

Manteno Public Library

Board Meeting

May 17, 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, N. Wheeler.

Absent: P. Tovo.

**Approval of the Minutes:** S. Turner moved and N. Shear seconded to approve the minutes of the April 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:**

Tablets to Seniors- all fifteen tablet applications were filled. Instruction classes begin on May 3<sup>rd</sup>.

**Technology:** Director Lockwood will meet with the Proven representative on May 17<sup>th</sup> regarding our copier contract.

**Meetings and Workshops:**

Webinars attended: Delegates on April 28<sup>th</sup>, HR Source Director Round Table on May 3<sup>rd</sup>, LIMRiCC Spring Meeting on May 17<sup>th</sup>.

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

E-commerce: (April- \$81.70)

**Building:** The water main break that runs south down Walnut Street does not affect the library water supply. Aqua was here fixing the problem.

**Library Projects/Activities:** Marketing Style Guide was completed in May.

**Friends of the Library:**

The Mini Photo Shoot was held and several families took advantage of the opportunity. Friends will sponsor the Summer Reading Balloon Animal Workshop that will be held on June 10<sup>th</sup>. They will also participate in the Summer Reading Kick-off event. Upcoming events: Ceramic Platter at Top Notch, Movies in the Park, Book & Mum Sale.

**Monthly Statistical Report for February:** Circulation (9473), New Cards (58), Computer Usage (264), People Counter (2729), Web Usage (2041), HotSpot Usage (4), OverDrive Checkouts

Audio (213), OverDrive checkouts e-books (354), Axis 360 Audio (27), Axis 360 e-books (69), Capira App Request Item (33), Capira App Search Catalog (44).

**Youth Services Department Update:**

URU Preschool came to the library to take a tour and learn all about library books. The first grade classes from Manteno Elementary will also visit the library in May to take a tour. Storytime and TAG (Teen Advisory Group) continued to meet in May. Reading Buddies met for the last time on May 2<sup>nd</sup>- this was a popular program with both parents and kids. The Summer Reading Program will be kicking off on June 6<sup>th</sup>. Readers will be using the Reader Zone app to track their minutes. Flyers will go out to the schools the week of May 16<sup>th</sup>.

**Adult Programs:**

Tuesday Book Club, Book Bingo, Not Your Mother's Book Club and Adult Coloring continue to meet.

**Unfinished Business:**

The personnel/budget committee will meet in early June. The Children's librarian office furniture needs to be updated and replaced.

**New Business:**

N. Wheeler moved and G. Dodge seconded to renew HR Source for one-year for a total of \$400.

B. Collier moved and G. Dodge seconded to renew OCLC Services Program.

The insurance has covered some of the water damage in the Adult Reading Room, some repair work had to come out of pocket. S. Turner moved and N. Shear seconded to have shingle/ice and water shield repair completed on the roof as well as construct extended valleys on each side of the main entrance to stop further water damage.

B. Collier will be a FOIA officer.

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

**Correspondence:**

Book donations were received from the Estate of Marie Ann Templeton.

The Manteno Chamber sent two cards with QR codes that have discounts to use at businesses.

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

President G. Dodge adjourned the meeting at 6:42 pm.

Respectfully Submitted,

Cara Baldwin

Secretary