

Manteno Public Library  
Board Meeting  
July 20, 2020

President Gale Dodge opened the meeting at 7 p.m. Member roll call: J. Lockwood, present, C. Baldwin, present, B. Collier, present, C. Hollenbeck, Present, N. Shear, present, N. Wheeler, present, P. Tovo, present.

N. Shear moved and P. Tovo seconded to approve permitting the meeting to occur by audio video conference calls of the Open Meeting Act due to the restrictions of the Governor. Roll Call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

There were no agenda changes.

C. Baldwin moved and P. Tovo seconded to approve the minutes of the June 16<sup>th</sup> Board Meeting as corrected. Roll Call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

**Introduction of visitors and public comments:** No emails or comments were received from the public.

**Approval of the Financial Report:** C. Hollenbeck moved, and C. Baldwin seconded to approve the June 16<sup>th</sup> Financial Report. Roll Call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

**Director's Report:** Director Lockwood updated the board on the REALM Project Test Two. They recommended magazines be held for 96 hours before being made available to the public due to the coronavirus.

The library opened to the public on Monday, July 13<sup>th</sup> with face coverings and social distancing encouraged. Curbside services are still available. On July 13<sup>th</sup>, 116 people utilized the library.

Patrons are not required to make appointments for computer use. It will be on a first come first service with sessions limited to one hour. The computer /desk space is cleaned after the patron has left.

B. Langlois submitted her resignation on July 1, 2020.

Director Lockwood registered for the Director Round Table quarterly meetings. The first meeting will be in August via Zoom.

**Finance:** Money Market Interest for June (\$1.24)  
E-Commerce for June (\$10.49)

Surety Bond on P. Tovo was cancelled and a new bond was received for B. Collier.

The Annual Audit is scheduled for September 10, 2020.

**Building:** Director Lockwood is waiting for a response from Holohan to schedule the Contactor Replacement.

**Library Projects/Activities:** Re-Opening the Library, Phone System Upgrade, IPLAR (report will be ready for the August board meeting. Deadline for submission is September 1<sup>st</sup>).

**Friends of the Library** did not meet in June. FOL received notice from the Village of Manteno that Movies in the Park and Music on Main will not be hosted in August. A potential date has been set for September.

**Monthly Statistics for June:** Circulation (3891) New Cards (5) Computer Usage (0) People Counter (0) Curbside Services (242) Web Usage (1460).

**Youth Services Update:** The Reader Zone app was well received with 107 participants utilizing it. Summer Reading is in its last week and the group has read 61,206 minutes at the time of this report. Weekly gifts cards are given out as prizes, one for children and one for adults. Participants reaching their reading goal each week of the five-week program will be entered into a drawing to win a \$50 gift card from Barnes & Noble. There will be one gift card for each of the four age groups. Participation certificates and goody bags with coupons and small prizes will be given to the children. Parents have requested a similar activity to be held either in the fall or winter.

In addition to the Summer Reading Program, Live Programs on Facebook and Zoom were offered.

#### **Unfinished Business:**

- Phone System Update – The library phone system needs to be improved. Director Lockwood discussed the situation with Tim from True Tech. It was suggested that Comcast be contact about the update.
- Social Media & Comment Policy-The Social Media & Comment Policy was reviewed by Mr. Linzini, library lawyer. He saw no needed changes at this time. P. Tovo moved and G. Dodge seconded to approve the policy as submitted. Roll Call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

#### **New Business:**

- 2020 Election Day (Holiday) - N. Wheeler moved and B. Collier seconded to close the library on November 3<sup>rd</sup>, General Election Day. Roll Call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

- Personnel/Budget Committee Report (Health Insurance) –N. Wheeler moved, and C. Baldwin seconded to provide eligible employees with a taxable stipend to purchase health insurance. Roll Call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.
- Technology: Reboot Restore Pro Quote and Camera Server Quote- B. Collier moved and C. Baldwin seconded to approve the Reboot Restore Pro Quote from True Tech for \$574.60. Roll call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

G. Dodge moved and P. Tovo seconded to accept the Camera Server Quote from True Tech for \$3,344.00. Roll call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

- Director Lockwood presented the Budget & Appropriations draft copy to the board. A formal report will be given at the August Board meeting.
- Audit of secretary minutes – N. Wheeler and G. Dodge volunteered to audit the secretary minutes.
- Review of Policy: FOIA and Computer/Internet- C. Hollenbeck moved and C. Baldwin seconded to approve the Freedom of Information Act as presented. Roll call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.
- Computer Internet Policy – There will be no changes to the policy at this time because it continues to meet the needs of the library as written.

**Correspondence:** Director Lockwood received a letter from Aqua.

N. Wheeler moved and C. Baldwin seconded to adjourn the meeting. Roll call: C. Baldwin, yes, B. Collier, yes, C. Hollenbeck, yes, N. Shear, yes, N. Wheeler, yes, P. Tovo, yes.

Meeting adjourned at 7:41 pm.

Respectfully Submitted,

Nancy Shear

Secretary