

Manteno Public Library

Board Meeting

April 19, 2022

President G. Dodge called the meeting to order at 6:00 p.m.

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

Absent: None

**Approval of the Minutes:** B. Collier moved and P. Tovo seconded to approve the minutes of the March 2022 Library Board Meeting.

**Approval of the Financial Report:** B. Collier moved and P. Tovo seconded to approve the February financial report. S. Turner moved and N. Shear seconded to approve the March financial report.

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

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

**Director's Report:**

Tablets to Seniors- recruitment for participants began on Friday, April 1, 2022. The deadline to apply for the tablet is April 30, 2022.

AgeGuide Grant- Pulse on Life was submitted on March 23, 2022.

**Technology:** One of the lost Hot Spots was returned. The Proven contract for our copy machines expires July 2023.

**Meetings and Workshops:**

Webinars attended: Plan for Success with Community- Led Strategies, FOIA, OMA

**Finance:** Money market interest: (March- \$1.47)

E-commence: (March- \$140.80)

**Building:**

Precision Piping came out on March 21 to repair the pipe in the alley that was hit by the snow plow. The pipe cap is now flush with the pavement. The insurance company sent a check to cover the cost of True Tech moving the server. Director Lockwood spoke with J. Jarvis to discuss the roof. J. Jarvis will set up a meeting with Langlois Roofing. Our lawn contract with Vital Landscape will end November 2023. The Snow contract will end April 2023.

**Library Projects/Activities:**

-Marketing Style Guide, OMA Training, FOIA Training, 2022 Census of Governments-Survey of Public Employment and Payroll

### **Friends of the Library:**

The Flower Design Workshop was very popular and sold out. The Mini Photo Shoot is coming up on April 23<sup>rd</sup>. The next Friends Meeting is on Tuesday, May 3, 2022. Upcoming events; Ceramic Platter at Top Notch, Movies in the Park, and September Mums and Book Sale.

**Monthly Statistical Report for February:** Circulation (10181), New Cards (36), Computer Usage (284), People Counter (2908), Web Usage (2311), HotSpot Usage (8), OverDrive Checkouts Audio (249), OverDrive checkouts e-books (334), Axis 360 Audio (20), Axis 360 e-books (42), Capira App Request Item (268), Capira App Search Catalog (668).

### **Youth Services Department Update:**

J. Regan visited URU Preschool on Monday, April 4<sup>th</sup> to read books about rain. The April story times covered Easter, spring and farm animals. Three story time sessions are held to allow for social distancing. The TAG donation drive was very successful for the River Valley Animal Rescue, they collected over 200 items to donate. Reading Buddies and Lego Club continue to meet this month. We had 9 eggs hatch this year! There were many excited visitors to see the chicks while they were here. National Library Week Celebration was a huge success- 181 people came to celebrate!

### **Adult Programs:**

Tuesday Book Club, Book Bingo, Not Your Mother's Book Club, and Adult Coloring will all meet this month.

### **Unfinished Business:**

No repairs will be made inside of the library building until the outside of the building is corrected.

### **New Business:**

P. Tovo moved and S. Turner seconded to accept Ordinance 22-01.

G. Dodge moved and N. Shear seconded to amend the Library By-Laws as presented.

B. Collier moved and P. Tovo to approve the \$425 payment for the Treasurer's Public Bond.

S. Turner moved and B. Collier seconded to renew Axis360.

N. Shear moved and P. Tovo seconded to renew Infobase for one year for a total of \$3,444.93.

We have reviewed the following policies: Reference & Reader's Advisory Policy, Residency Requirements and Computer/Internet Policy. There were no changes made in any of the policies.

Director Lockwood will fill out the Director Evaluation self-reflection and send to G. Dodge.

**Anticipated Items:** None at this time.

**Correspondence:**

The Rotary and Manteno Chamber both sent invitations to golf outings. The Manteno Chamber also sent an invitation to the annual dinner at the Manteno Sportsman's Club.

S. Turner moved and B. Collier seconded to close the meeting.

President G. Dodge adjourned the meeting at 6:41 pm.

Respectfully Submitted,

Cara Baldwin

Secretary