. Indian Oaks and Manteno Public library will need to come to an agreement regarding boundaries with checking out materials. There will be further discussion on this topic after a few questions

have been answered.

N. Shear moved and B. Collier seconded to approve the Illinois Libraries Presents renewal as presented.

D. Jones moved and S. Turner seconded to approve adding Mango Language to our Resource Collection as presented.

B. Collier moved and G. Dodge seconded to approve amendments made and review of the Disaster Plan as presented.

No changes were made during review of the Reference & Reader's Advisory Policy.

No changes were made during review of the Residency Requirements policy.

D. Jones moved and N. Shear seconded to approve amendments made to the Hotspot Lending Policy as presented.

No changes were made during review of the Computer/Internet Policy.

Director Lockwood will give G. Dodge the Director Evaluation.

**Anticipated Items:** Langlois Roofing: Repair Quote, HR Source Handbook review

**Correspondence:**

President G. Dodge adjourned the meeting at 6:54 pm.

Respectfully Submitted,

Secretary

Cara Baldwin