

Manteno Public Library

Board Meeting

May 21, 2019

President E. Brouwers called the meeting to order at 7:05 p.m. Members present were: E. Brouwers, N. Shear, J. Lockwood, P. Tovo, N. Wheeler (arrived at 7:06 pm) and G. Dodge (left at 7:27 PM). Absent member: J. Heppe.

Newly elected trustees Gale Dodge and Nancy Shear were sworn into office.

Board election of officers was held with Gale Dodge, President, E. Brouwers, Vice President, N. Shear, Secretary, and P. Tovo, Treasurer. Unanimous.

There were no agenda changes.

Approval of the minutes: P. Tovo moved and G. Dodge seconded to approve the minutes to the April 2019 meeting. Unanimous.

Approval of the Financial Report: E. Brouwers moved and C. Hollenbeck seconded to approve the financial report as presented. Unanimous.

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

Director's Report: Little Free Library donated by Dan Nally in honor of Cory and Alyssa Blanchette is located at Heritage Park. The May 7th Director Round Table was the last session for the 2018-2019 year.

All trustees completed the Statement of Economic Interest.

Director Lockwood will be on vacation from July 3rd to July 8th.

HR Source Check-Up was beneficial, and suggestions are being implemented.

Director Lockwood is working with Kelly Hayden and Bushue to revise Bushue Background Screening forms.

The KALA Event Committee met on May 1st. Suggestions were made for more causal networking.

Upcoming Library Meetings and Webinars: Director's Round Table held May 7th, Train the Trainer held May 14th, 2019 ILA scheduled for October 22-24, and 2019 PUG Day scheduled for September 20th.

Finance: Money Market Interest: (4/1/19-4/30/19) \$35.26 E-commerce for April - \$56.05

The library received a donation from David Duda for \$75.00 and received \$3112.13 in TIF money from the Village.

Building: Precision Plumbing came on April 18th to unplug the men's toilet in the children's bathroom. Precision suggested that the 1.5-gallon toilet be replaced with a 3.5-gallon Mansfield toilet.

Director Lockwood recommended that the 10-year-old phone system be upgraded soon.

Technology: On April 29th, True Tech installed QuickBooks to Arlene's computer.

Library Projects: Review Personnel Handbook, Staff Evaluations (completed).

Friends of the Library: FOL met May 7th. They will host a free family Trivia Night in January as part of their membership drive with the possibility of a fundraising Trivia Night for ages 21 and over in February 2020. They are working on other possible fundraising events. Vendor information for the 2019 Craft Show was sent out to past participants.

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

Upcoming Events: PJ's Fundraiser (5/21/19), Oktoberfest Beer Tent (9/26/19), Craft Show/Book Sale (11/2/19)

Monthly Statistical Report for March: Circulation (14011), New Cards (33), Computer Usage (696), People Counter (4308), Web Usage (1937).

Youth Programming Update: Little Wigglers met twice in May. The Youth Book Clubs met for the last time in April. Full STEAM Ahead met for the last time in May. Full STEAM is being considered for fall programming. There will be three Reading Buddies sessions over summer. It is hoped that TAG {Teen Advisory Group} will continue through the summer and into the fall.

Special Youth Programs were successful. The Quail Embryology Project resulted in 10 chicks hatched. The Butterfly Project became a Ladybugs and Butterflies project due to a mix up at the Insect Lore. This was the first year for ladybugs.

The theme for Summer Reading is "It's Showtime at Your Library" with the Kick Off on Friday June 7th.

Adult Programming continues as scheduled.

Special Program was Fairy Garden Workshop on May 8th. Planning for the Adult Summer Reading Program is in progress.

Quail chicks visited the URU Preschool on May 15th. Cindy Spagnoli began working in the Youth Services Department.

Unfinished Business: N. Shear moved and E. Brouwers seconded that the new schedule for Library Service Fees be approved. These fees will begin July 1, 2019. Unanimous.

New Business:

Director Lockwood met with LIMRICC Benefits and learned that the library should be providing full time library employees with a \$20,000 life insurance policy. There will be more information in June when a vote is taken on the budget.

Mr. Nugent approached Director Lockwood on placing a mural on the Library east wall. The board is interested and would like to see the drawings before taking a vote.

N. Wheeler moved and N. Shear seconded to renew HR Source/RAILS. Unanimous.

N. Wheeler moved and C. Hollenbeck second that newly elected Treasurer P. Tovo and Director Lockwood serve as officers for the Open Meeting Act. Unanimous.

OCLC Renewal Agreement- Tabled.

N. Wheeler moved and N. Shear seconded that the Management Association Membership be renewed. Unanimous.

Accountant Contract Renewal- Tabled.

E. Brouwers moved and P. Tovo seconded to accept Resolution No. 19-01. Unanimous.

Board members need to inform Director Lockwood if they will be attending the Manteno Chamber Annual Dinner.

Information was given to the board on the FY2020 Per Capita Requirements.

Correspondence: The Library received two letters from the State Library. One concerned notification to the State Library of library board vacancies and fillings of vacancies within 60 days. The second letter requested library computers be available for patron use for the upcoming census.

N. Shear moved to close the meeting at 8:04 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary

