

Manteno Public Library

Board Meeting

April 20, 2021

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

N. Shear moved, and B. Collier 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, C. Hollenbeck, yes.

**Approval of the Minutes:** B. Collier moved, and C. Baldwin seconded to approve the minutes of the April 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, C. Hollenbeck, yes.

**Approval of the Financial Report:** C. Hollenbeck moved, and G. Dodge seconded to accept the financial report for April 2021 as presented. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, C. Hollenbeck, yes.

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

**Agenda Changes:** There were no agenda changes.

**Director's Report:** Trustee Day 2021 sponsored by Atlas will be May 22 from 10 am to 11:30. Attendance can be in person or via Zoom and will be held at the Orland Park Public Library. The Consolidated election was April 6<sup>th</sup> and the newly elected candidates will be sworn in May 18<sup>th</sup> at the board meeting. Staff will take the annual Sexual Harassment Training offered through RAILS April and May. Pug Day (PrairieCat Users Group) will be held virtually September 13-24<sup>th</sup>. Friday the 24<sup>th</sup> may be a good day for staff in-service. Staff evaluations began April 19<sup>th</sup>. Evaluations have been restructured and will be done quarterly. The Chamber Annual Dinner is May 27<sup>th</sup> at the Manteno Sportsmen's Club. The library will be recognized for its efforts during Covid. Eric and Lisa Hendrix donated \$500 to the library.

**Meetings and Workshops:** KALA Meeting, April 1st                    CIA Meeting, April 8<sup>th</sup>                    Tools for Success  
Webinar hosted by Manteno Chamber of Commerce (5 sessions beginning April-August)  
Reaching Forward – April 15<sup>th</sup> and 16<sup>th</sup>.

**Finance:** Money market interest: (March - \$1.47)                    E-commence: (March - \$76.49)

**Building:** The flower planter in front of the library has been removed because it was rotten. The flag light was replaced on March 27<sup>th</sup>.

**Technology:** Reading room repairs are completed, and the room cleaned by the painting company. It will be cleaned again to remove drywall dust that settled before furniture and magazines are placed back into the room. Drywall repairs began April 12<sup>th</sup>.

**Library Projects/Activities:** Trustee Training/Outreaching Packets, Succession Plan Policy, Budget: Operational/Personnel, Job Descriptions, Marketing Plan.

**Friends of the Library:** FOL met via Zoom on April 6, 2021. The FOL and Historical Society met their goal of collecting 100 bags of shoes on March 26<sup>th</sup>. Any shoes collected after the 26<sup>th</sup> until April 30<sup>th</sup> will be extra

towards fundraising efforts. As part of the fundraising efforts, FOL hosted a Drive-by/Drop Off Show Event on April 17<sup>th</sup>. Can cleaning fundraiser was April 13<sup>th</sup>. The Spring Photo Shoot will be April 25<sup>th</sup> from 9 am to 5 pm at the Square. The cost is \$25 for a 10-minute session and the photographer is Rey Carlile.

**Monthly Statistical Report for April:** Circulation (9064), New Cards (28), Computer Usage (218), People Counter (2140), Web Usage (1868), HotSpot Usage (1), OverDrive Checkouts Audio 239), OverDrive checkout ts e-books (310), Axis 360 Audio (13), Axis 360 e-books (35).

**Youth Services Department Update:** J. Regan visited URU Preschool on April 12<sup>th</sup>. And will visit again on May 3<sup>rd</sup>. Storytime videos continue until mid-May then will take a break to prepare for summer reading. TAG teens met on April 20<sup>th</sup>. Adult Take & Make will be a Mother's Day Decoupage Vase. There was also a passive Poetry table. The theme

**Unfinished Business:**

- A. No action was taken on the COVID Family Medical Leave Policy because it had expired.
- B. The Reading Room ceiling is repaired. A check from the insurance company for \$5750.37 was received. B. Collier moved to open the library at 1 pm on April 29<sup>th</sup> for patrons so the server could be reinstalled that morning. C. Baldwin seconded. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes.
- C. After the board reviewed submitted bids for lawn and snow removal, B. Collier moved to accept the quote from Vital Landscaping for a 2-year contract. C. Hollenbeck seconded the motion. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, C. Hollenbeck, yes.

**New Business:**

- A. The Personnel Committee met Wednesday, April 14<sup>th</sup>. The Audit and Legal heading was changed to Professional Services. The Capital Improvements heading was changed to Debt Services. There will be another meeting of the Personnel Committee before the May Board Meeting with the results of that meeting presented at the May Board Meeting.
- B. P. Tovo moved, and G. Dodge seconded to renew Axis 360 at a cost of approximately \$750.00. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, C. Hollenbeck, yes.
- C. Director Lockwood discussed with the Board filling a part time Seasonal Youth Service Position. This position would start June 7<sup>th</sup> and run through July 16<sup>th</sup> or 23<sup>rd</sup> with the ending date still to be determined. The position was already in the budget. The Board agreed this would be advantageous to the Youth Summer Program.
- D. The Reference & Readers Advisory Policy was reviewed. N. Shear moved and C. Hollenbeck seconded to approve the policy as amended. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, C. Hollenbeck, yes.

Both the Residency Requirements Policy and Study Room Policy were reviewed with no changes made.

- E. B. Collier moved, and C. Baldwin seconded to dispose of 2 Carpet Pro vacuums as listed on the April 2021 Disposal of Equipment. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, C. Hollenbeck, yes.
- F. Carpet cleaning on Saturday May 29<sup>th</sup> was discussed and the topic will be brought back to the Board at the May meeting.

- G. Office Furniture and options for a space for the Circulation Supervisor were discussed and will remain in discussion.
- H. Director Lockwood will be completing her Evaluation form.

**Anticipated Items:** Budget, carpet cleaning, space for personnel, office furniture.

**Correspondence:** A Thank You note was received from Doug and Lolly Baldwin for the card and flowers sent by the library after the loss of their son.

N. Wheeler moved and C. Baldwin seconded to close the meeting 7:54 pm. 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 7:54 pm.

Respectfully Submitted,

Nancy Shear

Secretary