

Manteno Public Library

B & A Public Hearing

August 18, 2020

President G. Dodge called the meeting to order at 3:30 p.m. Member roll call: J. Lockwood, present, C. Baldwin, present, G. Dodge, present, C. Hollenbeck, present, N. Shear, present, N. Wheeler, present via Zoom, P. Tovo, via Zoom. B. Collier arrived at 3:45pm.

A quorum was present for the meeting and two members attended via Zoom.

The meeting was scheduled for 3:30 p.m. to accommodate the abbreviated library hours due to the restrictions of the Governor during covid-19.

There were no visitors in attendance and no other forms of communication from the public.

C. Hollenbeck moved to adjourn the meeting at 4:00. N. Shear seconded. Unanimous.

President G. Dodge adjourned the meeting.

Manteno Public Library

Board Meeting

August 18, 2020

President G. Dodge called the meeting to order at 4:00 p.m. Member roll call: J. Lockwood, present, C. Baldwin, present, B. Collier, present, G. Dodge, present, C. Hollenbeck, present, N. Shear, present, N. Wheeler, present via Zoom, P. Tovo, present via Zoom.

The meeting was scheduled for 4:00 p.m. to accommodate the abbreviated library hours due to the restrictions of the Governor during covid-19.

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

**Approval of the minutes:** B. Collier moved, and P. Tovo seconded to accept the minutes to the July 20, 2020 Board Meeting. Unanimous.

**Approval of the Financial Report:** N. Wheeler moved, and B. Collier seconded to approve the July 20, 2020 financial report as presented. Unanimous.

**Director's Report:** PUG day was scheduled for August and September via webinars. PrairieCat established a Fine Free Log-in to capture materials checked out prior to the shutdown. The Manteno library turned off the fine free option on August 1<sup>st</sup> resuming normal checkouts and fine collection for overdues. Customer Service Training by the Manteno and Kankakee Chamber of Commerce will be April 8, 2021. SmartProcure FOIA Request was fulfilled August 3, 2020. Director Lockwood met with Candace Fisher from HR Source via Zoom to discuss job applications, personnel information, Covid-19, etc.

Beginning September 8<sup>th</sup>, the library will resume regular hours.

**Finance:** Money market interest for July - \$1.46

E-commerce for July - \$67.49

**Building:** The library closed August 10<sup>th</sup> at 4: 30 p.m. due to a power outage. Power was restored around 1:00 p.m. on August 11<sup>th</sup> and the library reopened on August 12<sup>th</sup>. Upon reopening, it was found that the water fountain in the Children's Department had turned on and flooded the carpeted area between the DVD area and the water fountain. Precision Piping, Stanley Steam Pro and Whitmore Ace were called to assist with clean-up. The Children's Department, while closed, has staff assisting patrons by retrieving requested items from that department.

Diamond Bros. Insurance suggested the library open a notice claim until the library can assess damage done due to the power outage. A recommendation was made to have the air conditioning system checked.

**Technology:** Centurion Technologies received notice that the subscription for Smartshield will not be renewed. True Tech will install Reboot at the end of August.

**Friends of the Library:** FOL met on August 4<sup>th</sup> via Zoom with three members plus the director in attendance. The treasurer's report and membership report were reviewed. Recharge Coffee will be contacted to set up a date for a Donut Factory fundraiser. World's Finest Chocolate will continue to be sold in the library; other fundraisers are on hold until phase 5. The FOL treasurer will be stepping down on December 31<sup>st</sup>. Postings will be made on Facebook for vacancies for both treasurer and vice president.

**Library Projects/Activities:** Phone system upgrade, IPLAR, Materials for Annual Audit, FY21 Per Capita requirements not released yet.

**Monthly Statistical Report for July:** Circulation (6963), New Cards (20), Computer Usage (163), People Counter (1208), Curbside Services (219), Web Usage (1569).

**Youth Services Department Update:** Summer Reading through the Reader Zone app. is completed. For the five-week program, 71,479 minutes were read. Participants who reached their weekly goal were put in a raffle for a \$50 gift certificate from Barnes & Noble. Winners were: Story Explorers: Jack Ehrenfeld, Book Investigators: Ramsey Owens, Clue Seekers: Joshua Cherry, and Word Detectives: Tami Savoie.

A survey was conducted with seven responses received. Results from the survey indicated a preference for Reader Zone over the paper log. They also indicated a preference for Facebook Live and recorded videos to the Zoom platform for programs. This information will be helpful with fall virtual programming.

During August, the Children's Department staff is working on Collection Development projects. Books are being weeded from the easy picture books, EZ Readers section and the Junior Fiction Section. Weeded books will be available for sale at the children's book sale.

**Unfinished Business:**

- Operation Budget: N. Shear moved and P. Tovo seconded to approve the Operation Budget as presented. Unanimous.
- Budget and Appropriation: C. Hollenbeck moved, and C. Baldwin seconded to approve Ordinance No. 20-01. Unanimous.
- B. Collins moved and G. Dodge seconded to approve the Certified Estimate of Revenues by Source. Unanimous.
- Audit Secretary Minutes: C. Baldwin moved, and B. Collier seconded to approve the minutes as audited. Unanimous.
- Phone Upgrade Proposal: N. Wheeler moved, and N. Shear seconded to approve the proposal from Ruder Technologies to address problems with the telephone system. Unanimous.

**New Business:**

- Accountant Contract Renewal: B. Collier moved, and C. Hollenbeck seconded to approve the accountant contract renewal. Unanimous.
- Insurance Renewal: C. Baldwin moved, and B. Collier seconded to approve the renewal of Utica National Insurance & Travelers Insurance for \$8,845.00. Unanimous.
- Heating/Air Maintenance Contract: N. Shear moved, and B. Collier seconded to approve the contract from Holohan Heating and Sheetmetal, Inc. for \$2,036.00 for service of heating, air conditioning and ventilation equipment. Unanimous.

- Remote Work Policy: C. Hollenbeck moved, and G. Dodge seconded to approve the Remote Work Policy as presented. Unanimous.
- IPLAR Report: J. Lockwood reported that the IPLAR Report is completed and will be submitted by the end of the week.

**Correspondence:** No correspondence.

**Anticipate Items:** Public hearing in September for the levy and the auditor in October.

B. Collier moved and C. Baldwin seconded to close the meeting at 4:44 p.m. Unanimous.

President G. Dodge adjourned the meeting.

Respectfully Submitted,

Nancy Shear

Secretary