

Manteno Public Library

Board Meeting

February 21, 2023

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

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

Absent: N. Wheeler, N. Shear

Approval of the Minutes B. Collier moved and S. Turner seconded to approve the January 2023 minutes for the Library Board Meeting.

Approval of the Financial Report: S. Turner moved and P. Tovo seconded to approve the January 2023 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:

Vega Catalog Link- You can now try out the new catalog link that is found on the library website. After trying the link you can fill out a survey to give feedback.

Hoopla: There is a soft launch for the staff to begin on Thursday, February 16th and the full launch of the project will begin on March 1st.

Book Shelving Project: The book shelving project will begin by using attractive stickers to label all the genres that are being merged into the fiction collection. C. Posing has worked hard on this project and found a better way to organize while utilizing space.

Technology: A Proven Representative was contacted and we are tentatively scheduled for the new copy machine installation on Thursday, July 13th.

Meetings and Workshops:

Finance: Money market interest: (December \$1.47), (January \$1.47)

E-commence: (January: \$37.95)

LIMRiCC Dividend: \$253.19

Building: The Reading Room reopened on Friday, January 27th.

Library Projects/Activities: Per Capita submitted and Long Range Plan

Friends of the Library: The Friends hosted their Family Trivia Night on Friday, January 20, 2023. The Bundt Cake fundraiser pick-up will be on Saturday, March 11th. Their next meeting will be March 7, 2023.

Monthly Statistical Report for November: Circulation (9189), New Cards (53), Computer Usage (256), People Counter (2577), Web Usage (1499), HotSpot Usage (2), OverDrive Checkouts Audio (222), OverDrive checkouts e-books (329), Axis 360 Audio (35), Axis 360 e-books (37), Capira App Request Item (365), Capira App Search Catalog (904).

Youth Services Department Update: J. Regan is currently working with the Manteno Elementary Preschool teachers to schedule tours of the library. The Winter Reading Challenge has been a big success for kids, teens and adults. Storytime has been a huge hit with our kids and parents and is offered on Tuesday and Wednesdays. Reading Buddies will meet twice in February. Lego Club and Creation Station met this month. Upcoming Event: Dr. Seuss Birthday Party.

Adult Programs: Upcoming adult programs: Adult Craft Night, Tuesday Book Club, Book Bingo, Not Your Mother's Book Club, Adult Coloring, Golden Gamers and Pen to Paper Writer's Club.

Unfinished Business:

Long Range Planning Committee: Director Lockwood went over the different steps we will be taking to start the committee and what our goals are to get everyone involved.

Staff Development Day Expenses: Expenses were reviewed for Staff Development Day.

New Business:

CPA Firm: Audit Services Proposal was presented. B. Collier moved and P. Tovo seconded to accept Mack & Associates as our Audit Services provider.

Copy Machine Lease: Director Lockwood will have the Proven Copier Contract at a future meeting.

True Tech Server Quote: S. Turner moved and G. Dodge seconded to accept the True Tech contract order as presented.

B. Collier moved and P. Tovo seconded to approve the Windows Server purchase as presented.

Book Shelving Project: C. Posing has worked hard to adjust the shelving to accommodate more adult fiction books in the library. P. Tovo moved and B. Collier seconded to close the library from 8:00 am to 4:00 pm on Thursday, March 23rd for the shelving/book readjustment.

Employee Recognition Award: Director Lockwood is brainstorming for ways that we can recognize staff.

Local Government Act: No new information known on this as of now.

B. Collier moved and G. Dodge seconded to dispose of the printer as presented.

Study Room Policy/Fee: P. Tovo moved and C. Baldwin seconded to approve the amended Small Meeting Room Policy as presented.

We have reviewed the Blood Borne Pathogen Policy and no changes were made.

The Personnel Budget Committee will meet in April and May. A committee was formed.

Anticipated Items: None at this time.

Correspondence: The Statement of Economic Interest will be sent to emails sometime in March. We received a letter from The Per Capita Grant Application approving the submission by Director Lockwood.

President G. Dodge adjourned the meeting at 6:45 pm.

Respectfully Submitted,

Cara Baldwin

Secretary