

Manteno Public Library

Public Hearing

November 16, 2021

President G. Dodge called the meeting to order at 6:33 p.m. Present: N. Shear, B. Collier, G. Dodge, N. Wheeler, C. Baldwin, J. Lockwood.

Absent: P. Tovo, S. Turner

There was no one from the public in attendance.

Meeting closed at 7:00 p.m.

Manteno Public Library

Board Meeting

November 16, 2021

President G. Dodge called the meeting to order at 7:00 p.m.

Present: N. Shear, B. Collier, G. Dodge, N. Wheeler, C. Baldwin, J. Lockwood, S. Turner

Absent: P. Tovo

**Approval of the Minutes:** S. Turner moved, and N. Shear seconded to approve the minutes of the September 2021 Library Board Meeting minutes.

**Approval of the Financial Report:** N. Wheeler moved and S. Turner seconded to accept the financial report for September 2021 as presented.

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

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

**Director's Report:**

The library is participating in the library business walk. The library will have a "Clifford" themed tree in the PTO Christmas Tree Fundraiser. The library will also have a tree for the Square on Second- the theme will be the summer reading 2022 theme. VEGA Discover- this will be replacing Encore, the libraries current card catalog system. The expected rollout is the first of the year.

**Technology:** The Capira App will go live soon; a few things are being tweaked before rolling it out.

**Meetings and Workshops:**

C. Posing attended the Library Marketing Conference.

2022 PUG Day will be virtual next year.

**Finance:** Money market interest: (September- \$1.42), (October- \$1.47).

E-commence: (October- \$89.25)

**Building: Library Projects/Activities:**

Utica Mutual Insurance Company at renewal requested a building walk through. The scheduled walk through took place on Tuesday, October 26<sup>th</sup>. A few things were noted to fix. Director Lockwood is working through those.

**Friends of the Library:** The friends will be hosting a Nothing Bundt Cake fundraiser on Saturday, December 4, 2021. The friends will be taking pre-orders before the event. The next meeting is December 7, 2021.

**Monthly Statistical Report for June:** Circulation (8968), New Cards (30), Computer Usage (279), People Counter (2288), Web Usage (1643), HotSpot Usage (3), OverDrive Checkouts Audio (205), OverDrive checkouts e-books (288), Axis 360 Audio (12), Axis 360 e-books (36).

**Youth Services Department Update:**

J. Regan visited URU Preschool on Monday, November 15<sup>th</sup> to read books about Thanksgiving. J. Regan took a class through the University of Wisconsin entitled "Services to Homeschoolers." The program was very helpful. The Fall Reading Challenge was a huge success! The winner was from the Preschool level. All levels read a total of 18,293 minutes over the four-week challenge.

Storytime is back to meeting at the library due to colder weather. J. Regan is offering two session times (10:15 am and 11:15 am) to help with social distancing.

The TAG Group will be helping assemble the milk cartons for the Gingerbread program next month.

Family Reading Night is Thursday, November 18<sup>th</sup>. Families can pick up a Family Reading Night Goody Bag to take home. Each family that posts a picture of their family reading together that night will be entered into a raffle to win a bag of books.

**Unfinished Business:**

B. Collier moved and G. Dodge seconded to accept the Auditor's Report.

Per Capita: Review of Chapters Illinois Standards 4.0 will be brought to the January board meeting.

**New Business:**

Utica Risk Management Visit- the building's electrical distribution system should be inspected. KPI will come out to inspect the box and replace cover plates that were missing. Combustible materials are stored too close to electrical panels, furnaces, water heater, etc. A need for storage space was discussed. J. Lockwood will mail back the form with the library plan to review options for fixing the recommendations.

Indian Oaks- The library would like an agreement to be made for Indian Oaks to be responsible for the card and materials checked out on the card before issuing an “Indian Oaks” library card that would be used.

B. Collier moved and N. Shear seconded to approve Levy 21-02.

S. Turner moved and N. Wheeler seconded to approve Illinois Library Presents IGA to be purchased for \$75.

B. Collier moved and N. Shear seconded to approve the Annual Treasurer’s Report/Comptrollers Report.

G. Dodge move and C. Baldwin seconded to approve Meeting Ordinance 21-03.

2<sup>nd</sup> Half Year Review of Closed Minutes are being kept closed.

The Code of Conduct Policy was reviewed by the library board.

The Electronic Meetings Policy was reviewed by the library board.

The Permitted Travel Expenses was reviewed and no changes were made.

**Anticipated Items:** Insurance Company requests, Building Asset Plan

**Correspondence:** None

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

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

Respectfully Submitted,

Cara Baldwin

Secretary