

Manteno Public Library

Open Board Meeting

October 15, 2019

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

There was no one from the public in attendance.

J. Heppe moved to close the meeting at 7:00 pm. P. Tovo seconded the motion. Unanimous.

President G. Dodge closed the meeting at 7:00 pm.

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President G. Dodge called the meeting to order at 7:00 pm. Members present were: N. Shear, J. Lockwood, G. Dodge, P. Tovo and J. Heppe. Absent members: N. Wheeler, C. Hollenbeck, and E. Brouwers.

There were no agenda changes.

**Approval of the minutes:** P. Tovo moved and G. Dodge seconded to approve the minutes to the September 2019 meeting as corrected. Unanimous.

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

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

**Director's Report:** Explore Illinois Museum Pass and Museum Adventures Pass are linked to the library website.

PUG Day (PrairieCat Users Group Day) was held at NIU Rockford Convention Center. The workshops were informative and worth the trip.

Smart About Money Fall 2019: The library will host "Happy Retirement, A Timeline of Planning". This workshop will be held on October 23<sup>rd</sup> and November 13<sup>th</sup> and is paid through a grant.

One Book One Community will run through October. The book being promoted is *Rise of the Rocket Girls* by Nathalia Holt.

**Meetings and Workshops:** 2019 ILA is scheduled for October 22-24, 2019. Delegates Meeting October 30, 2019.

ICS – Interest (9/1/19-9/30/19) (\$106.31) E-Commerce for September (\$121.69)

As the Midland Bank Conversion takes place, Director Lockwood will monitor accounts and contact companies to verify they have the correct routing number. The ICS was switched to a regular Homestar Money Market for a smooth transition since Midland does not have a similar account.

**Building:** Power was lost for a few hours on Friday, September 27<sup>th</sup> due to a severe storm.

**Technology:** On Saturday October 5<sup>th</sup>, the server was making a loud noise. True Tech came out on Monday. They suspect the server did not reboot properly after the power outage. The battery backup was due to be replaced. True Tech sent a quote of \$619.00 for a new set of batteries and Director Lockwood has submitted an order for them.

**Library Projects/Activities:** Website Upgrade.

**Friends of the Library:** FOL met on October 1st. Bunco Fun Night is scheduled for October 18<sup>th</sup> to be held at the Golf Course.

The Craft/Book Sale scheduled for November 11<sup>th</sup> has 17 vendors and many books to sell.

One homeowner has dropped out of the Parade of Homes, leaving 3 homes and the Historical Society participating in the event. The FOL held a special committee meeting on October 14<sup>th</sup> to discuss this event and it was decided to cancel for this year, but to have it next year.

The FOL will host a free Membership Drive Trivia Night on January 17<sup>th</sup>, 2020. A fundraising Trivia Night is scheduled for February to be held at the Manteno Sportsman's Club.

**Upcoming Events:** Wicked Bunco Fundraiser (10/18/19)      Craft Show/Book Sale (11/2/19)

Nothing Bundt Cakes scheduled for December 6<sup>th</sup> and 7<sup>th</sup>.

**Monthly Statistical Report for March:** Circulation (12022), New Cards (32), Computer Usage (590), People Counter (4057), Web Usage (1752).

**Youth Services Department Update:** The Youth Programming and Adult Programming are up and running. Scheduled Upcoming Special Programs for youth are: Library Ghost Hunt and Rocket Making Workshop. Special programs for adults are: Galaxy Wine Glasses (One Book One Community project), Happy Retirement: Timeline of Planning, and Computer Questions Sessions.

J. Regan visited the URU Preschool on October 7<sup>th</sup>. The Youth Services KALA group met on October 23<sup>rd</sup>. J. Regan will attend the Illinois Library Association Conference.

**Unfinished Business:**

N. Shear moved and P. Tovo seconded to approve the Levy 2019-2020 (Ordinance NO. 19-02) as presented. Unanimous.

Per Capita was reviewed and discussed. It was determined that the library board complies with the question regarding Chapter 3 Personnel Review of Serving our Public 3.0.

The Long-Range Planning Committee will schedule a meeting in December.

**New Business:**

Holiday Party is scheduled for December 17<sup>th</sup>, at 6 pm.

P. Tovo moved and J. Heppe seconded to approve \$560 for Holiday staff bonuses.

The Holiday Business Walk is scheduled for 12/7/19. P. Tovo moved and N. Shear seconded that the library be open from 3 pm to 8 pm for this event. Unanimous.

J. Heppe moved and P. Tovo seconded to approve the purchase of 5 HotSpots for a cost of \$839.89. Unanimous.

The iPad Policy and Borrower Agreement was reviewed, and it was determined no changes were needed.

Director Lockwood will be looking into proper restroom signage so that the library will be in compliance by January 1, 2020.

**Anticipate Items:** restroom signage and Per Capita.

**Correspondence:** There was no correspondence.

J. Heppe moved, and P. Tovo seconded to close the meeting at 7:41 pm. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary