

Manteno Public Library

Board Meeting

June 18, 2019

President G. Dodge called the meeting to order at 7:04 pm. Members present were: E. Brouwers, N. Shear, J. Lockwood, N. Wheeler, G. Dodge, and J. Heppe. Absent member: Paulette Tovo.

There was one agenda change: Change in library service fees.

Approval of the minutes: N. Wheeler moved and C. Hollenbeck seconded to approve the minutes to the May 2019 meeting. Unanimous.

Approval of the Financial Report: C. Hollenbeck moved and J. Heppe 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: On June 10th, Director Lockwood attended a grant information meeting hosted by The Central Illinois Connection Center.

In honor of Manteno's 150th birthday, the library will place Happy Birthday signage in the windows on the north side of the library and will create a historic window display and a "What Else Happened in 1869" end-cap display.

Director Lockwood will host the SAILS meeting on Thursday, July 24th.

Director Lockwood is currently taking a social media class sponsored through the University of Wisconsin.

The KALA Event Committee met on June 6th. The committee decided to host a Meeting/Trivia Night for KALA members on September 6th. Various venues are being considered.

2019 ILA is scheduled for October 22-24, 2019. 2019 PUG Day is scheduled for September 20th, 2019.

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

Money Market Interest for May (\$36.45) E-Commerce for May (\$127.23) Audit Date is scheduled for July 24th

Beginning July 1st, the library will use Whitmore Ace as the cleaning supplier.

Library Projects/Activities: Review Personnel Handbook, Policy Reviews, Investigate Phone Systems, Website Upgrade, Update and Review Long Range Plan.

Friends of the Library: FOL met June 4th. Events planned are a Trivia Night-Family Night/Membership Drive on January 17, 2020 and a fundraiser on February 21, 2020. They are offering a free Security Cyber Class on September 4th and 11th.

Dates for Summer Concessions are: Movies in the Park – 7/5,8/2 Rockin' on the Square – 6/21, 7/19, 8/16

Upcoming Events: Oktoberfest Beer Tent (9/26/19), Craft Show/Book Sale (11/2/19)

Monthly Statistical Report for March: Circulation (13062), New Cards (36), Computer Usage (767), People Counter (4391), Web Usage (2178).

Youth Services Department Update: Summer Reading Kick Off Party was held on June 7th with 150 children picking up reading packets. There are 230 children registered for the program. Reading Buddies will continue through the summer. Brookfield Zoo passes are available to library patrons with a limit of four per family.

Ten classes from the Manteno Schools toured the library in May.

Adult Services Update: There are 22 adults signed up for the Adult Summer Reading Program. In addition to regular adult programming, there are several special programs on the schedule.

Unfinished Business:

G. Dodge moved and N. Wheeler seconded to amend cost of faxing to a cap of \$25 for 20 pages. Unanimous.

C. Hollenbeck moved and J. Heppe seconded to renew the OCLC Agreement. Unanimous.

G. Dodge moved and N. Wheeler seconded to renew Jodi Gill as the Manteno Library accountant. Unanimous.

There has been no further information on the proposed Village Mural for the library's East Wall.

New Business:

The Library is to adhere to the Prevailing Wage Act. The annual obligation to adopt a prevailing ordinance or resolution was eliminated June 1, 2019. The Labor Department will inform the library of current changes in prevailing wage.

N. Shear moved and N. Wheeler seconded to approve the salary range for FY 19 through December FY 21. Unanimous.

J. Heppe moved and C. Hollenbeck seconded to implement a 65/35 Health Insurance split effective FY 21 for full time employees. Unanimous.

G. Dodge moved and N. Wheeler seconded to retain Jess Regan as a temporary employee. Unanimous.

E. Brouwers moved and J. Heppe seconded to accept and implement Basic Life Insurance through LIMRiCC for full time employees. Unanimous.

C. Hollenbeck moved and E. Brouwers seconded to accept the FY 19-FY 20 Budget as presented. Unanimous.

G. Dodge moved and N. Shear seconded to renew Andrea Clark's Cleaning Contract at \$240 for 6 days per week of service. Ayes 5, Nays 1. Motion carried.

Action on the ILA 2019 Conference Expenses was tabled until July.

C. Hollenbeck moved and N. Wheeler seconded to add Section XII to the library By-laws and Policies. Unanimous.

J. Heppe moved and C. Hollenbeck seconded to add Temporary Visitors and Residents in Transition to the Circulation Policy. Unanimous.

N. Wheeler moved and G. Dodge seconded to accept the designated FOIA Officers J. Lockwood, primary contact, and Courtney Posing, back-up contact. Unanimous.

N. Wheeler moved and C. Hollenbeck seconded to keep the closed minutes from January 1st through June 30th closed. Unanimous.

The Board received Director Lockwood's Evaluation Packet. President G. Dodge thanked Director Lockwood for her excellent job performance.

Correspondence: C. Spagnoli submitted her resignation.

Anticipatory Items: ILA and removal of dead bushes.

N. Shear moved and E. Brouwers seconded to close the meeting at 8:23 pm. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary