

Manteno Public Library

Board Meeting

February 16, 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, present via Zoom, P. Tovo present via Zoom, N. Wheeler present via Zoom. Absent: none.

N. Wheeler moved and P. Tovo 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: B. Collier moved, and P. Tovo seconded to approve the minutes to the January 19, 2021 Library Board Meeting minutes. 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. Hollenbeck seconded to accept the financial report for January 2021 as presented. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, as 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: Sharon Matson was hired as a part-time employee for the library. The library has opened to Tier 1, as of January 22, 2021. Employees are now allowed back into the building, grab and go services continue, and 3 additional computers are opened.

The Youth Services Coordinator will utilize the State Representative's website to create programs for children and adults.

Director Lockwood will create a training packet for new trustees and a review packet for experienced trustees.

Kankakee County Health Department considers librarians part of the 1b category. Staff was informed as well as steps provided for registering for the vaccine.

February Meetings & Workshops: Chamber Strategic Planning (Feb. 3rd) KALA Meeting (Feb. 4th)
CIA Meeting (Feb. 11th) Diversity, Equity, Inclusion Workshop (February 11th) COVID-19 Vaccine –
Employee Options (Feb. 24th)

Reaching Forward Conference: The Reaching Forward Conference and the Reading Forward South Conference joined forces to bring their 2021 virtual conferences to Illinois libraries. Registration is \$50 per person and the all-day sessions will be held April 15th, 16th, and May 7th. Staff interested in attending are: J. Regan, J. Lockwood, A. Flint, C. Posing, and T. Naddy.

Finance: Money market interest: (January - \$1.47) E-commence: (January - \$133.05)

The Library annual audit with Joe Martin is scheduled for Tuesday, September 7, 2021.

Building: Scenic is doing a great job of keeping the parking lot cleared of snow. Holohan Heating and Sheet Metal fixed the igniter on the furnace in the loft on February 9th. They were called back on the 10th because the furnace was still not operating properly. It was discovered that the smart valve was broken. The part was ordered and installed on February 11th.

Technology: The library received the first phone bill from ESI for a total cost of \$413.68 for part of January and the month of February including a onetime set-up fee of \$176.39 plus tax. Anticipated phone bill will run between \$176 - \$200 per month. The library will receive a refund from AT&T for \$156.00. A formal letter was sent to AT&T on February 2nd to cancel the annual maintenance contract.

Weather permitting, Tim will install a new outdoor camera on the South side of the library to replace the broken one.

Monitor/Screen: Director Lockwood decided to go with a projector screen for the conference room. The screen is free, coming from a school that is converting to smart screens. A wire drop will be installed at a cost of approximately \$50 for materials. Installation is covered under that maintenance agreement.

Library Projects/Activities: Per Capita due March 15, 2021, Illinois Library Certification, Trustee Training/Onboarding Packets, Succession Plan Policy.

Friends of the Library: FOL met via Zoom on February 2, 2021. There are three fundraisers planned for Spring: Shoe Drive from March 1st through April 30th, Cake Balls and Cookie Shots Fundraiser beginning March 1st, and ECO-Clean running from March 1st - April 30th.

Monthly Statistical Report for January: Circulation (7569), New Cards (21), Computer Usage (220), People Counter (1867), Web Usage (1482), HotSpot Usage (5), OverDrive Checkouts Audio (234), OverDrive checkouts e-books (371), Axis 360 Audio (8), Axis 360 e-books (35).

Youth Services Department Update: J. Regan visited URU Preschool on February 1st. The department continues working on book bundles for the Homeschool section and is weeding the Junior Fiction section to make room for series books. Weekly Storytime videos continue to be recorded. Seven teens joined a Zoom meeting in January. They decided to meet monthly to discuss books they are reading. Craft/activity bags will be made for the participants to do at home. Next meeting is Tuesday February 23rd. The Lego Challenge was completed ending with a raffle with the winner receiving a Lego book. Adult Take and Make Craft Project will be a farmhouse book decoration. Registration begins February 15th. The Winter Reading Challenge is on the way with 64 participants. The last day of the challenge is February 26th.

Webinars Completed: Virtual Brain Training, Helping Homeschoolers in the Library, Grab and Go Programs.

Unfinished Business:

- N. Shear moved and P. Tovo seconded to approve the purchase of a Tracfone for a cost of up to \$200.00. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- G. Dodge moved and C. Baldwin seconded to approve the proposed Maintenance Contract from Ruder Technologies for \$595.00 for the library phone system. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- Per Capita was discussed and reviewed by the Board. It will be submitted by Director Lockwood by the end of February.
- B. Collier moved and C. Baldwin seconded to extend the COVID-19 Family Medical Leave Policy to March 31, 2021. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- Staff Development Day is scheduled for Thursday, March 25 from 8 am to 3 pm at the Hassett Building in Manteno.

New Business:

- A Board discussed hiring HR Source to review the library handbook for legal compliance. The discussion was tabled until a later date.
- After a discussion of disruptions in the mail service, it was decided that Director Lockwood would investigate paying utility bills online.
- P. Tovo moved and N. Wheeler seconded to approve the expenditure of \$1000 to purchase Brain HQ from Demco Software. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- Placing an ad in the Manteno Chamber 2021 Street Map Publication was discussed. It was determined to pass on advertising in this publication at this time.
- A Covid-19 Vaccine Employee Letter was reviewed by the Board. N. Shear moved and B. Collier seconded to approve the letter based on suggested corrections. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- The Blood Born Pathogen Policy was reviewed. No changes needed.
- The Personnel Committee Meeting date was set for April.
- N. Wheeler moved and C. Hollenbeck seconded to approved \$250 for five library employees to take webinars offered through the Reaching Forward Conference. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

Anticipated Items: HR Source.

Correspondence: There was no correspondence.

C. Hollenbeck moved and B. Collier 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 7:55 pm.

Respectfully Submitted,

Nancy Shear

Secretary

