

## Manteno Public Library

## Board Meeting

**Tuesday, February 19, 2019**

President E. Brouwers called the meeting to order at 7:00 pm. Members present were: E. Brouwers, G. Dodge, P. Tovo, N. Shear, J. Lockwood.

Absent members were: J. Heppe, N. Wheeler, and C. Hollenbeck.

There were no agenda changes.

**Approval of the minutes:** P. Tovo moved and E Brouwers seconded to approve the minutes of the January Board Meeting. Unanimous.

**Approval of the Financial Report:** G. Dodge moved and P. Tovo seconded to approve financial report of January 31, 2019. Unanimous.

**Introduction of Visitors and Public comments:** There were no visitors or public comments.

**Director's Report:** C. Owens was hired for the 10 hour circulation clerk position. Additionally, B. Bischopink submitted her notice with a last day of March 8<sup>th</sup>. Applications to fill this 15 hour clerk position are being accepted.

J. Lockwood is taking a 4-week online class from the University of Wisconsin entitled Creating a Weeding Plan. J. Regan is taking a 5-week online course entitled Managing Children's Collections and YA Collections.

Future promotions of library events will be done through social media, fliers and submitted to the Village sign and Manteno Chamber Friday Footnotes.

**Upcoming Library and Webinar:** 2019 ILA Conference Oct. 22-24 and 2019 PUG Day scheduled for September.

**Illinois Government Updates:** Governor Pritzker signed into law to increase the minimum wage to \$15.00 per hour by 2025. The Board will be reviewing the budget to meet the requirement of raising the minimum wage to \$9.25 in 2020. Louise Medina of SMART Local 265 visited with Director Lockwood concerning the prevailing wage and use of HVAC for hiring contractors. The library will receive forms from contractors on appropriate payout procedures and the library will follow those guidelines.

**Finance: Money market – Interest (1/1/19-1/31/19) \$36.39** **E-Commerce for January - \$100.60**

There was a problem with the automatic door in the front entry not closing. TEEJay Doors was called and the problem was corrected and all four automatic doors inspected.

The coach light was not attached properly to the building. New bolts and hanging brackets were purchased and the light was hung properly on 2/11/19.

Because of extreme cold, the library closed at 4:00 pm on January 29<sup>th</sup> and remained closed on the 30<sup>th</sup> and 31<sup>st</sup>.

**Technology:** True Tech Systems will be at the library on March 28<sup>th</sup> to install a new server. Also, another hard drive went bad in the children's department.

## Library Projects/Activities

RAILS System Membership Standards Data Collection submitted 2/5/19

## Staff Development Day- Thursday, March 28

## Bed Bug Policy

## Review Personnel Handbook

**Friends of the Library (FOL) Tuesday, February 5, 2019:** Family Trivia night is scheduled for March 8<sup>th</sup>. The 2019 dates for Movies in the Park and Music on Main are confirmed. The FOL president contacted the Interact Club and National Honor Society sponsors at the Manteno High School to offer service hours to students willing to help with these events.

FOL will partner with the Manteno Library at the Community Connections Fair on May 7<sup>th</sup>.

Upcoming Events: Genealogy Workshop scheduled for March 7<sup>th</sup> and April 4<sup>th</sup>. Family Trivia is scheduled for March 8<sup>th</sup>.

### Statistical Report for January

People counter -3975, New cards- 34, Circulation- 11838, Web Usage- 1943, Computer Usage- 636

**Youth Services Department Update:** The Mommy & Me Valentine tea was well attended. The Preschool Programs also continue to be well attended, as are the Youth Book Clubs and the three new programs (Full STEAM Ahead, Reading Buddies, TAG). The Boys Club was cancelled in January due to the weather.

### Adult Programming

Adult programs continue as scheduled with the exception of adult coloring which was moved to the last Thursday of the month from 3-4 pm.

**Upcoming Program:** Riverside Nutrition Presentation, and Genealogy

### Department News

J. Regan will visit the URU preschool on February 25<sup>th</sup>.

The January Youth Services KALA meeting was held at Kankakee. Staffing and teamwork were discussed.

### Unfinished Business:

Director Lockwood suggested that Novelist not be renewed. The Board agreed.

Staff Development Day/Staff Appreciation will be held on March 28<sup>th</sup>. Board members will provide a brunch and lunch.

### New Business:

A discussion was held at the KALA meeting to standardize library Computer/Internet Policies. After discussion, the Board agreed that our current policy met the needs of our patrons.

The Personnel Committee will meet the last week of February to begin addressing the new Minimum Wage increase.

Staff Evaluations are completed and Director Lockwood will, after reviewing the evaluations, begin meeting with personnel.

**Correspondence:** There was no correspondence.

G. Dodge moved to adjourn the meeting at 7:55. Unanimous.

Respectfully Submitted,

Nancy Shear, Secretary