

Manteno Public Library

Public Board Meeting

November 19, 2019

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

There were no agenda changes.

Approval of the minutes: G. Dodge moved and E. Brouwers seconded to accept the minutes to the October 2019 Open Board Meeting. Unanimous.

C. Hollenbeck moved and E. Brouwers seconded to approve the minutes to the October 2019 Public Board Meeting. Unanimous.

Approval of the Financial Report: C. Hollenbeck moved and E. Brouwers seconded to approve the October financial report as presented. Unanimous.

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

Director's Report: The library will participate in the PTO Tree program beginning Monday, November 25th and ending Saturday, December 7th. The library will host space in the conference room for local businesses that do not have a store front. The Friends of the Library will host a Nothing Bundt Cake fundraiser on Friday, December 6th from 3:00 p.m. to 6:00 p.m. and from 2:00 p.m. to 7:00 p.m. on Saturday, December 7th.

The library will reserve a Christmas tree on Christmas Tree Lane at the Square. The theme will be Dig Deeper, the 2020 Summer Reading Theme.

Programs through The Smart Money & National Endowment for Financial Education Grant were completed and well attended. Grant paperwork is due December 27th.

Meetings/Workshop: Director Round Table was held November 12th.

Finance: ICS- Interest (10/01/19-10/18/19) Homestar \$31.93 MM Midland Bank (10/18/19 – 10/31/19) \$10.47
E-commerce for October - \$124.15

Building: AT&T came out October 30th to fix problems with the phones. The MPL Sign at the corner of the property is not lighting. Lambert Signage was contacted for a quote for maintenance of the sign.

An attempt to repair the coach lights was made. Light bulbs and timer were replaced but this did not fix the problem.

The library is purchasing 3 new signs for the 3 stand-alone bathrooms on the adult side of the library.

Technology: Hotspots coming soon.

Library Projects/Activities: Website Upgrade, Per Capita, ILL Survey.

Friends of the Library: FOL met November 5th. Bunco Night Fundraiser was successful, raising over \$800.

The Craft/Book Sale scheduled for November 11th had 16 vendors and there was a good turn out in public attendance.

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

Upcoming Events: Bundt Cake Fundraiser, Main Street Event, Family Night Trivia, Trivia Night.

Monthly Statistical Report for March: Circulation (13334), New Cards (23), Computer Usage (661), People Counter (4672), Web Usage (1948).

Youth Services Department Update: Both Preschool Programs (Little Wiggles and Baby Tots) is currently focusing on Thanksgiving. The Youth Book Clubs are continuing as scheduled with good attendance. Early Dismissal Crafternoon was successful with 23 students and 11 adults taking advantage of this new program!

The Library Ghost Hunt was well attended with 41 children and 22 adults attending.

Dinosaur Discoveries is scheduled as an Upcoming Special Program.

Adult Programming continues as scheduled. Special Programs are Happy Retirement: Timeline of Planning, Color Snowman Embroidery Class, and Remembering Marshall Field's Presentation.

J. Regan visited the URU Preschool on November 4th. The Youth Services KALA group met on Thursday, November 7th at the Bradley Library.

Unfinished Business:

N. Shear moved and G. Dodge seconded to approve the Auditor's Report as presented. Unanimous.

C. Hollenbeck moved and E. Brouwers seconded to approve the Treasurer's Annual Report as presented. Unanimous.

N. Shear moved and E. Brouwers seconded to approve the Per Capita as presented. Unanimous.

The annual Holiday Party will be held at the library and be catered by Tony's Pizza. C. Hollenbeck moved and N. Shear seconded to approve an expenditure of no more than \$250 for gifts for staff and FOL. Unanimous.

E. Brouwers moved and C. Hollenbeck seconded to spend approximately \$300 for catering. Unanimous.

New Business:

It is anticipated that there will be 2 Trustees resigning in January. A notice of vacancies was publicized. Applicants were requested to submit a resume. It is planned to conduct Interviews in January.

C. Hollenbeck moved and G. Dodge seconded to keep the 2nd Half Year Library Minutes closed. Unanimous.

E. Brouwers moved and C. Hollenbeck seconded to approve Ordinance No. 19-03. Unanimous.

Lambert Sign Solutions submitted a proposal of \$995 to switch the MPL lighted sign to LED lights. It was suggested that Director Lockwood check with Friendly for an additional quote. C. Hollenbeck moved and E. Brouwers seconded that the library take the lowest bid for changing to LED.

E. Brouwers moved and C. Hollenbeck seconded to approved changes to section 5.7 Anti-Harassment Policy as submitted. Unanimous.

E. Brouwers moved and N. Shear seconded to approve the 5.6 Drug & Alcohol Policy as presented. Unanimous.

N. Shear moved and C. Hollenbeck seconded to approve Section IX – Library Conduct Policy as presented. Unanimous.

G. Dodge moved and E. Brouwers seconded to approve the Manteno Public Library Code of Conduct. Unanimous.

After a review of the Electronic Meeting Policy, it was determined to continue it as written with no additional changes needed.

Government Permitted Travel Expenses Policy was reviewed, and it was recommended to continue it as presented.

C. Hollenbeck moved and E. Brouwers seconded to accept the Stanley Steam Pro bid of \$850 for cleaning the library carpet. Unanimous.

N. Shear moved and C. Hollenbeck seconded to close the library on Thursday, March 19th from 9 a.m. to 4 p.m. for Staff Development. Unanimous.

Anticipate Items: Lighting, resignations, filling of vacancies.

Correspondence: The library received a letter from the Manteno Historical Society regarding the newly compiled digital files.

C. Hollenbeck moved, and E. Brouwers seconded to close the meeting at 8:19 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary