

Manteno Public Library

Board Meeting

September 21, 2021

President G. Dodge called the meeting to order at 7:01 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: Nancy Shear

**Approval of the Minutes:** S. Turner moved, and G. Dodge 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:** G. Dodge moved, and N. Wheeler 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:**

**Hotspots:** Due to an upgrade, a few of the hotspots will not function correctly. At this time, there is not a need to purchase additional hotspots after looking at circulation numbers.

**Christmas on Main Event:** The library will host the PTO Trees. The public will be able to purchase tickets and put their raffles tickets in during the week leading up to the event.

**Meetings and Workshops:**

**Fine Free:** Director Lockwood is looking into this program. Fine Free does have limitations within the program. Four staff members will be watching a webinar to learn more about this program.

Making Your Website More Accessible (9/9/2021)

LEVY Review (9/9/2021)

What to Audit (9/16/2021)

PUG Day started on (9/14/2021)

RAILS Member Update (9/30/2021)

**Technology:** Libraries need to comply with accessibility standards on their websites. A few PDF's need to be tweaked to make sure we are in compliance- this will be worked on. True

Tech ran a computer wire to the new office space for the circulation supervisor. The new server is up and running.

**Finance:** Money market interest: (August- \$1.47) E-commence: (August- N/A)

**Building:** The east wall repair began on Monday, September 20<sup>th</sup>. The library sign in the front of the building was looked at for repair on September 14<sup>th</sup>; we are waiting for a quote.

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

The LEVY draft will be presented at the October board meeting and the Public Hearing will be in November.

The Capira App IGA form was signed and submitted.

**Friends of the Library:** Friends are planning a book sale for Oktoberfest; the mums fundraiser was a success; 113 mums were sold. Reading Buddies will start up next month. The Friends will be sponsoring this event and purchasing books for all students who attend. Next meeting is October 5, 2021.

**Monthly Statistical Report for August:** Circulation (10008), New Cards (47), Computer Usage (272), People Counter (2380), Web Usage (1274), HotSpot Usage (5), OverDrive Checkouts Audio (179), OverDrive checkouts e-books (279), Axis 360 Audio (15), Axis 360 e-books (49).

**Youth Services Department Update:** Storytime in the Park has been a huge success. The first TAG (Teen Advisory Group) will be held on Tuesday, September 28, 2021. Reading Buddies will begin next month.

Several adult programs are happening; Take and Make Toilet Paper Pumpkins, Puzzle Swap, Tuesday Book Club, Adult Coloring. An upcoming program is "Not Your Mother's Book Club."

### **Unfinished Business:**

Staff Development Day will be held on October 14<sup>th</sup>.

The Personnel Policy has been updated. J. Lockwood and B. Collier went over the policy changes. P. Tovo moved, and S. Turner seconded to approve the new Personnel Policy that starts January 1, 2022.

### **New Business:**

Creativebug is being renewed for \$900.00 for the year. C. Baldwin moved, and B. Collier seconded to approve the renewal of Creativebug.

N. Wheeler moved and B. Collier seconded to renew Today's Business Solutions for the year for a total of \$1, 588.10.

P. Tovo moved and G. Dodge seconded to dispose a desk chair that is broken and an old video server.

The 2022 Holiday Schedule was discussed. S. Turner moved and P. Tovo seconded the presented 2022 Holiday Schedule.

**Anticipated Items:** None

**Correspondence:**

R. Gorham presented the library with money to use in remembrance of Jack Gorham.

B. Collier moved and N. Wheeler seconded to close the meeting.

President G. Dodge adjourned the meeting at 7:40 pm.

Respectfully Submitted,

Cara Baldwin

Secretary