

Manteno Public Library

Board Meeting

March 15, 2022

President G. Dodge called the meeting to order at 7:02 p.m.

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

Absent: None

Approval of the Minutes: N. Shear moved and S. Turner seconded to approve the minutes of the February 2022 Library Board Meeting.

Approval of the Financial Report: No financial report at this time.

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

Agenda Changes: There were no agenda changes.

Director's Report: There was a FOIA request that J. Lockwood fulfilled. The library will not be needed as a polling place for the June 2022 election. The new Statement of Economic Interest form looks a little different this year- fill it out just like in past years.

Technology: Three hotspots have not been returned. One was part of the group that was not renewed and the others have had the service shut off. New hotspot replacements have not been ordered yet. 5g hotspots would be the preferred way to invest in the new technology once available.

Meetings and Workshops: Staff Development Day went very well! Staff took part in a "Staying Positive Today" workshop as well as a presentation regarding PrairieCat.

Finance: Money market interest: (January- \$1.47) (February- \$1.32)

E-commerce: (February- \$99.70)

Building: Library Projects/Activities: Cat5 Restoration was out to begin the process for drying out the water damage to the reading room. We are currently waiting to hear back if insurance will cover the damage.

Friends of the Library: The Friends first spring fundraiser will be a Flower Design Workshop on April 5th. There are more workshops that the Friends have planned for the upcoming months. These will be promoted on their social media accounts.

Monthly Statistical Report for February: Circulation (8706), New Cards (20), Computer Usage (279), People Counter (2276), Web Usage (1936), HotSpot Usage (1), OverDrive Checkouts Audio (224), OverDrive checkouts e-books (320), Axis 360 Audio (19), Axis 360 e-books (36), Capira App Request Item (37), Capira App Search Catalog (44).

Youth Services Department Update: J. Regan visited URU Preschool on Monday, March 7th to read books about Dr. Seuss. Storytime is now offered on Tuesday and Wednesday to maintain social distancing. Storytime attendance continues to increase. The TAG will meet on Tuesday, March 25th. They are having a supply drive for River Valley Animal Rescue. Lego Club continues to meet monthly. The next reading challenge will be for summer reading! A new way to celebrate National Library Week will take place this year- a Lego challenge! The baby chicks are getting ready to hatch!

Adult Programs: The March Take and Make craft was a small Terrarium and the registration filled quickly. Tuesday Book Club will meet to discuss “The Last Night in London.” Book Bingo meets on Monday, March 21st.

Unfinished Business:

J. Lockwood will meet with J. Jarvis to talk about the library roof and the structure of the roof lines at the front of the building to problem solve for the next steps on what will happen to prevent any future leaks.

The library will continue with the current hours. Board meetings will now be held at 6:00 p.m. starting in April.

New Business:

Budget/Personnel Committee met this last month to review the budget. A list of items that need to be fixed was made and items were prioritized by need. J. Regan is in need of new office furniture. The following policies were reviewed: Prohibited Gifts Policy, Art Work Display Policy, and Investment of Public Fund Policy.

B. Collier moved and N. Wheeler seconded to renew the True Tech Systems Sophos UTM Full Guard 1 year renewal for a total of \$2,195.00.

S. Turner moved and P. Tovo seconded to approve that J. Lockwood has the approval to work on a “Pulse on Life” Grant.

AgeGuide Tablets to seniors will be a program that will start up this spring. Seniors will have the chance to keep a tablet as well as internet on the tablet for two years.

N. Wheeler moved and G. Dodge seconded to dispose of 1 broken printer, 4 patron computers and 1 children’s table.

It is being recommended to replace the eight staff computers as well as the circulation computers. The old staff computers can be used for patron computers since they are newer than current patron computers. The budget will be looked at and a plan will be made on ordering new computers.

Anticipated Items: Look in to patron computer time limit in one sitting. The copy machine lease will be expiring in the near future.

Correspondence: J. Lockwood shared the PrairieCat FY21 Annual Report with the board.

B. Collier moved and G. Dodge seconded to close the meeting.

President G. Dodge adjourned the meeting at 7:55 pm.

Respectfully Submitted,

Cara Baldwin

Secretary