

Manteno Public Library

Board Meeting

September 15, 2020

President G. Dodge called the meeting to order at 7:00 p.m. Member roll call: J. Lockwood, present, G. Dodge, present, N. Shear, present, B. Collier, present, C. Baldwin, present, P. Tovo via Zoom. N. Wheeler via Zoom. Absent: Carol Hollenbeck.

A quorum was present plus two members attended via Zoom.

B Collier moved and C. Baldwin seconded to approve the minutes to the August 15<sup>th</sup> Public Hearing. Unanimous.

N. Wheeler moved and P. Tovo seconded to accept the minutes to the August 15, 2020 Board Meeting. Unanimous.

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

**Agenda Changes:** None.

**Approval of the Financial Report:** N. Shear moved, and C. Baldwin seconded to approve the August 15, 2020 financial report as presented. Unanimous.

**Director's Report:** The library is currently on shortened hours due to staff shortage. Beginning October 5<sup>th</sup>, the library will open at 9:30 a.m. and close at 8:00 p.m. unless staff shortage reemerges.

Director Lockwood was notified that the LIMRiCC life insurance package was increase from \$20,000 to \$30,000 at no additional cost to the library. Eye and Dental insurance is available to library employees at their expense.

A request was received from Impact Networking, L.L.C. to have access to all library records pertinent to their business operations. The purpose of the request is to help them better serve the needs of the library. This is a Commercial FOIA, with 21 days to respond.

An application was submitted with the Cares Act through Will County. The application was approved, and the library will receive a check for \$1,557.98 to cover expenses incurred between March 16<sup>th</sup> and July 30<sup>th</sup> for supplies and equipment needed to bring the library back into operation after the mandatory State shutdown.

Director Lockwood attended the LIMRiCC Meeting on September 15<sup>th</sup> via Zoom.

Curriculum Instruction and Assessment (CIA) had their first meeting of the new school year on September 10<sup>th</sup>.

**Finance:** Money market interest for August - \$1.47  
\$267.39

E-commerce for August -

Joe Martin from Zabel & Associates visited the library on September 9<sup>th</sup> and collected necessary items for the annual audit. Mr. Martin will visit with the board via Zoom on October 20, 2020.

An email was received from Nicholas Africano on 9/10/2020 regarding tax distributions. Another distribution will go out the middle of next week.

**Technology:** Tim from True Tech is working with Ruder Technologies on the phone system.

**Library Projects/Activities:** Phone system upgrade, IPLAR (completed), Materials for Annual Audit (completed), FY21 Per Capita requirements (Karen Egan of the Illinois State Library expects FY 2021 Public Library Per Capita Grant to go live in October.)

**Friends of the Library:** The next meeting will be via Zoom on October 6, 2020.

**Monthly Statistical Report for July:** Circulation (8179), New Cards (21), Computer Usage (210), People Counter (19174), Curbside Services (4), Web Usage (1278).

**Youth Services Department Update:** Fall virtual programs have begun. The Collection Development projects in the Children's Section continues. Easy Picture Books are about finished. EZ Readers section and the Junior Fiction section are being weeded. Children's books are being sold for 10 cents each. Miscellaneous programs will be provided to the patrons, such as Storytimes, Facebook Challenges, and a Pen Pal Program. Some new videos will be added to the Adult Programming.

Since the last report, three webinars have been watched: Supporting Social & Emotional Learning with Stories & Children's Literature, Supporting Library Patrons with Take Home Programs, and Teaching Art Virtually in the Wake of COVID-19.

Two scavenger hunt challenges via Facebook were tried. One was successful, one was not.

**Unfinished Business:** None.

**New Business:**

**Levy-Draft Copy:** The board reviewed the draft copy of the Levy. A final copy will be presented next month to the board. Director Lockwood will watch for TIF which is coming due Dec. 2021. Last payout will be in 2022. More information will be provided in October. The final copy will be passed by the board in November and filed in December.

**2021 Holiday Closed Schedule:** N. Wheeler moved, and G. Dodge seconded to approve the tentative 2021 Holiday/Closed Schedule. Unanimous.

**Personnel Policy Update:** Beth Collier moved, and C. Baldwin seconded to approve section 8.1 of the Employee Handbook as amended. This section addresses health insurance benefits for full-time employees. Unanimous.

**CreativeBug Quote:** B. Collier moved and N. Wheeler second to approve the 12-month subscription for Creativebug at a cost of \$1000. Unanimous.

**Consolidated Election 2021:** Nominating petitions for Manteno Library elected officials will be available September 22nd and may be picked up at the library during regular business hours.

**Correspondence:** None.

P. Tovo moved and B. Collier seconded to close the meeting at 7:47 p.m. Unanimous.

President G. Dodge adjourned the meeting.

Respectfully Submitted,

Nancy Shear

Secretary