

Manteno Public Library

Board Meeting

June 15, 2021

President G. Dodge called the meeting to order at 7:00 p.m. Member roll call: J. Lockwood, present, G. Dodge, present, N. Shear, present, B. Collier, present, S. Turner, present, N. Wheeler, present via Zoom.

Absent: Cara Baldwin, Paulette Tovo.

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, N. Wheeler, yes.

**Approval of the Minutes:** B. Collier moved, and N. Wheeler seconded to approve the minutes of the May 2021 Library Board Meeting minutes. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

**Approval of the Financial Report:** G. Dodge moved, and B. Collier seconded to accept the financial report for May 2021 as presented. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes.

**Introductions of visitors and public comments:** There were no visitors or comments.

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

**Director's Report:** J. Lucas reported to work June 14<sup>th</sup> as a circulation clerk. Director Lockwood spoke at both the May Rotary meeting and the May Women's Club meeting.

Governor Pritzker extended the ability for boards of public meetings to use virtual quorum until June 26<sup>th</sup>. The July meeting will be back to in-person quorum. The July Delegates Assembly meeting was cancelled because the Governor has ended the OMA waiver. Prairie Cat is looking for a new venue for October, January, and April meetings since the usual venue at Kishwaukee College will not be available for the entire year.

Director Lockwood will be on vacation July 5-9, 2021.

June 9<sup>th</sup> was the first time there was a teacher tutoring in the library in over a year.

**Meetings and Workshops:** Tools for Success Webinar hosted by Manteno Chamber of Commerce (5 sessions beginning April-August)      LIMRiCC Spring Meeting      Directors Round Table

**Finance:** Money market interest: (May - \$1.47)      E-commerce: (not available at time of meeting)

**Building:** Director Lockwood applied for a Building Permit to complete the building maintenance work by Holohan Heating, Langlois Roofing, and Johnson Downs. Holohan Heating began re-venting the pipe of the furnace connected to the chimney on June 4<sup>th</sup>. Langlois roofing will be out in June. Jeff Downs met with Director Lockwood on June 7<sup>th</sup> to assess dry wall damage and provide a quote for repair and painting. Director Lockwood contacted the village administrator regarding use of TIF monies in assisting with the repair of the east exterior wall of the building. The village administrator responded that the village would help.

**Library Projects/Activities:** Job Descriptions, Marketing Plan.

**Friends of the Library:** The FOL will be selling concessions at the June and August Movies in the Park. They will also host a summer Fundraiser with Heather's Custom Cakes. Deadline for ordering is June 21<sup>st</sup> with pickup on June 26<sup>th</sup>. Next meeting is July.

**Monthly Statistical Report for April:** Circulation (7979), New Cards (15), Computer Usage (254), People Counter (1887), Web Usage (1263), HotSpot Usage (5), OverDrive Checkouts Audio (232), OverDrive checkouts e-books (350), Axis 360 Audio (11), Axis 360 e-books (16).

**Youth Services Department Update:** K. Lengel began working June 7<sup>th</sup> as a seasonal YS assistant. Currently, there are 135 participants using the Reader Zone app. Last year there were 80 participants. The first Story Time had 37 children participating. Scheduled Adult Programs are Tai Chi in the Park, Tie Dye in the Park, Staying Positive in a Negative World. The Puzzle Swap and Adult Coloring are returning.

### **Unfinished Business:**

S. Turner moved, and B. Collier seconded to approve the Operational Budget/Personnel Budget as presented. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

S. Turner moved and N. Shear seconded to approve the Pandemic: Illinois Phase 5 Guidelines. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

### **New Business**

B. Collier moved and N. Wheeler seconded to renew the OCLC agreement at a cost of \$139.29. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

S. Turner moved and N. Wheeler seconded to have the water fountains turned back on.

B. Collier moved and G. Dodge seconded to dispose of surplus equipment as requested by Director Lockwood. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

Director Lockwood will solicit quotes for the repair of the east exterior wall of the library.

The Electronics Meeting Policy was reviewed by the Board and no changes were necessary.

B. Collier moved and S. Turner seconded the Disc Repair Policy as amended. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

S. Turner moved, and N. Shear seconded to approve the amended Succession Plan as presented. Roll call.: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

B. Collier moved and N. Shear seconded to renew Jodi Gill as the Manteno Library accountant at a cost of \$135 per pay period. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes.

N. Wheeler moved and B. Collier seconded to keep the closed minutes from January 1<sup>st</sup> through June 30<sup>th</sup> closed. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes

Director Lockwood submitted her evaluation to President G. Dodge. Director Lockwood received many compliments for her job performance.

**Anticipated Items:**

Quote for west wall, quote for water fountain, FOL interest in surplus materials being disposed.

**Correspondence:** There was no correspondence.

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

President G. Dodge adjourned the meeting at 7:46 pm.

Respectfully Submitted,

Nancy Shear

Secretary Pro Temp