

Manteno Public Library

Board Meeting

October 19, 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 via Zoom, Nancy Shear, present.

Absent: None

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, N. Shear, yes.

**Approval of the Minutes:** P. Tovo moved, and N. Wheeler seconded to approve the minutes of the September 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, N. Shear, yes.

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

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

**Auditor's Report- Joe Martin from Brian Zabel and Associates via Zoom** went over the Annual Financial Report with the board.

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

**Director's Report:**

**Website Accessibility-** Webfoot has been working on the website to add an accessibility menu that is accessed through keyboard tabbing.

**FOIA Request-** NBC5 Chicago was gathering materials on all unclaimed funds held by people and entities in our area. Director Lockwood spoke with J. Martin the library auditor.

**Staff Development Day-** Staff spent time going over the personnel handbook and going over all of the database resources the library has available to the public.

**Technology:** Capira App- Director Lockwood sent all set-up information to the company as requested. They should be in contact soon.

**Finance:** Money market interest: (August- \$) E-commerce: (August- \$63.30), (September- \$104.39)

**Building:** The east wall work is now completed. The library sign is now back on and working. Two power supplies needed replacement. Liberty Fire Equipment was out to do a yearly inspection of the 6 fire extinguishers. All were refilled and brought back to the library.

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

**Friends of the Library:** The friends did well on both their mums sale and book sale. The friends approved \$100 to go toward the PTO Trunk or Treat that the library is participating in on Friday, October 29, 2021. Next meeting is November 2, 2021.

**Monthly Statistical Report for August:** Circulation (8969), New Cards (45), Computer Usage (267), People Counter (2520), Web Usage (1274), HotSpot Usage (6), OverDrive Checkouts Audio (207), OverDrive checkouts e-books (308), Axis 360 Audio (21), Axis 360 e-books (42).

**Youth Services Department Update:** The new Youth Services Assistant began on Monday, October 18<sup>th</sup>. J. Regan attended the KALA Youth Meeting via Zoom. J. Regan visited URU Preschool and read books about friendly monsters and was able to play parachute with the kids. The Youth Services department is having dinosaur-themed storytimes for the first half of October as well as weekly dinosaur hunts. This has been very popular with families! Jen, Jamie and Courtney will be representing the library at the Fall Fair on the Square and will be handing out Halloween crafts, playing games and signing people up for library cards. They will also be attending the PTO Trunk or Treat event. The “Carve out Time to Read” Fall Reading Challenge has been a success with 75 participants. Current programs that are happening; Storytime in the Park, TAG and Reading Buddies. Upcoming program: Family Reading Night Kits.

**Adult Programs:** Tuesday Book Club, Book Bingo, Not Your Mother’s Book Club and Adult Coloring. Upcoming program: Lizzie Borden Speaker.

**Unfinished Business:**

**New Business:**

**Staff Bonus-** N. Shear moved and B. Collier seconded to accept the Staff Bonus Checks in December as presented. Roll call: G. Dodge, yes, B. Collier, yes, S. Turner, yes, N. Wheeler, yes, P. Tovo, yes, C. Baldwin, yes, N. Shear, yes.

**Illinois Library Present-** Members will gain the opportunity to provide high-quality online events for their patrons. These virtual events will connect communities and audiences across the state through shared event experiences and program sharing.

**Levy Draft 2021-2022-** Director Lockwood went over the Levy Draft. We will have a public hearing in November.

**Board Holiday Party-** There will not be a Holiday Party this year due to Covid.

**Per Capita-** Director Lockwood will begin working on this and bring notes back to the November board meeting. This will be approved in January.

**Anticipated Items:** None

**Correspondence:** None

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

President G. Dodge adjourned the meeting at 7:37 pm.

Respectfully Submitted,

Cara Baldwin

Secretary