

Manteno Public Library

Board Meeting

May 18, 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. S. Turner in attendance.

B. Collier moved, and C. Baldwin 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.

Swearing in of New Trustees: B. Collier, C. Baldwin, and S. Turner were installed as newly elected trustees to the Manteno Public Library.

Board Officer Election: B. Collier moved, and N. Wheeler seconded to nominate G. Dodge as President of the library board. Roll call: S. Turner, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

G. Dodge moved and P. Tovo seconded to nominate N. Wheeler as Vice President. Roll Call: S. Turner, yes, N. Shear, yes, B. Collier, yes, G. Dodge, yes, C. Baldwin, yes, P. Tovo, yes.

B. Collier moved and S. Turner seconded to nominate C. Baldwin as Secretary. Roll Call: S. Turner, yes, N. Shear, yes, B. Collier, yes, G. Dodge, yes, P. Tovo, yes. N. Wheeler, yes.

G. Dodge moved and N. Wheeler seconded to nominate B. Collier as Treasurer. Roll Call: S. Turner, yes, N. Shear, yes, G. Dodge, yes, P. Tovo, yes, N. Wheeler, yes, C Baldwin, yes.

Approval of the Minutes: Beth 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, S. Turner, yes.

Approval of the Financial Report: N. Shear moved, and B. Collier 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, S. Turner, yes.

Introductions of visitors and public comments:

Agenda Changes: There were no agenda changes.

Director's Report: Interviews for a circulation clerk began May 17th. K. Lengel will join the Youth Service team beginning June 7th. This is a temporary position. The library will continue requiring masks to be worn according to CDC guidelines.

Meetings and Workshops: KALA Meeting, April 1st CIA Meeting, April 8th Tools for Success
Webinar hosted by Manteno Chamber of Commerce (5 sessions beginning April-August)
Reaching Forward – May 7th

Finance: Money market interest: (April - \$1.42) **E-commerce:** (April - \$114.79)

Axis 360 Renewal; - (\$750.00. Quarterly payments)

49,500 Credit Card points for Summer Reading prizes redeemed

Treasury Bond for B. Collier renewed in the amount of \$425.00.

Building: D. Bolin caulked the windows on the north end of the library and will install a door sweep or weather stripping on the emergency door in the children's department. Following up on the April roof leak, Holohan Sheet Metal came and inspected the roof. It has been determined that the rubber boots around the ventilation pipes need repair. Langlois Roofing came out and inspected the suggested issues and the roof. Tee Jay Service Company repaired 4 doors replacing all mechanical parts. The doors were installed in 2009 and have had minimal service done on them.

Technology: True Tech relocated the server back to the loft on April 29th.

Library Projects/Activities: Succession Plan Policy, Budget: Operational/Personnel, Job Descriptions, Marketing Plan.

Friends of the Library: FOL met via Zoom on May 4, 2021. The FOL and Historical Society collected 158 bags of shoes. The shoes will be transported to developing countries and micro-entrepreneurs to help impoverished countries. FOL will once again participate in Movies at the Park and hope to participate in some of the traditional events this fall. The next FOL meeting will be June 1st.

Monthly Statistical Report for April: Circulation (8650), New Cards (18), Computer Usage (286), People Counter (2121), Web Usage (1750), HotSpot Usage (1), OverDrive Checkouts Audio (217), OverDrive checkouts e-books (308), Axis 360 Audio (17), Axis 360 e-books (16).

Youth Services Department Update: J. Regan visited URU Preschool on May 3rd. She met with the Youth Services KALA group on May 6th via Zoom. This will be the last KALA meeting until fall. Storytime videos are ending. Summer Reading will begin meeting at Legacy Park. TAG met via zoom to discuss Summer Reading and volunteer opportunities; The May Adult Take & Make is an herb garden.

This year's summer reading theme will be "Reading Colors Your World." Dan Gutman will be presenting a program for children via Zoom on Monday, May 21st at 4:30 pm. Reading Zone will be used again this year to log reading minutes. Patrons can begin using the app on Wednesday, June 2nd.

Unfinished Business:

- The Personnel Committee Budget Update consisted of a discussion of the MPL Salary Proposal for 2021/2022. Director Lockwood will present to the board a full budget in June.
- N. Shear moved and C. Baldwin seconded to approve the quote from Stanley Steamer for \$800 to clean carpet areas and armchairs. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.
- N. Wheeler moved and S. Turner seconded to approve the purchase of office furniture at a cost of \$1264.97 plus shipping for the Circulation Supervisor. G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.

New Business

- G. Dodge moved and B. Collier second to approve the disposal of outdated equipment as listed. G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.
- B. Collier moved and S. Turner seconded to renew HR Source/Membership for a \$350 membership fee. G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.
- S. Turner moved and C. Baldwin second to approve the proposals from Langlois Roofing and Holohan Heating & Sheetmetal, Inc. for a total amount of \$7578.00 for roof maintenance and repair. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.

- C. Baldwin moved and G. Dodge seconded to approve Director Lockwood and A. Flint as FOIA officers and Treasurer B. Collier and Director Lockwood as Open meeting officers. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.
- S. Turner moved and B. Collier seconded to approve Non-Resident Fee Resolution 21-01. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.
- S. Turner moved and G. Dodge seconded to approve the quote of \$3312.40 for a subscription for Infobase Database. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes, S. Turner, yes.
- Procedures for moving the library into Phase 5 were discussed and will be revisited monthly as needed.

Correspondence: Director Lockwood sent a thank you note to Mr. Hoots for his assistance the day of the roof leak.

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

President G. Dodge adjourned the meeting at 8:15 pm.

Respectfully Submitted,

Nancy Shear

Secretary