

Manteno Public Library

Board Meeting

September 20, 2022

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

Present: B. Collier (Zoom), G. Dodge, P. Tovo, J. Lockwood, S. Turner, N. Wheeler

Absent: C. Baldwin, N. Shear

**Approval of the Minutes** N. Wheeler moved and G. Dodge seconded to approve the minutes of the August 2022 Library Board Meeting.

**Approval of the Financial Report:** No Finance Report.

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

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

**Director's Report:**

The 20-hour/IMRF circulation position has been filled by C. Owens. Interviews will be conducted this week for the circulation clerk position and YS Assistant. First Amendment Audits have begun to target public libraries. D. Bolin has officially retired as our maintenance person. PUG begins at the end of September. J. Regan, C. Posing, and J. Lockwood took a field trip to south suburban libraries to see how other libraries presented board books and spine labeling, displays/signage and to see what other patrons were checking out. Other libraries combined their Easy & Junior sections—as well as all Adult Fiction. The group brought back a lot of good ideas for our library.

**Technology:** Truetech Systems was out on 8/23, 24, & 25 2022 for the installation of new staff computers and setting up the replacement patron computers.

**Meetings and Workshops:** Disaster Planning, Emergency Prepared: The Basics, and Crisis Communication Planning.

**Finance: Money** market interest: (8/01/22-08/31/22)1.47

E-commence for the month of August: NA at time of report.

Received Per Capita Grant in the amount of \$18,27.73 on 8/29/2022.

**Building:**

Fire alarm Inspection was provided by Protection Associates on 8/22/22. The representative also replaced the battery in the panic alarm system. Johnson-Downs finished their portion of the roof re-design project on 8/23/22. Langlois finished on 08/29/22. The Village was out for a final inspection on 08/29/22. Utica insurance is requesting proof that we have made efforts

in re-designing and repairing the roof issue. Our insurance broker said to send in a statement. If more proof is needed, copies of receipts of the complete work will be sent. Cat 5 was in on Wed., Aug. 24 to reassess repairs needed for the ceiling. Vital Lawncare was contacted on Aug. 30 to proceed with a landscaping project. The plants were planted on 8/31/22 and the project improved the appearance of the building. J. Lockwood will discuss with Vital how to properly salt the parking lot so the new landscaping will be preserved. Teejay doors will be contacted to look at one of our front doors that is not working properly.

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

IPLAR submitted August 25th

Levy

Per Capita

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

The Friends sold 147 mums on their pre-orders and an additional 13 the day of the sale for a total of 160 mums sold. They will host the following fundraisers:

Floral Design: 10/04/22

Bunco: 10/25/22 6:00 p.m.

Dec.-Nothing Bundt Cakes-Christmas on Main

**Monthly Statistical Report for August:** Circulation (9674), New Cards (42), Computer Usage (338), People Counter (2896), Web Usage (1386), Hotspot Usage (6), Overdrive Checkouts Audio (358), Overdrive checkouts e-books (304), Axis 360 Audio (402 Axis 360 e-books (45), Capira App Request Item (268), Capira App Search Catalog (836).

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

J. Regan will start her visits to URU Preschool on Mon., Sept. 19<sup>th</sup>. We will be blending all of the Easy and Junior non-fiction. Fall programs are underway-story time will begin in Sept. at Legacy Park. Reading Buddies will once again partner with MHS-NHS students. We will continue with TAG and Lego Club. We have a new program-Creation Station!

Special programs include:

World Postcard Day

Fall Reading Spooktacular

Crafternoon

Fall Fair on the Square

Halloween Fireside Storytime

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

Upcoming Programs:

Adult Craft Night  
OBOC Vanishing Half Book Discussion  
Golden Gamers  
Chenille Pumpkin Class  
The Essential Edgar Allen Poe  
Pen to Paper Writer's Club

**Unfinished Business:**

NA

**New Business:**

Consolidate Election 2023  
Building Loan Review-We will keep the loan we have at this time.  
Creative Bug Invoice-P.Tovo made a motion to renew subscription-S. Turner seconded to keep.  
TBS Annual Maintenance Agreement Invoice-S. turner made a motion to renew and N. Wheeler seconded.  
Library Conduct Policy- Lockwood expanded/amended Library Conduct Policy Section1X – motion to approve by G. Dodge and seconded by S. Turner.  
Disposal of Equipment-P.Tovo made a motion and S.Turner seconded disposal of (8) H97M-ECPUs  
And Disposal of (7) monitors.  
Approval of 2023 Holiday/Closed Schedule-moved S.Turner-second P.Tovo

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

**Correspondence:** None at this time.

President G. Dodge adjourned the meeting at 6:30 pm.

Respectfully Submitted,

Paulette Tovo

Trustee