

Manteno Public Library

Board Meeting

January 19, 2021

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

N. Wheeler moved and N. Shear seconded to approve permitting the meeting to occur by audio video conference calls. (5 ILCS 120/7 (a) of the Open Meetings Act. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

Approval of the Minutes: C. Hollenbeck moved, and N. Wheeler seconded to approve the minutes to the February 12, 2020 Special Board Meeting minutes. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, abstained, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

B. Collier moved and N. Wheeler seconded to approve the minutes to the November 17, 2020 Public Hearing. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

C. Hollenbeck moved and N. Wheeler seconded to approve the minutes to the November 17, 2020 Regular Board Meeting. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

B. Collier moved and G. Dodge seconded to approve the minutes to the November 17, 2020 Executive Board Session as amended. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

Approval of the Financial Report: B. Collier moved, and C. Baldwin seconded to accept the financial report for November 2020 as presented. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

B. Collier moved and C. Hollenbeck seconded to accept the financial report for December 2020 as presented. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

Introductions of visitors and public comments: There were no emails or comments received from the public.

Agenda Changes: None.

Director's Report: Director Lockwood informed the Board the library hours have been changed to Monday-Thursday, 10:00 am to 7:00 pm, Friday, 10:00 am to 6:00 pm, Saturday, 10:00 am to 3:00 pm.

Director Lockwood announced that when we return to Phase 4, staff will return to the building, up to 50 people will be allowed in the library at one time, two more computers will be opened, grab and go service will continue. There will still be no in-person programs. Curbside will remain available to patrons by request.

April 6th is the Consolidated Election. ILA is urging IDPH for public librarians to be eligible for the COVID-19 vaccine in Phase 1b or Phase 1c because of working with the public. They are also advocating for librarians to receive a template letter to use to follow up with their county public health departments.

December Meeting and Workshops: RAILS Update (December 8th) OSHA 101 (December 16th)

Finance: Money market interest: (November - \$1.24) (December - \$1.47)

E-commerce: (October - \$118.55) (November - \$121.36) (December - \$65.15)

The library received \$974.21 in December 2020 from the Will County Cares Grant. Staff received 1099's and W2's on January 14th. Director Lockwood sent resignation documentations to Equifax for an employee who had resigned in June 2019 and had applied for unemployment.

Technology: Director Lockwood met with phone committee on November 30th to discuss the test results performed by ESI. Test results kept showing a Conditional Pass, which means calls could experience interruptions. After talking with True Tech and Ruder Technologies regarding the test results, Director Lockwood decided to move forward with phone installation. In order to resolve the possibility of interruptions fiber internet would need to be installed.

Library Projects/Activities: Phone System Upgrade, Per Capita Due March 15, 2021, ILL Survey submitted 12/9/20.

Friends of the Library: FOL met via Zoom on December 1, 2020 and January 5, 2021 via Zoom. They continue to work on fundraisers. (Heathers Custom Cakes, joint effort with the Manteno Historical Society to collect gently worn shoes, garbage can cleaning, Mother's Day Photo Shoot,) Newly elected officers are: President - Cindy Schaussburger, Vice President- N/A, Secretary – Sheri Ashley, Treasurer- Diane Power.

Monthly Statistical Report for November: Circulation (7880), New Cards (19), Computer Usage (204), People Counter (1589), Web Usage (1346), HotSpot Usage (10), OverDrive Checkouts Audio (173), OverDrive checkouts e-books (303), Axis 360 Audio (5), Axis 360 e-books (27).

Monthly Statistical Report of December: Circulation (7617), New Cards (11), Computer Usage (245), People Counter (1705), Web Usage (1251), HotSpot Usage (2), OverDrive Checkouts Audio (169), OverDrive checkouts e-books (324), Axis 360 Audio (13), Axis 360 e-books (24).

Youth Services Department Update: The Youth Services Department did not receive funds from the "Back to Books" grant but will continue to grow the Homeschool section with their book budget. KALA met on December 3rd and discussed virtual programs. The department will continue working on book bundles for the Homeschool section and is processing new non-fiction books. Family Reading Night was held on November 19th.

Unfinished Business:

- Per Capita: Assigned chapters were reviewed. Completed document will be taken to the Board in February, due March 1st.
- Dates on the current FFCRA document will be changed according to the Tax Credit Extended document and brought back to the Board in February for further discussion.
- All four banks responded to the library letter requesting information on banking services. Since all banks offered similar services, it was decided to remain with HomeStar Bank. A thank you letter will be sent to the banks for taking the time to respond.

New Business:

- Director Lockwood submitted a list of library Board members required to complete the Statement of Economic Interest. Board members should watch for an email towards the end of March with information on filing that document.
- Patron computers were switched over to ReBoot System in September 2020. There is a need to consider replacing the video server in the 2021- 2022 budget and replace staff computers in the 2022-2023 budget.
- N. Wheeler moved and P. Tovo seconded to approve the quote from True Tech for \$11,500 for a 100 Hour Time Block. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- The Long-Range Planning Meeting document will be put into a Long-Range Plan with prioritizing of objectives under each goal. It was noted that because of COVID -19, work on this project has been hindered.
- B. Collier moved, and C. Baldwin seconded to approve the January 2021 Disposal of Equipment as presented. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- Because of COVID-19, Staff Development Day was placed under anticipated items.

Anticipated Items: Track phone, Policy for Family Medical Leave, Staff Development Day.

Correspondence: There was no correspondence.

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

President G. Dodge adjourned the meeting at 8:00 pm.

Respectfully Submitted,

Nancy Shear

Secretary