

Manteno Public Library

Board Meeting

November 19, 2024

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

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

Absent: N. Shear.

**Approval of the Minutes:** B. Collier moved and D. Jones seconded to approve the October 2024 minutes for the Library Board Meeting.

**Approval of the Financial Report:** N. Wheeler moved and S. Turner seconded to approve the October 2024 financial report as presented.

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

**Agenda Changes:** None

**Director's Report:**

The library celebrated our Friends with donuts and coffee on October 21<sup>st</sup> to celebrate National Friends of the Library Week.

The library is hosting a coat and toy drive for the Salvation Army. The drive will go through the first of December.

The library will participate in the annual Chamber of Commerce Holiday Business Walk on December 7<sup>th</sup>.

The PTO will bring trees over to the library on December 6<sup>th</sup> and leave them on display through the 14<sup>th</sup>. Raffle tickets can be purchased at the library.

**Technology:** True Tech was out to update the patron computers. Three of the computers would not update properly so they were taken back to the shop to have Windows reloaded. The computers were returned.

Hot Spot #1 that was originally checked out in June was finally returned on November 2<sup>nd</sup>. It is now re-activated and the password was updated. It is now back in circulation.

**Meetings and Workshops:**

**Finance:**

CD Quarterly Interest

- Midland Bank

- Municipal Bank

E-commence: (October- \$107.10)

**Building:** The new building sign was installed on October 25<sup>th</sup>.

J. Lockwood asked our maintenance person to look at the staff door on the south side of the building. The outside and lower section of the inside of the door is beginning to rust. Tad sanded, painted and replaced the weather stripping on the door.

### **Library Projects/Activities:**

Per Capita

Levy

**Friends of the Library:** The Friends will be at our Business Walk on December 7<sup>th</sup> and will be selling Starla's seasoning packets. Pricing will be \$6 a packet. The Friends are also working on their annual Family and Friends Trivia Night. This will be held at the Sportman's Club.

Their next meeting is on December 3, 2024.

**Monthly Statistical Report for October:** Circulation (8748), New Cards (42), Computer Usage (293), People Counter (3454), Web Usage (2164), HotSpot Usage (14), OverDrive Checkouts Audio (315), OverDrive checkouts e-books (412), Boundless Audio (14), Boundless e-books (34), Capira App Request Item (343), Capira App Search Catalog (1033), Hoopla Borrows (254).

### **Youth Services Department Update:**

Jen will visit U Are U to read books about Thanksgiving.

Regular programs: Storytime, Story Explorers, Baby Time, TAG, Reading Buddies, LEGO Club, STEAM Club, Art Smarts.

Special Programs: Halloween Ghost Hunt & Storytime, Family Reading Night.

### **Adult Programs:**

Not Your Mother's Book Club, Senior Social Hour, Tuesday Book Club, Crafter-Day Junk Journaling, Book Bingo, Pen to Paper Writer's Club, Adult Craft Night.

### **Unfinished Business:**

B. Collier moved and G. Dodge seconded to approve the Annual Treasurer's Report as presented.

Director Lockwood will submit the Per Capita grant as presented in January.

**New Business:**

S. Turner moved and N. Wheeler moved to accept the resignation of library board trustee Nancy Shear.

B. Collier moved and D. Jones seconded to accept Levy 24-03 as presented.

S. Turner moved and N. Wheeler seconded to approve the purchase of 4 breakroom chairs as presented.

Director Lockwood will send B. Collier the CD rates to review before renewing the CD with Municipal Bank.

N. Wheeler moved and S. Turner seconded to approve keeping the closed minutes closed.

G. Dodge moved and D. Jones seconded to approve the disposal of equipment as presented.

B. Collier moved and C. Baldwin seconded to approve the Employee Birthday Benefit as presented.

As a library board we have reviewed the proctoring policy.

D. Jones moved and N. Wheeler seconded to amend the Program Policy as presented.

As a library board we have reviewed the Photo and Video Policy.

**Anticipated Items:** None

**Correspondence:** None

None at this time.

President G. Dodge adjourned the meeting at 6:25 pm.

Respectfully Submitted,

Secretary

Cara Baldwin