

Manteno Public Library

Board Meeting

March 16, 2021

President G. Dodge called the meeting to order at 7:00 p.m. Member roll call: G. Dodge, present via Zoom, N. Shear, present via Zoom, B. Collier, present via Zoom, C. Baldwin, present via Zoom, P. Tovo present via Zoom, N. Wheeler present via Zoom. Absent: C. Hollenbeck (arrived at 7:41 p.m. via zoom.)

B. Collier moved and N. Wheeler 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, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

Approval of the Minutes: B. Collier moved, and C. Baldwin seconded to approve the minutes to the February 16, 2021 Library Board Meeting minutes. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

Approval of the Financial Report: P. Tovo moved, and N. Shear seconded to accept the financial report for February 2021 as presented. Roll call: G. Dodge, 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: Scenic Lawn Contract added as E. under New Business

Director's Report: Brook Savoie was hired as a new employee, working 3 days a week and 1 or 2 Saturdays a month. The library is responsible for setting the flag at half-mast or full mast. The Consolidated Election will be held April 6th. Newly elected board members will be sworn in at the May 18th board meeting.

February Meetings & Workshops: KALA Meeting, March 4th

CIA Meeting, March 11th

Finance: Money market interest: (February - \$1.33)

E-commence: (February - \$23.30)

Building: A leak was discovered in the ceiling near the west wall. G. Dodge and J. Jarvis were contacted. By the 24th of February, the water damage had spread, and the insurance company was contacted. A claim was filed. Cat5 Restoration was called in to mitigate any further interior damage. The Insurance adjuster and Langlois Roofing were out on March 1st.

Technology: A cell phone was connected to the phone system. March bill was \$135.00.

Camera: A second camera, located on the northwest corner of the library, failed on January 31st.

Server: The library server was relocated on March 1st. There were issues with the patron computers and static in the lines. Several attempts were made to address the problem. Tim from True Tech had Director Lockwood reset the Comcast Modem. The problem continued. Comcast was contacted and they ran tests remotely, with everything coming out fine, but the problem remained. A Comcast technician came out and tested the lines, the result being that the library had good internet service. Tim from True Tech came again, and it was discovered that the router was going out. The router was replaced with a temporary one until the server is moved back into the loft. True Tech will rebuild the library router. It will be ready for when the server is moved back into the loft.

Library Projects/Activities: Per Capita submitted February 26th, Illinois Library Certification submitted, Trustee Training/Onboarding Packets, Succession Plan Policy.

Friends of the Library: FOL met via Zoom on March 2, 2021. Plans were finalized for the Shoe Drive and Cake Balls and Cookie Shots. The link for the ECO-Clean can be found on the Friends Facebook page. A Mother's Day photo shoot is in the planning stages for May. Friends came to the library on March 3rd to bag shoes. Total pairs of shoes bag were 425. The goal is to collect 2075 more.

FOL donated money to purchase Home Schooling books on the wish list requested by parents.

Monthly Statistical Report for February: Circulation (7515), New Cards (13), Computer Usage (218), People Counter (1753), Web Usage (3331), HotSpot Usage (3), OverDrive Checkouts Audio (204), OverDrive checkouts e-books (359), Axis 360 Audio (15), Axis 360 e-books (31).

Youth Services Department Update: J. Regan visited URU Preschool on March 1st. KALA met on March 4th via Zoom. Book bundles were created for the Homeschool section. In addition to books, the bundles contain DVDs. Storytime videos continue. It is hoped that, with improvement in weather, Storytime can again be held at Legacy Park. There was also an increase in the number of patrons coming to the library for the craft kits.

There are eight teens participating in TAG. Candy Sushi kits were made for the teens to try at home. During the Zoom meeting, teens shard their Candy Sushi creations and taught each other how to use chopsticks. A discussion was held on using the library website, such as putting a book on hold, paying fines, and renewing books. Plans for March are for the teens to try a drawing video from Creative Bug. Teens will also learn how to submit a book review via the website.

The March adult Take & Make will be an Easter Egg Wreath. Coloring pages and crossword puzzles are available for patrons to take.

Winter Reading Challenge ended February 26th. Total time read by the group was 25,427 minutes. Gift card winners were Claire McNamara (Preschool), Zachary Prokop (Young Readers), Mercedes Devries (Teen), and Kimberly Barnes (Adult). The Summer Reading Program is in the planning stages. The theme is "Reading Colors Your World."

Upcoming Webinars: Add Color to Your 2021 Summer Reading Program (RAILS), Fair Use Gone Viral (ALA)

Unfinished Business:

- A. Covid Family Medical Leave Policy – N. Wheeler moved, and G. Dodge seconded to extend the Covid Family Medical Leave Policy to April 30th. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier. Yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- B. Employee Handbook Review Project by HR Source – Director Lockwood informed the Board that HR Source will submit a bill to the library in July for their work reviewing the library handbook for legal compliance.
- C. Roof/Ceiling Leak Update – Director Lockwood reported that the library is waiting for feedback from the insurance company.
- D. Statement of Economic Interest – Director Lockwood reminded Board members of the necessity of completing the Statement of Economic Interest.
- E. Sophos – B. Collier moved and G. Dodge second to approve the Sophos Annual Renewal for a total of \$1999.00. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier. Yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

New Business:

- A. The Personnel Committee Meeting date was set for April 14th at 10 a.m. Those serving on the committee in addition to Director Lockwood will be N. Shear, B. Collier, and G. Dodge.
- B. After discussion, it was determined that no changes were necessary for the following policies: Prohibited Gifts Policy, Artwork Display Policy, Investment of Public Funds Policy
- F. B. Collier moved, and G. Dodge seconded to approve the Sophus Renewal from True Tech at a cost of \$1999.00. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier. Yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- C. Director Lockwood is still working on the Succession Plan Policy. A draft was submitted to the Board for their input. It will be brought back to the Board.
- D. Scenic Lawn Service has raised their rates. After a discussion, it was decided that Director Lockwood would seek out other companies for additional pricing before deciding on renewal. Director Lockwood complimented Scenic on the fine job they have done for the library.

Anticipated Items: Lawn maintenance/Snow removal quotes, Succession Plan Policy, Statement of Economic Interest.

Correspondence: The library received a certificate for participating in the United States Census 2020.

C. Hollenbeck moved and G. Dodge 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 7:45 pm.

Respectfully Submitted,

Nancy Shear

Secretary