

**Manteno Public Library**

**Board Meeting**

**Tuesday, March 19, 2019**

President E. Brouwers called the meeting to order at 7:00 pm. Members present were: E. Brouwers, P. Tovo, N. Shear, J. Lockwood, N. Wheeler, J. Heppe, and G. Dodge (arrived at 7:35 pm).

Absent members were: C. Hollenbeck.

There were no agenda changes.

**Approval of the minutes:** P. Tovo moved and J. Heppe seconded to approve the minutes of the February 2019 meeting. Unanimous.

**Approval of the Financial Report:** P. Tovo moved and N. Shear seconded to approve the financial report for February. Unanimous.

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

**Director's Report:** There is currently a 15-hour opening for a Program Assistant. The Kankakee Area Library Association (KALA) will host a workshop on May 14<sup>th</sup> at the Kankakee Public Library focusing on dementia and working with caregivers. The weeding class through the University of Wisconsin ended March 17<sup>th</sup> and the Managing Children's Collection and YA Collections ends on March 24<sup>th</sup>.

An annual HR Check-up is scheduled for Friday, April 12<sup>th</sup> at 9:00 am. This check-up is part of the annual subscription with HR Source.

Consolidated Election is Tuesday, April 2, 2019.

C. Hollenbeck has requested to step down as acting treasurer. She will continue to remain on the board. Election of officers is at the May meeting.

**Upcoming Library Meetings and Webinars:** Train the Trainer- May 14<sup>th</sup> at the Kankakee Public Library

2019 ILA Conference- Oct. 22-24 at the Tinley Convention Center

2019 PUG Day on September 20th

**Finance:** Money Market-Interest (2/1/19 to 2/28/19) \$32.89

E-Commerce-Interest (2/1/19 to 2/28/19) \$112.19

Director Lockwood and C. Hollenbeck were notified that the treasurer's bond insurance was being cancelled. The insurance company was contacted and it was learned that Travelers Insurance had cashed the check but applied it to the wrong policy. The funds were moved to the appropriate account and the problem corrected.

**Building:** On Friday, March 1st, a patron was accidentally locked in the building at closing. The patron found the cleaning lady and she let him out. A review of the closing and safety procedures of the library will be discussed at Staff Development day scheduled for Thursday, March 8<sup>th</sup>.

**Technology:** The server will be replaced on Thursday, March 28<sup>th</sup>.

**Library Projects/Activities**

Staff Development Day- Thursday, March 28th

Bed Bug Policy

Review Personnel Handbook

Staff Evaluations

**Friends of the Library (FOL) Tuesday, March 5, 2019**

Fundraising options are being investigated, such as restaurant fundraiser and events such as a Bunco night for community Bunco groups. On March 8<sup>th</sup>, the first Family Trivia Night and Membership Drive was held. Eleven families participated and FOL gained 7 new members.

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

**Upcoming FOL Program Events:**

Genealogy Workshop – April 4<sup>th</sup>, Chipolte Fundraiser, April 2<sup>nd</sup>,

Panda Express Fundraiser April 9<sup>th</sup>, Community Connections Fair, May 7<sup>th</sup>.

**Monthly Statistical Report for February:** Circulation (12401), New Cards (41), Computer Usage (647) People Counter (4309), Web Usage (1790)

**Department News:** Preschool, Youth, and Adult Programs continue to be well received and attended. In addition to the regular programs, special programs for the Youth Services Department are National Library Week, Library Egg Hunt, and Quail Embryology Project. Upcoming Adult Programs are Genealogy and Beginner's Guide to Credit Scores

**Unfinished Business:**

Staff Development Day/Staff Appreciation: Items can be dropped off before March 28th or at 7:45am the morning of the event.

Statement of Economic Interest: Board members should receive an e-mail next week. It must be completed yearly.

Personnel Committee Report: Possible wage increase schedule was presented to the board for discussion. It will be brought back in April for a vote. Ways to increase revenues and decrease costs and services were also presented and discussed. More discussion will be held next month. - A Salary Range Schedule for 2019-2021 was shared with the board. A preliminary budget for FY20 was also presented.

**New Business:**

Staff Hours: The possibility of increasing a 20 hour position to 23 hours and decreasing a 15 hour position to 10 hours was discussed. No action taken at this time.

Sophos Renewal: P. Tovo moved to renew Sophos through True Tech for \$1869. G. Dodge seconded. Unanimous.

Director Evaluation: Director Lockwood will use the same evaluation form as last year.

Budget/Personnel Committee Meeting: This committee will meet the first week of April.

Disposal of Surplus: The Board approved the disposal of 2 desk chairs.

**Correspondence:** The Manteno Show Choir sent a letter to the library soliciting sponsorship for their Gala Event. The village of Manteno sent a letter to the library with notification of a public hearing concerning the annexation of land.

G. Dodge moved and N. Wheeler to close the meeting at 8:25pm.

**Anticipated Items:** The Personnel Committee will meet to address the new minimum wage policy.

Respectfully Submitted,

Nancy Shear

Secretary

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