

Manteno Public Library

Board Meeting

July 20, 2021

President G. Dodge called the meeting to order at 7:10 p.m. Member roll call: J. Lockwood, present, G. Dodge, present, N. Shear, present, B. Collier, present, S. Turner, present, P. Tovo, present, C. Baldwin, present, N. Wheeler, present via Zoom.

Absent: None

S. Turner moved, and N. Shear 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, P. Tovo, yes, C. Baldwin, yes, S. Turner, yes.

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

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

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

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

**Director's Report:** FOIA and OMA electronic training website is still down and not sure when it will be back up.

**Meetings and Workshops:**

**Finance:** Money market interest: (June- \$1.42) E-commence: (May- \$144.80, June- \$155.15)

**Building:** Replacement camera on the Northwest corner of the building. Re-venting of furnace pipe was completed as well as roof repairs. Director Lockwood is still waiting for a quote on the children's water fountain. Water fountain is running again on the adult side of the building.

**Library Projects/Activities:** Job descriptions, marketing plan

**Friends of the Library:** Friends are planning a book sale for Oktoberfest; Friends are working with J. Regan to update the logo. The shoe fundraiser was a huge success with \$1,529.60 raised. Next meeting is August 3, 2021.

**Monthly Statistical Report for June:** Circulation (9954), New Cards (27), Computer Usage (254), People Counter (2451), Web Usage (1482), HotSpot Usage (4), OverDrive Checkouts Audio (226), OverDrive checkouts e-books (319), Axis 360 Audio (16), Axis 360 e-books (17).

**Youth Services Department Update:** Weeding has been taking place in the junior non-fiction section for outdated materials, visibly damaged and materials that have not been checked out in over 5 years. Summer reading was a big success there were 146 participants with 34 of the children meeting their incentive goal. The children who met their goal will receive a few different prizes.

**Unfinished Business:** Still waiting on a water fountain quote.

David Acker Customer Service Workshop- 11 employees will be attending this. The library will close on Thursday, October 14<sup>th</sup> for this workshop and lunch will be provided to the staff: C. Baldwin, moved, P. Tovo, seconded, to close the library on Thursday, October 14<sup>th</sup> and provide lunch to staff. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

**Library Hours:** Between the hours and 6-7 PM very little traffic is in the library. We will monitor the hours and usage of the library from month to month to make sure we are meeting the needs of the public. We will accommodate any special programs that need to be held beyond the current hours.

**New Business:** The library will be used for an election polling place- the next election will be in June. B. Collier, moved, G. Dodge, seconded, to approve the library as a polling place. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

Capira Mobile App allows patrons to utilize a mobile library with several features in one place. We will look for feedback from other libraries using this app before moving forward on purchasing. More discussions at the next meeting.

ILA Conference is \$125 and Director Lockwood would like 2 employees to attend. S. Turner, moved, N. Shear, seconded for 2 employees to attend the ILA Conference, Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

Video and Server quote of \$3,545- B. Collier, moved, P. Tovo, seconded, to approve this quote needed to update equipment. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

Drywall and Paint repairs for Johnson-Downs for the sum of \$3,650 B. Collier, moved, G. Dodge, seconded, the quote for drywall and paint repairs to be done with the given quote to the library. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

Audit of secretary minutes need to be read through- B. Collier and N. Wheeler agreed to do this task. This will be done before the next board meeting.

Johnson-Downs quote for the east wall facing the alley that needs repaired for a sum of \$8,200. Director will fill out an application form for village assistance on this project. We will discuss again at August board meeting.

Personnel Policy had many updates from HR Source. Director will print out the Personnel Policy for the board to look at further. Vacation and sick day policy is a discussion that will continue at the August board meeting.

FOIA Policy was reviewed with updates that have been made. C. Baldwin, moved, P. Tovo, seconded to make the changes as noted, Roll Call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

Study room- B. Collier, moved, N. Shear, seconded, to approve the study room be used as a reading room. Roll Call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

Approve the meeting room as is N. Wheeler, moved, B. Collier, seconded. Roll Call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

Motion to approve keeping computer sessions at one hour, we will move computer sessions back to two-hours once the state is opened back up. S. Turner, moved, P. Tovo, seconded. Roll Call: G. Dodge, yes, N. Shear, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes.

**Anticipated Items:** None

**Correspondence:** The library was awarded a total of \$18,337.20 from the Secretary of State. This was awarded to the MPLD as a Per Capita Grant.

B. Collier 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, C. Baldwin.

President G. Dodge adjourned the meeting at 8:16 pm.

Respectfully Submitted,

Cara Baldwin

Secretary