

Manteno Public Library

Board Meeting

April 16, 2019

President E. Brouwers called the meeting to order at 7:06 p.m. Members present were: E. Brouwers, N. Shear, N. Wheeler, J. Lockwood, and G. Dodge.

Absent members were: P. Tovo, J. Heppe.

There were no agenda changes.

**Approval of the minutes:** G. Dodge moved and N. Wheeler seconded to approve the minutes to the March 2019 meeting. Unanimous.

**Approval of the Financial Report:** N. Wheeler moved and N. Shear seconded to approve the financial report for March. Unanimous.

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

**Director's Report:** B. Grantz submitted her resignation on March 22<sup>nd</sup>. Her last day was March 30<sup>th</sup>. During the hiring process, two circulation clerks and a youth service assistant were hired. All new employees will be in place May 6<sup>th</sup>.

Director Lockwood expressed appreciation to the board for the breakfast and lunch during Staff Development Day.

T. Naddy will represent the library on the KALA One Book One Community Committee.

On Monday, April 15<sup>th</sup>, Director Lockwood participated in the Junior Achievement Mock Interviews at the Manteno High School.

**Upcoming Library Meetings and Webinars:**

HR Check-up (held April 12<sup>th</sup>), Delegates (April 24<sup>th</sup>), Train the Trainer (May 14<sup>th</sup>) 2019 ILA (October 22-24<sup>th</sup>), PUG (September 20<sup>th</sup>).

2019 Consolidate Election results were G. Dodge and N. Shear reelected. The new term begins May 21<sup>st</sup>.

The library now has a Business Cash Account at Whitmore Ace. This is not a charge account but passes a 5% savings on to the library and provides points that turn into coupons to use towards library supplies.

The library is participating in the Village Hall "New Resident" packets.

**Finance:** Money Market Interest (3/1/19-3/31/19) \$36.42                      E-commerce for March - \$166.89

The library received approval notice of the Per Capita monetary award. We will be receiving \$15,540.

**Building:** Director Lockwood contacted Whitmore Ace concerning prices for cleaning and maintenance supplies.

The library AT&T phone contract expires September 20<sup>th</sup>.

**Technology:** A new server was installed on March 28<sup>th</sup>.

**Library Projects:** Bed Bug Policy, Review Personnel Handbook, Staff Evaluations.

**Friends of the Library:** FOL met April 2<sup>nd</sup>. They hung coloring contest sheets in the library on Friday, April 5<sup>th</sup>. There was a fundraising event at Panda Express on April 9<sup>th</sup>.

Dates for Summer Concessions are: Movies in the Park – 6/7, 7/5, 8/2.

Rockin' on the Square – 6/21, 7/19, 8/16.

A representative of Kohl's Cares contacted FOL. Kohl's Cares provides up to 5 volunteers to help at large events. If all 5 volunteers participate, Kohl's will donate \$500 to the organization.

FOL will sponsor the purchase of large print books for the Young Adult and Junior collection.

Next FOL meeting is scheduled for Tuesday, May 7<sup>th</sup>.

**Upcoming Events:** Genealogy Workshop (held April 4<sup>th</sup>), Panda Express (held April 9<sup>th</sup>), Monical's Pizza (scheduled for April 29<sup>th</sup>), Community Connections Fair (scheduled for May 7<sup>th</sup>).

**Monthly Statistical Report for March:** Circulation (12604), New Cards (37), Computer Usage (749), People Counter (4076), Web Usage (2135).

**Youth Programming Update:** All regularly scheduled programs continue as scheduled. Special programs scheduled are: National Library Week, Library Egg Hunt, and the Quail Embryology Project.

Adult Programming continues as scheduled. One Stroke Painting will meet on April 25<sup>th</sup> and 27<sup>th</sup>.

Special Programs were: Beginner's Guide to Credit Scores held on April 3<sup>rd</sup> and Genealogy held on April 4<sup>th</sup>.

**Department News:** URU took a field trip to the library on April 15<sup>th</sup>. KALA was held at Limestone and the planning for the Summer Reading Program is in progress with a theme of "It's Showtime at Your Library!"

**Unfinished Business:** Director Lockwood checked to see if everyone completed the Statement of Economic Interest.

**New Business:**

Axis 360 Renewal is \$722.94 for the year. Director Lockwood will complete renewal form and the library will be invoiced in July.

G. Dodge moved and N. Shear seconded to approve the Maintenance and New Construction Terms and Guidelines.

Suggested new fees for library services was discussed by the board. Changes will be presented to the board in May for final vote.

Mr. Dan Nally donated a Free Little Library in honor of the Blanchette Family. Director Lockwood will attend the next Village Board meeting to inquire into the placement of the Free Little Library at the Heritage Park.

C. Hollenbeck moved that the library change from State Chemical to Ace Hardware to purchase cleaning supplies effective July 1<sup>st</sup>. Unanimous.

G. Dodge moved and N. Wheeler seconded to approve the enrollment of Director Lockwood in the Social Media Strategy and Analysis Workshop. Unanimous.

The suggested salary range schedule, proposed budget worksheet schedule A and B for FY20, and the proposed library payroll increase schedule were shared with the board. More discussion will be held at the May board meeting.

**Correspondence:** There was no correspondence.

N. Wheeler moved and C. Hollenbeck seconded to close the meeting at 8.26 p.m. Unanimous.

Anticipated Items: Personnel Committee meeting.

Respectfully Submitted,

Nancy Shear

Secretary