

Manteno Public Library

Board Meeting

June 21, 2022

President G. Dodge called the meeting to order at 6:04 p.m.

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

Absent: N. Shear

Approval of the Minutes: S. Turner moved and P. Tovo seconded to approve the minutes of the May 2022 Library Board Meeting.

Approval of the Financial Report: N. Wheeler moved and B. Collier seconded to approve the May 2022 financial report.

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

Agenda Changes: There were no agenda changes.

Director's Report:

Technology: Proven will be drawing up a quote and they will meet again in the near future to move forward with ordering the new copier and write up a new lease. Hot Spots have been upgraded and will be available for patrons soon.

Meetings and Workshops:

Finance: Money market interest: (May- \$1.47)

E-commerce: (May- \$80.79)

Building: Director Lockwood met with Vital Landscaping to discuss the bushes at the front of the building and other concerns within the landscaping. Vital removed the dead bushes at no cost.

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

Friends of the Library: The Friends sponsored the Summer Reading Balloon Animal Workshop. The Friends also participated in the Summer Reading Kick-off at the library. Upcoming Friends of the Library fundraisers: Movies in the Park, Book Sale/Mum Sale, Bunco, Nothing Bundt Cakes. Their next meeting will be Tuesday, July 12, 2022.

Monthly Statistical Report for May: Circulation (9587), New Cards (31), Computer Usage (264), People Counter (2373), Web Usage (2955), HotSpot Usage (5), OverDrive Checkouts Audio (248), OverDrive checkouts e-books (294), Axis 360 Audio (26), Axis 360 e-books (36), Capira App Request Item (221), Capira App Search Catalog (598).

Youth Services Department Update: Summer Reading is underway! There are over 215 readers signed up on the Reader Zone app to participate in the Summer Reading program. J. Regan has been holding weekly Storytimes as well as an Art in the Park program. There will be many other programs offered throughout the summer to families.

Adult Programs: Upcoming adult programs: Tonya's Tales on the Trails, Adult Craft Night, Birdwatching Presentation, Tuesday Book Club, Book Bingo and Not Your Mother's Book Club.

Unfinished Business: B. Collier moved and N. Wheeler seconded to approve the realignment of the line items on the budget spreadsheet.

S. Turner moved and P. Tovo seconded to approve the FY23 Operational and Personnel budget.

B. Collier moved and G. Dodge seconded to approve the bid for the water fountain for a total of \$2,195.

New Business: P. Tovo moved and G. Dodge seconded to approve the renewal of the Illinois Presents Membership.

B. Collier moved and N. Wheeler seconded to approve the Non-Resident Fee for 2022-2023 for a total of \$189.85.

S. Turner moved and P. Tovo seconded to approve the renewal of the Reader Zone subscription for a total of \$393.99.

B. Collier moved and C. Baldwin seconded to approve the cost presented to continue services with Jodi Gill, CPA.

N. Wheeler moved and S. Turner seconded to approve the ePrintIT Mobile Printing Solution to be purchased and installed for the total presented.

B. Collier moved and C. Baldwin seconded to approve the purchase of 2 Lenovo laptops for library staff usage.

C. Baldwin moved and B. Collier seconded to amend the Vital Landscaping Contract as proposed.

The Electronic Meetings Policy and Disc Repair Policy were both reviewed.

Any Closed Minutes for the first half of the year will remain closed.

Anticipated Items: None at this time.

Correspondence: A stipend was received from AgeGuide for the Tablets for Seniors Program.

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

President G. Dodge adjourned the meeting at 6:56 pm.

Respectfully Submitted,

Cara Baldwin

Secretary