

## **Manteno Public Library**

### **Public Board Meeting**

**August 20, 2019**

President G. Dodge called the meeting to order at 6:30 p.m. Members present were: E. Brouwers, N. Shear, J. Lockwood, N. Wheeler, G. Dodge, and J. Heppe. Absent member: C. Hollenbeck.

There was no one from the public in attendance.

Meeting closed at 7:00 pm.

### **Board Meeting**

President G. Dodge called the meeting to order at 7:00 p.m. Members present were: G. Dodge, N. Shear, J. Lockwood, P. Tovo, J. Heppe, N. Wheeler, and E. Brouwers. C. Hollenbeck. Absent: none

There were no agenda changes.

**Approval of the minutes:** P. Tovo moved and C. Hollenbeck seconded to approve the minutes to the July 2019 meeting. Unanimous.

**Approval of the Financial Report:** N. Wheeler moved and E. Brouwers 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:** C. Posing was rehired as the Circulation Supervisor on August 14<sup>th</sup>. She began work on the 19<sup>th</sup>.

Customer Service training is being offered through the Manteno and Kankakee Chambers. It is scheduled for April 16, 2020 with David Aaker presenting. More Information to come.

D. Renville submitted her 2 weeks' notice on August 5<sup>th</sup>.

**Meetings and Workshops:** HR Source Director Round Table was held August 13<sup>th</sup> at the Tinley Park Library.

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

**Illinois Government Update:** Board members were given articles to read from HR Source: "Illinois Enacts New Leave Law", "Illinois Enacts Law Requiring Gender Neutral Restrooms", "Recreational Cannabis is Coming-What Should Employers Do?", and "Workplace Transparency Act Signed; New Obligations for all Illinois Employers".

**Finance:** ICS interest for July (\$109.58) E-Commerce for July (\$61.65)

**Equipment:** The library is completely transferred to Whitmore Ace for janitorial service.

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

**Friends of the Library:** FOL met on August 6<sup>th</sup> at 7:00 p.m. It was decided to continue with summer concessions for the 2020 year. The Bunco Night Fundraiser will be at the Manteno Golf Course with the date to be determined. There are currently 13 vendors for the Craft Show. It will be open from 9:30 to 2:00 p.m. There is currently one homeowner interested in participating in the Parade of Homes. There will be a free Family/Membership Drive Trivia Night on January 17<sup>th</sup> and a fundraising Trivia Night at the Manteno Sportsmen's Club, date to be determined.

**Upcoming Events:** Oktoberfest Beer Tent (9/26/19), Craft Show/Book Sale (11/2/19), Wicked Bunco Fundraiser (date to be determined)

**Monthly Statistical Report for March:** Circulation (16529), New Cards (50), Computer Usage (738), People Counter (5505), Web Usage (2195).

**Youth Services Department Update:** The Summer Reading program for children concluded with 4,048 picture books read and 82,524 minutes read by the older readers. Regular preschool programming and youth clubs begin the week of September 9<sup>th</sup>. Additionally, three new programs are being offered: Early Dismissal Crafternoons, Lego Club, and Art Smarts. There will be a special program, “Kissing Hand Storytime”, in September for preschool and kindergarten children and their parents. All other traditional special programs will return.

Adult Summer Reading ended August 16<sup>th</sup>. There will be six Special Programs offered from September through December.

**Unfinished Business:**

N. Shear moved and P. Tovo seconded to approve the Budget and Appropriation NO. 19-01 as presented. Unanimous.

G. Dodge and N. Wheeler completed the audit of the secretary minutes. No errors or discrepancies were found.

N. Shear moved and G. Dodge seconded to approve the Study Room Policy as revised. Unanimous.

N. Wheeler moved and P. Tovo seconded to approve changes to the Meeting Room Policy as presented. Unanimous.

C. Hollenbeck moved and N. Wheeler seconded to adjust ILA Expense authorization to include one additional employee at an expense of an additional \$240. Unanimous.

**New Business:**

Personnel Budget Committee Report: A discussion was held concerning possible changes in hours and employee positions in the 2020-2021 Budget to better meet the changing needs of the library and staff.

E. Brouwers moved and P. Tovo seconded to increase the 10-hour circulation position to 15 hours. This change in hours is within the current budget. Unanimous.

N. Wheeler moved and P. Tovo seconded to purchase t-shirts for 13 library staff at a cost of \$195 for “Celebrating Manteno’s 150<sup>th</sup> Anniversary”.

KALA Trivia Night is set for Friday, September 6, 2019. G. Dodge moved and E. Brouwers seconded to cover the cost of \$48 for 4 people to attend that event. Unanimous.

N. Wheeler moved and J. Heppe seconded to table a decision on USA Reference Database until September when more information will be available. Unanimous.

J. Heppe moved and G. Dodge seconded to renew the commercial library insurance with Utica at a cost of \$8,656.00. Unanimous.

The IPLAR Report is completed and will be submitted on September 1st.

The Levy/Public Hearing will be in September 2019.

The library board is required to read chapter 11 as part of the Per Capita Requirements.

Correspondence: Midland HomeStar contacted the library for the purpose of introducing themselves. Additionally, there was an E-mail from Michael O’Brian informing Director Lockwood that he will remain part of the Midland team and is looking forward to working with the library.

C. Hollenbeck moved and P. Tovo seconded to close the meeting at 8:33 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary