

Manteno Public Library

Board Meeting

October 20, 2020

President G. Dodge called the meeting to order at 7:00 p.m. Member roll call: J. Lockwood, present, G. Dodge, present, C. Hollenbeck, present, N. Shear, present, B. Collier, present, C. Baldwin, present, P. Tovo via Zoom, N. Wheeler via Zoom. Absent: none.

A quorum was present plus two members attended via Zoom.

Approval of the Minutes: B. Collier moved, and C. Baldwin seconded to approve the minutes to the September 15thth Board Meeting. Unanimous.

Approval of the Financial Report: N. Wheeler moved, and C. Hollenbeck seconded to accept the financial report for September 15th as presented. Unanimous.

Introductions of visitors and public comments: Joe Martin from Brian Zabel and Associates P.C. via Zoom.

Mr. Martin presented the Auditor's Report. The library received an unqualified opinion with the library books in good order, thus giving the library a clean opinion.

Agenda Changes: None.

Director's Report: Highlights of Director Lockwood's report are as follows. It is anticipated that the Creative Bug Database will be launched on October 21st. Nomination packets for the 2021 Consolidated Election are available to the public. Three packets have been picked-up.

Appointed trustees C. Baldwin and B. Collier will be re-running for their seats. Carol Hollenbeck, Library Trustee, will finish her term and not re-run. The library assumed regular hours of operation on Monday, October 5th.

The circulation staff is taking inventory of library print/non-print collections using the software Circa, a free module which is part of the PrairieCat membership.

There is a 10-hour circulation clerk position currently open.

Director Lockwood received an email from Mr. Chris Johansen concerning auditing Will County websites for ADA Compliancy. Director Lockwood thanked Mr. Johansen for providing information on his company. She informed Mr. Johansen she would use the library's web developer, Webfoot, for updates. Webfoot will inform Director Lockwood if there is any additional information needed to be added to the website.

The library staff is doing their best to work with patrons on following Covid-19 compliance rules.

Building: A maintenance appointment was scheduled with Holohan Heating and Sheetmetal for Tuesday, October 6th.

Technology: The library phone service is still being worked on to get a clean test from the internet provider. True Tech was out on October 14th to work on the problem.

Manteno School District is currently borrowing 2 HotSpots. Director Lockwood had purchased 5 additional HotSpots making a total of 10 and will purchase 5 more. Expense will be covered by the Cares Act through Will County.

Library Projects/Activities: Phone System Upgrade, Per Capita, Levy

Finance: Money market interest for September - \$1.41 E-commerce for September -
\$142.05 Per capita of \$15,540 received

Friends of the Library: FOL met via Zoom on October 6, 2020. Ten people attended with two of the attendees being new members. The search for new members and officers is going well. FOL is considering a Trash Can clean-up in Spring 2021 as a fundraiser. They are also discussing other fundraiser possibilities considering the Covid-19 situation.

Monthly Statistical Report for July: Circulation (8007), New Cards (20), Computer Usage (281), People Counter (1898), Curbside Services (0), Web Usage (1477), HotSpot Usage (--), OverDrive Checkouts Audio (174), OverDrive checkouts e-books (308), Axis 360 Audio (19), Axis 360 e-books (40).

Youth Services Department Update: A Homeschool section will be added to the children's department. Books and shelving are being ordered. A grant application has been submitted to the Illinois State Library's Back to Books Grant requesting \$1500 for additional books for the new section. Recipients will be notified in November.

J. Regan continues to record Storytimes for URU Preschool to help with their virtual learning. Weeding of the Easy Picture Book section and the Junior Fiction is completed. The EZ Reader Section is currently being weeded with an anticipated Children's Book Sale upon completion.

KALA resumed meeting through Zoom on October 1st. They will continue using Zoom for their monthly meetings.

Storytime in the Park was successful. Additionally, books were brought to the park for check out. With the help of a laptop and a scanner, a “pop-up” library was developed.

The Fall Reading Blitz challenge kick off was October 5th. There are currently 54 participating in the 6-week program. The challenge is open to all ages and can be joined at any time.

There will be a Spooky Spirit Hunt the week of Halloween. Rocks with ghosts painted on them will be hidden around town for children to find. The back of the rock will say, "Bring to the Manteno Library for a treat!" Children will be able to choose a book for a prize and receive some Halloween goodies.

Unfinished Business: A draft copy of Levy 2020-2021 was provided to the Board. A public hearing will be held November 17th at 6:30 p.m.

New Business:

- HomeStar Bank contacted Director Lockwood concerning refinancing the library loan. After a discussion, it was decided that trustee B. Collier would investigate refinancing the loan and explore financial offerings from other banks for comparison.
- N. Shear moved, and C. Baldwin seconded to approve the COVID-19 Policies and Procedures for Tutoring Sessions as presented. Three Tutoring Guards will be purchased at a cost of \$198.00 each with the expense covered by the Cares Act through Will County. Unanimous.
- This year the staff bonus will amount to \$675.
- A committee will meet to review the Personnel Budget for 2020-2021 & 2021-2022 to be certain the minimum wage budget is in compliance.
- A library employee asked for the hours that are currently being advertised for the clerk position. The Board endorsed giving these hours to that employee rather than hiring an additional employee.
- The Holiday Party was cancelled due to Covid-19. There will possibly be a staff breakfast.
- No form or information has been received concerning the Per Capita Review-Illinois Standards 4.0. In preparation for the Per Capita review, Board members will receive a PDF of an assigned book to read and will discuss areas of concern as identified by Director Lockwood. Anticipated deadline for the Per Capita review is March.

Correspondence: The Manteno School District sent the library a thank you for allowing the district to borrow library HotSpots.

C. Hollenbeck moved and B. Collier seconded to close the meeting at 7:56 p.m. Unanimous.

President G. Dodge adjourned the meeting.

Respectfully Submitted,

Nancy Shear

Secretary

