

Manteno Public Library

Board Meeting

July 16, 2019

President G. Dodge called the meeting to order at 7:02 pm. Members present were: E. Brouwers, N. Shear, J. Lockwood, N. Wheeler, G. Dodge, and J. Heppe. Absent member: Paulette Tovo.

There were no agenda changes.

Approval of the minutes: N. Wheeler moved and E. Brouwers seconded to approve the minutes to the June 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: Director Lockwood completed the social media class she was taking through the University of Wisconsin. C. Posing resigned her position on July 9th. That position has been posted on the library website and the RAILS Job posting site. Deadline for applications is July 26th. Director Lockwood will register for the 2019-2020 HR Source Director's Roundtable. Registration fee is \$100. KALA Event Committee met July 15th. KALA Trivia night is September 6th at Brickstone Restaurant. The purpose of the event is to promote networking.

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

Illinois Government Update: Board members were provided with a copy of the HR Source article "Illinois Passes Sweeping Legislation Aimed at Addressing #MeToo".

Money Market Interest for June (\$7.06) E-Commerce for June (\$65.02)

MM funds were transferred to an ICS Account on June 7th. Interest earned for June (\$84.74)

First distribution of real estate taxes scheduled for Friday, July 19th.

Equipment: The library DVD cleaner has been replaced. Friends of the Library will be splitting the cost with the library. This purchase is through a special promotion and the deadline for taking advantage of the offer did not coincide with the regular library board meeting. President Gale Dodge contacted 3 board members and all three agreed that because of the promotional deadline, the director should go ahead and make the purchase.

Building: The emergency exit door in the Children's Department broke on July 2nd. It was repaired that day by Steve's Commercial Doors.

The library is working with Whitmore Ace Hardware getting cleaning supplies organized.

Library Projects/Activities: Review and update Personnel Handbook, investigate Phone Systems, FOIA, Website Upgrade.

Friends of the Library: FOL met on July 2nd. A discussion was held on how concession sales were going for the summer.

Dates for Summer Concessions are 7/19, 8/2, and 8/16.

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

Monthly Statistical Report for March: Circulation (15586), New Cards (77), Computer Usage (698), People Counter (5583), Web Usage (2041).

Youth Services Department Update: The summer reading program which ended July 12th was well attended. All Special Programs for children were well received and attended.

The Adult Summer Reading Program will conclude on August 16th. Regular Adult Programs are continuing through the summer and are being supplemented with three special programs: Adult Craft Night, Gone with the Wind: The Making of a Hollywood Classic, and All the Queen's Horses.

Unfinished Business:

G. Dodge moved and N. Wheeler seconded to approve the expenditure of \$927.00 to send three library employees to the ILA 2019 Conference at the Tinley Park Convention Center on October 22nd through the 24th. Unanimous.

N. Shear moved and J. Heppe seconded to approve Arlene Flint as the FOIA backup. Unanimous.

New Business:

C. Hollenbeck moved and E. Brouwers seconded to approve \$1294 to be paid to Scenic Landscaping, LLC for the removal of shrubs and to replace the area with rock. Unanimous.

N. Wheeler moved and G. Dodge seconded to convert microfilm to digital at a cost of \$750. Unanimous.

Director Lockwood will bring IPLAR to the board in August.

G. Dodge and N. Wheeler volunteered to audit the secretary minutes to be completed before the August meeting.

B&A Ordinance Appropriations budget numbers were presented to the board and will be brought back in August for approval.

J. Heppe moved and E. Brouwers seconded to approve changes to the Personnel Policy as presented to the board. Unanimous.

N. Wheeler moved and C. Hollenbeck seconded to approve changes to FOIA as presented. Unanimous.

E. Brouwers moved and J. Heppe seconded to approve the Meeting Room Policy as amended. Unanimous,

C. Hollenbeck moved and G. Dodge seconded to approve the Study Room Policy as amended. Unanimous.

N. Shear moved and J. Heppe seconded to approve the Computer/Internet policy as amended. Unanimous.

N. Shear moved and N. Wheeler seconded to approve the Library By-Laws as amended. Unanimous.

N. Wheeler agreed to chair the Long-Range Plan Committee.

A discussion was held on best practices for handling a patron using the library bathroom for bathing. Solutions are being sought to help with the situation. Manteno Police will facilitate communication between the library and the individual, as needed.

Correspondence: Paulette Tovo sent a thank you note to the library board for flowers sent in honor of the loss of her mother.

N. Shear moved, and C. Hollenbeck seconded to close the meeting at 8:12 pm. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary