

Manteno Public Library

Board Meeting

July 19, 2022

President G. Dodge called the meeting to order at 6:01 p.m.

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

Absent: None

**Approval of the Minutes:** P. Tovo moved and N. Shear seconded to approve the minutes of the June 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:** The Free Little Library that sits in Heritage Park is in need of some maintenance. The Free Library will be removed and worked on over winter and return in the early spring.

Comcast had a widespread outage on June 28<sup>th</sup>. The library was without internet for several hours. The staff switched over to using the manual checkout process during the outage.

**Technology:** Mobile Print Solution- TBS will be out at the end of July to install the ePrintit module to the system.

**Meetings and Workshops:**

**Finance:** Money market interest: (June- N/A)

E-commence: (June- N/A)

ESI Phone Account- The bill has been set up for auto pay through ACH.

The library was awarded \$18, 217.73 for the FY22 Illinois Public Library Per Capita Grant.

**Building:** The roof redesign began on Monday, July 18<sup>th</sup>. Once Johnson-Downs is completed with the redesign, Langlois Roofing will re-shingle the area. CAT5 will be able to begin renovations in the Adult Reading Room.

Water Fountain- Precision piping will be out on July 25<sup>th</sup> for the installation of the new water fountain.

Youth Services office- The desk for the office arrived. D. Bolin will help remove the old desks and build the new desk.

On July 1<sup>st</sup>, Holohan Heating and Air came out to check the system. The airflow between offices needed some adjusting. While the technician was out, he also cleaned the coils of the units on top of the roof.

### **Library Projects/Activities:**

-IPLAR

-Budget & Allocation

**Friends of the Library:** The June and July movies in the park have been well attended. The Friends are hoping to have their annual book sale depending on the building project. Upcoming fundraisers: Movies in the Park concessions, Book & mum sale, Bunco and Nothing Bundt Cakes. Their next meeting will be Tuesday, August 2, 2022.

**Monthly Statistical Report for June:** Circulation (10527), New Cards (61), Computer Usage (271), People Counter (3402), Web Usage (2130), HotSpot Usage (2), OverDrive Checkouts Audio (267), OverDrive checkouts e-books (314), Axis 360 Audio (27), Axis 360 e-books (36), Capira App Request Item (245), Capira App Search Catalog (779).

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

Summer Reading went well! It was the largest number of participants that we've ever had- 236! Storytime, Art in the Park and Find the Bears were all very popular and well attended. The Balloon Animal Workshops were open to children ages 5 and up- 36 kids and 18 adults attended. The Stuffed Animal Camping Sleepover was attended by 33 kids and 23 adults. The Fireside Storytime was rescheduled and held at the Square on Second with 35 kids and 28 adults in attendance.

**Adult Programs:** Upcoming adult programs: Tuesday Book Club, Book Bingo, Not Your Mother's Book Club and Adult Coloring.

### **Unfinished Business:**

P. Tovo moved and S. Turner seconded to approve the library cell phone plan for two phones and plans added as presented.

S. Turner moved and N. Wheeler seconded to approve the Vital Landscape contract to landscape the front of the building as presented.

### **New Business:**

G. Dodge moved and P. Tovo seconded to approve the quote of \$9,920 for new staff computers as presented.

The staff will not be attending the ILA Conference this year. They feel that other conferences were more beneficial to the staff.

The IPLAR report is halfway completed. The report will be finished after June financials are received. It will be brought to the August meeting.

A draft copy of the Budget & Appropriation FY23 was shared.

B. Collier moved and N. Wheeler seconded to approve the surplus disposal as presented.

Auditing Secretary Minutes- N. Wheeler and N. Shear will review these.

N. Wheeler moved and P. Tovo seconded to amend the Illinois Freedom of Information Act Request Form.

The Meeting Room Policy was reviewed.

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

**Correspondence:** Mr. Stauffenberg gave praise to the library staff and to J. Regan regarding the wonderful children's programs offered. A \$500 check from Mr. Stauffenberg was given to the children's department.

President G. Dodge adjourned the meeting at 6:40 pm.

Respectfully Submitted,

Cara Baldwin

Secretary