

Manteno Public Library

Public Board Meeting

September 17, 2019

President G. Dodge called the meeting to order at 6:30 p.m. Members present were: G. Dodge, N. Shear, J. Lockwood, P. Tovo, N. Wheeler, E. Brouwers, and C. Hollenbeck (arrived at 6:57). Absent: J. Heppe.

There were no agenda changes.

Approval of the minutes: N. Wheeler moved and E. Brouwers seconded to approve the minutes to the August 2019 meeting. Unanimous.

Approval of the Financial Report: N. Shear moved and P. Tovo seconded to approve the financial report for August as presented. Unanimous.

Introduction of visitors and public comments: Mr. Joe Martin from Brian Zabel and Associates P.C.

Joe Martin from Brian Zabel and Associates P.C. presented the Auditor's Report. The library received an unqualified opinion with the library books in good order and positive balances in all three categories of net position.

Director's Report: Diane Preventis-Tirilis was hired to work the circulation desk beginning September 10th. The Explore Illinois Museum is now linked to the library website.

Meetings and Workshops: Webinar: Fall 2019

Facebook & Instagram Update was 9/10/19.

Managing Minimum Wage Workshop was held at the Alsip Public Library on 9/11/19.

CIA Meeting was held 9/12/19.

LIMRiCC (benefits) held 9/17/19.

2019 ILA is scheduled for October 22-24, 2019.

2019 PUG Day is scheduled for September 20th, 2019.

Finance: ICS interest for August (\$109.72)

E-Commerce for August (\$66.70)

The library will receive a packet from Homestar/Midland Bank in the next week or so. It will provide information on the transition of accounts. Homestar will close on Friday, October 18th and will reopen as Midland Bank on October 21st.

Director Lockwood worked with Brit Hutchins at the Will County Clerk Office on September 11th to review estimated numbers for this year's Levy.

Library Projects/Activities: Website Upgrade and Weeding Projects.

Friends of the Library: Bunco Night Fundraiser will be at the Manteno Golf Course on Friday, October 18th. Tickets are on sale at the library for \$20. There are currently 16 vendors for the Craft Show. It will be open from 9:30 to 2:30 p.m. on 11/12/19. There are currently four homes plus the Historical Society participating in the Parade of Homes. FOL will host a free Family/Membership Drive Trivia Night on January 17, 2020 and a fundraising Trivia Night at the Manteno Sportsmen's Club scheduled for February 2020.

Upcoming Events: Oktoberfest Beer Tent (9/26/19), Craft Show/Book Sale (11/2/19), Wicked Bunco Fundraiser (10/18/19)

Monthly Statistical Report for March: Circulation (14297), New Cards (36), Computer Usage (670), People Counter (4719), Web Usage (2121).

Youth Services Department Update: Regular preschool programming and youth clubs began September 9th. Little Wigglers, Baby Tots, and Lego Club have met. Art Smarts will meet for the first time on September 25th. FULL STEAM ahead is scheduled to begin on September 23rd and TAG on September 24th. Early Dismissal Crafternoons is planned for

early school dismissals. Reading Buddies is scheduled to begin on October 1st. A special program, "Kissing Hand Storytime", was held on September 13th for children in preschool and Kindergarten.

Regular Adult Programming is scheduled. These programs include: The Pot Luck Club, The Tuesday Book Club, Book Bingo, and The Puzzle Swap. One Stroke Painting will meet at the end of September.

Special Programs are: Genealogy Workshop, Cricut Maker Space, and Computer Questions Sessions.

There is still an opening for Youth Services Assistant.

J. Regan has begun her monthly visit to the URU Preschool with her first visit on September 9th.

The first Youth Services KALA meeting was held at the library on Thursday, September 5th. The focus of the meeting was an assessment of Summer Reading Programs.

Unfinished Business:

KALA Trivia Night Networking Event held at Brickstone was a success with 55 people in attendance.

The Levy was reviewed based on best estimates and was presented on a new spreadsheet. A public hearing will be held in October.

New Business:

N. Wheeler moved and E. Brouwers seconded to approve the tentative 2020 Holiday /Closed Schedule. Unanimous.

N. Shear moved and G. Dodge seconded the request for Disposal of Surplus Materia as listed (laser jet pro 400- Color m451 nw). Unanimous.

USA Reference was taken off the table with the option of reconsidering it again next year if the library so decides.

C. Hollenbeck moved and P. Tovo moved to accept the WEBFOOT quote to re-design the library website at \$295.00 per month. Unanimous.

Director Lockwood presented the Long-Range Planning Committee Report. This committee will meet again in November for further discussion.

Trustees were given Chapter 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION" to read, as well as webinars from RAILS with the request to view at least one to address the requirements for Per Capita. This needs to be completed by November.

Correspondence: There was no correspondence.

N. Shear moved and N. Wheeler seconded to close the meeting at 7:41 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary