

Manteno Public Library

Board Meeting

May 21, 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, N. Wheeler.

Absent:

Approval of the Minutes: D. Jones moved and N. Shear seconded to approve the April 2024 minutes for the Library Board Meeting.

Approval of the Financial Report: S. Turner moved and N. Wheeler seconded to approve the March 2024 financial report as presented. B. Collier moved and S. Turner seconded to approve the April 2024 financial report as presented.

Introductions of visitors and public comments: None

Agenda Changes: None

Director's Report:

J. Lockwood attended an on-line meeting with the Secretary of State regarding information that was shared about a complaint filed by a person that lives in Michigan regarding the websites and digital framework of all Illinois Public Libraries. Director Lockwood has been in touch with Webfoot regarding our website. RAILS responded with providing training for library staff.

Technology: True Tech was contacted after it was noticed that we didn't have access to our cameras. The video server was turned off. All is working again.

The five new Hotspots have been purchased and should be arriving soon and placed in circulation.

Meetings and Workshops: Manteno School District CIA Meeting attended on 5/9/2024, PrairieCat Update 5/7/2024 at Fossil Ridge Public Library, LIMRiCC Spring Meeting via Zoom on 5/21/2024, OMNI Spring Meeting via Zoom 5/16/2024.

Illinois Government Updates: None

Finance:

E-commence: (April \$210.35)

eRead Illinois Renewal- our bill this year will be \$765.00

Building: T. Graves started up window cleaning. The windows will be cleaned the first week of each month.

J. Lockwood scheduled a meeting with Samantha Sahlman from ComEd. She contacted the library in regards to ComEd's Virtual Commissioning Offering. This typically reduces participant energy usage by 11-17% helping to save money and reduce overall energy consumption.

Library Projects/Activities:

2024 Budget

Website Accessibility Compliance

The Mango Language account is all set-up.

J. Lockwood has not heard back from Indian Oaks regarding Library card requests.

Records retention- Record disposal instructions were received. The plan is to begin this project in August 2024 to dispose of records. The last time disposal took place was in 2011.

Friends of the Library: The Friends are hosting a Culver's night on June 4th. The Friends will be at the Summer Reading Kickoff on June 3rd to hand out bubbles.

Their next meeting is on June 11th.

Monthly Statistical Report for January: Circulation (8569), New Cards (32), Computer Usage (197), People Counter (3403), Web Usage (1832), HotSpot Usage (9), OverDrive Checkouts Audio (325), OverDrive checkouts e-books (361), Boundless Audio (41), Boundless e-books (25), Capira App Request Item (323), Capira App Search Catalog (853), Hoopla Borrows (183).

Youth Services Department Update:

The library had 5 chicks hatch from our embryology project. There were several 1st grade class tours from Manteno Elementary School throughout the month of May. J. Regan is busy planning and preparing for Summer Reading!

Regular Monthly Programs: Regular programming finished up the week of May 13th.

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, Cafeteria Day Saturdays.

Special Programs: National Library Week Celebration, Summer Reading Kick-off will be on Monday, June 3rd at Legacy Park.

Unfinished Business:

A Personnel/Budget Committee Update was given.

N. Wheeler moved and B. Collier seconded to approve Director Lockwood's evaluation.

New Business:

G. Dodge moved and D. Jones seconded to approve the HR Source renewal as presented.

N. Wheeler moved and N. Shear seconded to approve FOIA Officer and Open Meetings Act Officer as presented.

B. Collier moved and C. Baldwin seconded to approve the 2024 Mack & Associates Audit Engagement Letter as presented.

D. Jones moved and S. Turner seconded to approve the HR Source Personnel Handbook Review Project Quote as presented.

S. Turner moved and N. Wheeler seconded to approve the True Tech quote for a replacement camera for a total of \$303.00.

G. Dodge moved and N. Shear seconded to approve the Educate Station quote as presented.

D. Jones moved and B. Collier seconded to approve the Digital Accessibility statement for the website as presented.

Director Lockwood presented the FOIA policy as it will be presented.

B. Collier moved and N. Shear seconded to approve the Resolution 24-02 Non-Resident Fee as presented.

Anticipated Items:

OCLC Renewal Agreement

Correspondence:

President G. Dodge adjourned the meeting at 6:42 pm.

Respectfully Submitted,

Secretary

Cara Baldwin