

Manteno Public Library

Public Hearing

November 17, 2020

President G. Dodge called the Public meeting to order at 6:30 p.m. Member roll call: J. Lockwood, present, G. Dodge, present, N. Shear, present, B. Collier, present, N. Wheeler via Zoom, C. Hollenbeck via Zoom, C. Baldwin via Zoom. Absent: P. Tovo.

B. Collier moved and N. Shear seconded to approve permitting the meeting to occur by audio or video conference calls. (5ILCS 120/7 (a) of the Opening Meetings Act).

Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.

There were no community residents present.

B. Collier moved and N. Shear seconded to close the meeting at 7:00 pm. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.

President G. Dodge adjourned the meeting.

Manteno Public Library

Regular Board Meeting

November 17, 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 via Zoom, N. Shear, present, B. Collier, present via Zoom, C. Baldwin, present, N. Wheeler via Zoom. Absent: P. Tovo.

C. Hollenbeck moved and C. Baldwin seconded to approve permitting the meeting to occur by audio or video conference calls. (5ILCS 120/7 (a) of the Opening Meetings Act).

Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.

**Approval of the Minutes:** N. Wheeler moved, and B Collier seconded to approve the minutes to the October Board Meeting. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, N. Wheeler, yes.

**Approval of the Financial Report:** C. Hollenbeck moved, and C. Baldwin seconded to accept the financial report for October as presented. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.

**Introductions of visitors and public comments:** There were no visitors or public comments.

**Agenda Changes:** None

**Director's Report:** Highlights of Director Lockwood's report are as follows. RAILS reduced quarantine time to 3 days for materials. Prairie Cat has applied for IMRF. Pug Day for 2021 will not be in person.

**IMRF:** Public Act 101-0504, an amendment to the Illinois Pension Code requiring participants in IMRF and who maintain a website, to post a link to the IMRF's "Employee Cost & Participation Information" webpage by January 1, 2021.

**RAILS:** There will be a meeting December 8<sup>th</sup> via Zoom. Greg McCormick from the Illinois State Library will discuss the public library Per Capita grant.

**Meetings/Workshops:** Delegates meeting- October 28<sup>th</sup> KALA via Zoom Director  
Round Table- November 10<sup>th</sup> FOIA Training- November 13<sup>th</sup>

**Local News:** There will be no Christmas on Main/Business Walk this year. The library will decorate a tree for Christmas Tree Lane.

**MPL News:** The planter box in front of the library needs to be removed because of rotten wood. CreativeBug launched November 5<sup>th</sup>.

**Building:** Holohan replaced a part on the furnace in the Mechanical room on November 12<sup>th</sup>.

**Technology:** Phone system still does not test clean. There is a possibility the library may have to add cards. The 2021 version of QuickBooks has been purchased. Capira Mobile App, a new product launched in October by Prairie Cat, allows patron to access the Library through their Smartphone. Cost is \$499 a year for a 5-year contract. This is an option to consider for next year.

**Library Projects/Activities:** Phone System Upgrade, Per Capita, ILL Survey

**Finance:** Money market interest for October (\$1.47) E-commence for October (NA)

Arlene's library credit card was hacked. A new card has been issued.

Will County Cares Grant was submitted on November 13<sup>th</sup> requesting an amount of \$974.21.

**Friends of the Library:** FOL met via Zoom on November 2nd, 2020. They are working on Fundraisers, including Heather's Custom Cakes for Valentine's Day, a Shoe Drive, Eco-Clean Garbage Can Cleaning and possibly a May Photo Shoot for Mother's Day, COVID-19 circumstances dependent.

**Monthly Statistical Report for July:** Circulation (9103), New Cards (25), Computer Usage (248), People Counter (1915), (Average 71 per day), Web Usage (1394), HotSpot Usage (4), OverDrive Checkouts Audio (166), OverDrive checkouts e-books (366), Axis 360 Audio (39), Axis 360 e-books (61).

**Youth Services Department Update:** The Homeschool section is in service, shelves up and books being processed and shelved. The department is waiting to hear if it will receive grant

money. Subject book bundles are being compiled. J. Regan will participate in a Webinar Series entitled "Providing Services for Homeschoolers."

Youth Services created a Thanksgiving video for URU and plans to create a Christmas-theme video. KALA met November 5<sup>th</sup> and focused on current video programs. EZ Readers project is completed. Book bundles are still being checked out. Storytime in the park was successful, but with inclement weather and increasing COVID numbers, it is now offered online. Fall Reading Blitz ended November 13<sup>th</sup> with 54 participants. Spooky Spirit Hunt ended with children who returned rocks receiving a goodie bag and a Scholastic book. Family Reading Night will be November 19<sup>th</sup> via Zoom. Participating families will have their names entered in a raffle. The Gingerbread House tradition will continue through take home kits. Families must register in advance. Kits will be delivered curbside and if needed, library employees will deliver the kits to porches.

**Upcoming Projects:** Lego Challenge, Art Smart Bags, Winter Reading Challenge

**Unfinished Business:**

- B. Collier moved and G. Dodge seconded to approve the Auditors Report. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.
- Director Lockwood will contact Midland Bank, People's Bank, National Bank, and Municipal Bank concerning Banking Services. Letters will be mailed out before Thanksgiving. Banks are asked to respond by January 5<sup>th</sup>.
- Per Capita: Review of Chapters 1-7 Illinois Standards 4.0 was addressed by the Board members. It was noted that the library currently has no Asset Plan. One will be developed. The Disaster Plan is appropriately posted, as is the Management Plan.
- The Board revisited the COVID-19 – Tier 3 plan. FFCRA expires 12/31/20. Curbside is still offered to patrons. Director Lockwood was given permission to use her discretion on keeping the library open or adjusting hours.
- B. Collier moved, and C. Baldwin seconded to continue to pay employees regardless of the Tier as stated in the Library policy. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.
- C. Hollenbeck moved and N. Shear seconded to give permission to Director Lockwood to continue with FFCRA until January. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes. The library is currently allowing 10 people into the library at one time, including staff. Curbside is available and because of weather concerns, patrons will be allowed to pick up materials in the foyer. Appointments for computer usage and browsing will be required.

- N. Shear moved and B. Collier second to close the library on January 2, 2021. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.

**New Business:**

- N. Shear moved and N. Wheeler seconded to approve Levy 20-02. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.
- G. Dodge moved, and C. Hollenbeck seconded to approve the annual Treasurer's Report/Comptrollers Report. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.
- B. Collier moved and N. Shear seconded to approve the FY2020 Financial Report. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.
- N. Wheeler moved, and C. Baldwin seconded to approve Meeting Ordinance 20-03. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.
- B. Collier moved to keep 2<sup>nd</sup> half of Closed meeting minutes closed. G. Dodge seconded. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.
- Library Conduct, Electronic Meeting and Government Travel Expense Policies were reviewed by the Board. No changes needed at this time.
- B. Collier moved and G. Dodge seconded to close the meeting and go into Executive Session at 7:53 p.m. Executive Session adjourned at 8:14 p.m. and reentered into the regular Board meeting.
- B. Collier moved, and C. Baldwin seconded to approve the Personnel Budget 2020-2021 salary schedule as presented. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.

**Correspondence:** Franklin Weber notified the library that they are closing.

N. Shear moved and N. Wheeler seconded to close the meeting at 8:21 p.m. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Hollenbeck, yes, N. Wheeler, yes, C. Baldwin, yes.

President G. Dodge adjourned the meeting.

Respectfully Submitted,

Nancy Shear

Secretary