

Manteno Public Library Meeting

Board Meeting

Tuesday, January, 23, 2018

President E. Brouwers called the meeting to order at 7:04 p.m.

Present members: E. Brouwers, N. Shear, J. Lockwood, G. Dodge, J. Heppe, C. Hollenbeck

Absent: P. Tovo, N. Wheeler

There were no agenda changes.

Approval of Minutes: G. Dodge moved and J. Heppe seconded to approve the minutes to the November meeting. Unanimous. E. Brouwers moved and G. Dodge seconded to approve the minutes to the Special January 8th meeting. Unanimous.

Approval of Financial Report: N. Shear moved and C. Hollenbeck seconded to approve the financial report for November and December as presented. Unanimous.

Introduction of Visitors and Public Comments: There were no visitors.

Director's Report: The board reviewed the Director's report and updates from the Youth Services and Adult Programming departments. Highlights were the LMI class completed on December 20th. Additionally there will be a Rails Update meeting on January 18th, Delegate meeting on January 31st, Developing Leadership Skills webinar on January 17th, and a ComED Webinar on January 24th.

Money Market Interest for November was \$33.29 and for December was \$34.41. E-commerce for November was \$25.10 and for December was \$20.30. No information was available for Per Capita. As of 12/13/17, the materials line item will be decreased by \$9652 to prevent over budgeting.

Ken DiLeo of DiLeo Roofing replaced flashing damaged on December 9, 2018 and replaced interior light bulbs. Exterior Entryway Lights were replaced by Eric Weber of KPI. KPI will also give a quote for transferring lights to LED.

G-Heating conducted maintenance on the furnace and will be back to fix a cracked heater exchange.

A People Counter has been installed and information from it will be used in the annual IPLAR report.

Upgrades in technology were made December 12th by TBS and True Tech.

The Per Capita Report, ILLINET Interlibrary Loan and Reciprocal Borrowing Stat Survey, and the Annual Library Certification were submitted.

Friends of the Library: Fourteen vendors participated in the 2017 Craft Show. One hundred and twenty-three tickets were sold for the Parade of Homes. The FOL is in the process of planning the 2018 Fundraising schedule.

Board members will receive information on completing and submitting a Statement of Economic Interest due in late April.

Preschool Programs, Youth Book Clubs, and Adult Programming continue to be well attended and successful. Outreach to the URU Preschool continues. Special adult and children's programs have been scheduled.

Unfinished Business:

- Christmas Party Report-The Library Christmas Party was very nice and well received. Tony's from Peotone did an excellent job catering.
- Sexual Harassment Policy Law- Staff is to bring their Employee Handbooks on Thursday to be updated with the new Sexual Harassment Policy.
- Staff Development Day is scheduled for 3/15/18 and will also include Staff Appreciation Day. G. Dodge moved and C. Hollenbeck seconded to accept the Agreement from KCC for a training session for March 15th at a cost of \$397.00. Unanimous.

New Business:

- Technology Yearly Review- A request was made for the purchase of 4 computers and 3 cameras. Maintenance contract is due in March for \$9000. The server needs to be upgraded in the Fall/Winter of 2018.
- Technology Purchase Replacement Computers & Cameras- G. Dodge moved and C. Hollenbeck seconded to approve the purchase of 4 computers and 3 cameras at a cost of \$5558. Unanimous.
- Snow Removal/Maintenance for 2018 – J. Heppe moved and N. Shear seconded to retain Scenic Landscaping for snow removal and maintenance at the same cost as the previous year. Unanimous.
- Surety Bond Renewal is scheduled for February. E. Brouwers moved and N. Shear seconded to approve the Security Bond Renewal for 2018-2019 at a cost of \$425. Unanimous.
- Review Personnel Handbook- J. Lockwood suggested the MPL Handbook be reviewed by Management Association. She will obtain quotes to present to the board.
- Disposal of Surplus Material – G. Dodge moved and E. Brouwers seconded to dispose of the Children's Bug Rug and 3 children Bug Seat cushions as listed on the request for Disposal of Equipment, January 2018. Unanimous.

Correspondence: A thank you was received from the Manteno PTO for the library's participation of their December fundraiser.

J. Heppe moved and C. Hollenbeck seconded to adjourn the meeting. Unanimous. Meeting adjourned at 8:10.

Respectfully Submitted,

Nancy Shear

Secretary