

Manteno Public Library

Board Meeting

August 16, 2022

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

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

Absent: P. Tovo

**Approval of the Minutes** N. Wheeler moved and B. Collier seconded to approve the minutes of the July 2022 Library Board Meeting.

**Approval of the Financial Report:** C. Baldwin moved and G. Dodge seconded to approve the June financial report as presented. S. Turner moved and N. Shear seconded to approve the July financial report as presented.

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

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

**Director's Report:** As of August 5, 2022, the circulation department is short staffed. To resolve the temporary issue, a retired circulation clerk will help cover for about 10 weeks until new staff is hired.

The 20-hour/IMRF circulation position has been renamed to Circulation Specialist. The new hire will help the Circulation Supervisor.

The Consolidated Election 2023 will be held on April 4, 2023. Trustees up for re-election are N. Wheeler, P. Tovo and B. Collier.

**Technology:**

**Meetings and Workshops:**

HR Source Directors Round Table

**Finance:** Money market interest: (June: \$1.47), (July: \$1.47)

E-commerce: (June: \$203.59), (July: \$59.55)

**Building:**

Johnson-Downs began the roof re-design on Monday, July 18<sup>th</sup>. Langlois Roofing started roofing the new construction on Wednesday, August 3<sup>rd</sup>.

The water fountain was installed on Monday, July 25<sup>th</sup>.

The Youth Services desk arrived and was built and installed in the office.

**Library Projects/Activities:**

## IPLAR

### Budget & Allocation

**Friends of the Library:** The mum sale has begun. Deadline for pre-orders is Wednesday, September 7<sup>th</sup>. Pre-order cost is \$8. The Friends are going to postpone the annual book sale until after all the building projects are completed. Look for a Halloween Bunco Bash and Fall Floral Design Fundraiser in October. Their next meeting will be Tuesday, September 6, 2022.

**Monthly Statistical Report for July:** Circulation (9892), New Cards (40), Computer Usage (290), People Counter (2954), Web Usage (1260), HotSpot Usage (22), OverDrive Checkouts Audio (271), OverDrive checkouts e-books (349), Axis 360 Audio (23), Axis 360 e-books (32), Capira App Request Item (167), Capira App Search Catalog (547).

### Youth Services Department Update:

Summer Reading wrapped up in July and the participation was wonderful! The participants read for a total of 93, 061 minutes. J. Regan is planning for fall programming. Fall programs will begin the week after Labor Day.

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

### Unfinished Business:

B. Collier moved and N. Wheeler seconded to approve the Budget and Appropriation Ordinance No 22-01.

Two board trustees came in to audit secretary minutes. Director Lockwood will submit them. The roofing and Reading Room Repair projects are still in progress, but nearing completion. B. Collier moved and N. Shear seconded to approve the Johnson-Downs Construction quote in the amount of \$11,153.00 for the new Storage Room.

### New Business:

S. Turner moved and G. Dodge seconded to approve the renewal of insurance through Utica National Insurance & Travelers as presented.

The IPLAR Report will be submitted by Director Lockwood.

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

**Correspondence:** None at this time.

President G. Dodge adjourned the meeting at 6:31 pm.

Respectfully Submitted,

Cara Baldwin

Secretary