

Manteno Public Library

Public Hearing

August 17, 2021

G. Dodge called the meeting to order at 6:30 for a public hearing.

President G. Dodge called the meeting to order at 6:34 p.m. Member roll call: J. Lockwood, present, G. Dodge, present, N. Shear, present, S. Turner, present, P. Tovo, present, C. Baldwin, present, N. Wheeler, present, B. Collier, present via zoom at 6:38 p.m.

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, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes, S. Turner, yes, B. Collier, yes.

There was no one from the public in attendance.

Meeting closed at 7:00 p.m.

Manteno Public Library

Board Meeting

August 17, 2021

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

Absent: N. Shear

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

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

**Approval of the Financial Report:** P. Tovo moved and G. Dodge seconded to accept the financial report for July 2021 as presented. Roll call: G. Dodge, 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:**

The library will now be a polling place during elections if asked by the Kankakee County Clerk's office.

J. Regan will take an online class entitled "Services to Homeschoolers."

The process of moving the Circulation Supervisor has moved slower than anticipated after a few parts of the desk were missing. D. Bolin has put this project on hold until the missing pieces arrive.

The library received a Per Capita check in the amount of \$18,337.20.

## **Meetings and Workshops:**

HR Source Directors Roundtable August 3<sup>rd</sup>

KALA Meeting August 5<sup>th</sup>

**Finance:** Money market interest: (July- \$1.46) E-commence: (July- \$126.55)

## **Building: Library Projects/Activities:**

Johnson Down's was out to make repairs to the drywall and repaint the bathrooms as well as fix the attic ceiling.

The MPL sign out in the front of the building is starting to flicker on and off. Jamie will be reaching out to a sign company to get this fixed.

**Friends of the Library:** The friends will be hosting their annual book sale this year during Oktoberfest. The sale will be held on Friday, September 24<sup>th</sup> and Saturday, September 25<sup>th</sup>. There will also be a Mum sale fundraiser that will begin August 20<sup>th</sup> with the deadline to order by September 7<sup>th</sup>. The next meeting is September 7, 2021.

**Monthly Statistical Report for June:** Circulation (10115), New Cards (38), Computer Usage (284), People Counter (2268), Web Usage (1768), HotSpot Usage (4), OverDrive Checkouts Audio (202), OverDrive checkouts e-books (313), Axis 360 Audio (11), Axis 360 e-books (43).

## **Youth Services Department Update:**

The junior non-fiction section has been weeded to eliminate topics and books that were no longer relevant or outdated. This has made room for new books. Fall programming has been placed on hold for the time being with Covid numbers rising. J. Regan plans to have a September and October Storytime event outside. There will be a pop up library at the school's back to school PTO Bash. Parents will be able to sign up for a library card as well as check books out. J. Regan & C. Posing attended the Heroes, Hogs & Hot Rods event on August 14<sup>th</sup>. They held a Storytime and Pop-Up Library for those that wanted to sign up for a library card and check-out books.

**Unfinished Business:**

Budget and Appropriation- Approval of budget and Appropriation Ordinance No. 21-01 was moved by B. Collier & C. Baldwin, seconded. Roll call: G. Dodge, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes, P. Tovo, yes, C. Baldwin, yes.

Audit Secretary Minutes: N. Wheeler & B. Collier came into the library to audit the previous years' minutes. No errors were found on these minutes. This was completed and approved by the board.

Water Fountain Quote: Replacement of the water fountain will be revisited in the future due to Covid numbers on the rise.

Personnel Policy: J. Lockwood & B. Collier presented an exempt and non exempt staff vacation plan. The entire personnel policy will be brought for approval at the September Board meeting.

East Exterior Wall of Building: The village will be reimbursing half of the work in an amount of \$4,100.00 to go towards the work that needs to be done on the east wall of the building. S.

Turner moved, and P. Tovo, seconded to approve the work to be done to the east wall. Roll call: G. Dodge, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes, P. Tovo, yes, C. Baldwin, yes.

Capira Mobile App: The cost is \$599.00 to enroll for the year. The staff and board think this would be a great addition and resource to the patrons. P. Tovo moved, and G. Dodge seconded to purchase the Capira Mobile App up to \$599.00 for an annual fee. Roll call: G.

Dodge, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes, P. Tovo, yes, C. Baldwin, yes.

Phase 5: We will revisit library hours again at the January board meeting. Face coverings will remain as currently posted to the public. B. Collier moved, and N. Wheeler seconded to keep the hours as is and revisit this topic again at the January Board Meeting . Roll call: G. Dodge, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes, P. Tovo, yes, C. Baldwin, yes.

**New Business:**

Approval of rates for September 2021-September 2022 for the building insurance in the amount of \$8,959. C. Baldwin moved, and P. Tovo seconded. Roll call: G. Dodge, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes, P. Tovo, yes, C. Baldwin, yes.

Approval of renewing Holohan Heating/Air Maintenance Contract for an annual total of \$2,036. S. Turner moved, and N. Wheeler seconded to approve. Roll call: G. Dodge, yes, B. Collier, yes, N. Wheeler, yes, S. Turner, yes, P. Tovo, yes, C. Baldwin, yes.

J. Lockwood shared the statistics from the IPLAR Report. This report needs to be submitted by September 1<sup>st</sup>.

**Anticipated Items:** None

**Correspondence: None**

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

President G. Dodge adjourned the meeting at 7:39 pm.

Respectfully Submitted,

Cara Baldwin

Secretary