

Manteno Public Library

Board Meeting

November 15, 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. Shear, N. Wheeler.

Absent: P. Tovo

**Approval of the Minutes** B. Collier moved and S. Turner seconded to approve the minutes of the October 2022 Library Board Meeting.

**Approval of the Financial Report:** N. Wheeler moved and S. Turner seconded to approve the October 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:**

The Library is participating in the Chamber Holiday Business Walk on Saturday, December 3<sup>rd</sup>. The library will be hosting the Manteno PTO and Friends of the Library.

This year the PTO will bring the trees to the library on December 2<sup>nd</sup> and they will be on display through December 10<sup>th</sup>. Raffle tickets can be purchased at the library.

The library will have a tree for the Trees on Second- the theme for our tree will be Harry Potter.

Tablets for Senior- There were fourteen applications. The required class sessions began on November 14<sup>th</sup>.

2023 PUG Day will be in-person this year.

**Technology:** The server was moved back to the loft. There is a new login section of the library website for the Friends to update their page of the website as needed.

**Meetings and Workshops:**

Delegates Meeting- October 26<sup>th</sup>

**Finance:** Money market interest: (September: \$1.47)

E-commerce: (October N/A)

**Building:** Tee Jay Doors came out to complete an annual inspection of entry-way doors. One broken lock was fixed.

The staff bathroom light/fan broke. The electrician was out to replace the unit.

The new storage space is slowly being organized.

Vital Landscaping was here to go over the snow removal and salt plan for winter weather. The village is responsible for removing the snow on Division Street.

**Library Projects/Activities:** Per Capita, Long Range Plan

**Friends of the Library:** The Friends will be hosting their Nothing Bundt Cake fundraiser on Saturday, December 3<sup>rd</sup>. The Friends are working on Family and Friends Trivia Night to be held on January 20<sup>th</sup> at the Sportsman's Club. Their next meeting will be Tuesday, December 6, 2022.

**Monthly Statistical Report for October:** Circulation (9189), New Cards (41), Computer Usage (331), People Counter (3151), Web Usage (1328), HotSpot Usage (13), OverDrive Checkouts Audio (201), OverDrive checkouts e-books (302), Axis 360 Audio (23), Axis 360 e-books (43), Capira App Request Item (230), Capira App Search Catalog (639).

**Youth Services Department Update:**

J. Regan visited URU in November to read books about transportation. Storytime, Reading Buddies, Lego Club and Creation Station are all very popular programs that meet at the library. A few upcoming programs: Family Reading Night, Christmas on Main Street-Business Walk and Gingerbread House program.

**Adult Programs:** Upcoming adult programs: Tuesday Book Club, Book Bingo, Not Your Mother's Book Club, Adult Coloring and Adult Craft Night, Golden Gamers, Chenille Pumpkin Class, Essential Edgar Allan Poe, Pen to Paper Writers' Club. Upcoming program: "It's Christmastime in the City" Holiday Presentation.

**Unfinished Business:**

B. Collier moved and G. Dodge seconded to approve the auditor's report that was presented to us at the last board meeting.

B. Collier moved and N. Wheeler seconded to approve the annual financial to the State of Illinois Comptroller.

B. Collier moved and N. Shear seconded to approve the Annual Treasurer's report filed with the County Clerk's office.

The Per Capita plan was reviewed and discussed.

S. Turner moved and N. Shear seconded to approve the alteration of the Circulation Supervisor salary as presented.

**New Business:** B. Collier moved and N. Shear seconded to approve ordinance 22-03.

N. Shear moved and C. Baldwin seconded to approve the Birthday Benefit plan as presented.

N. Wheeler moved and S. Turner seconded to approve the library be closed on March 9<sup>th</sup> for Staff Development Day.

B. Collier moved and N. Shear seconded to approve the disposal of the furniture as discussed.

G. Dodge moved and N. Wheeler seconded to approve to keep the second half of the year closed minutes closed.

Long Range Plan for 2023-2028- We will begin searching for a new planning committee.

The Proctoring Policy, Program Policy and Photo and Video Policy were all reviewed and will be left as is.

**Anticipated Items:** Long Range Plan 2023-2028

**Correspondence:** None at this time.

President G. Dodge adjourned the meeting at 6:44 pm.

Respectfully Submitted,

Cara Baldwin

Secretary