

Manteno Public Library

Board Meeting

June 20, 2023

President G. Dodge called the meeting to order at 6:02 p.m.

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

Absent: N. Shear

Approval of the Minutes: S. Turner moved and N. Wheeler seconded to approve the May 2023 minutes for the Library Board Meeting.

Approval of the Financial Report: S. Turner moved and D. Jones seconded to approve the May 2023 Financial Report.

Introductions of visitors and public comments: None at this time.

Agenda Changes: There were no agenda changes.

Director's Report:

Both the Assistant Director and Circulation Supervisor positions were posted and were filled internally.

The Long Range Planning Committee co-chairs met with J. Lockwood on June 7th to go over the details of hosting the first meeting on June 13, 2023.

Since implementation of Hoopla the library has had an average of 15 users being added each month.

Brookfield Zoo tickets are available for Manteno Public Library patrons- there is a four ticket limit per family.

Governor Pritzker signed House Bill 2789. More information is to come on this topic.

Technology:

True Tech was here to do maintenance on patron computers, staff computers and update QuickBooks. One of the batteries is located in the mechanical room and is outdated- it will need to be replaced in July 2023.

Meetings and Workshops:

Finance: Money market interest: (May \$1.47)

E-commence: (May- \$103.10)

Building: Holohan Heating and Air Conditioning was out for their spring maintenance check and all looked good.

In May the water heater in the mechanical closet in the youth services office was leaking. The water heater had a date of 1991, it was replaced.

The Protection Associates Emergency Call Notification List was updated on May 24, 2023.

Library Projects/Activities:

Long Range Plan

Decennial Committee

Auditor Materials- preliminary list of items will be pulled together and sent to them mid-July.

Friends of the Library:

The Friends participated at the Summer Reading Kick-Off handing out popsicles! The Friends hosted their first concessions stand for Movies in the Park. Turnout was low with around 70 people at the park.

Upcoming events: July-August- Movies in the Park

Their next meeting will be on July 11th.

Monthly Statistical Report for May: Circulation (8135), New Cards (36), Computer Usage (214), People Counter (2900), Web Usage (1290), HotSpot Usage (10), OverDrive Checkouts Audio (224), OverDrive checkouts e-books (346), Axis 360 Audio (10), Axis 360 e-books (20), Capira App Request Item (224), Capira App Search Catalog (626), Hoopla Borrows (109).

Youth Services Department Update: Summer Reading 2023 is underway! The program has 160 kid participants and 53 teen and adult participants. The kids have until July 7th to complete their reading activities. The adults have until August 4th for their reading. The kids are earning badges and raffle tickets for the prize baskets as they read and are really enjoying these! The Summer Reading Kick-Off party was a success! There were several activities for the kids who attended.

At the last TAG meeting on May 16th the group voted to continue meeting through the summer.

Special Programs:

Art in the Park

Storytime in the Park

Goodnight Moon Storytime

Circus Animal Drawing Workshop

Caricature Drawing Workshop

Clowning Around with STEAM

The Art of Inflation with Dale the Balloon Guy

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.

Special Summer Adult Programs: The Essential P.T. Barnum, Introduction to Tarot Cards, One Book One Book Club.

Unfinished Business:

S. Turner moved and B. Collier seconded to approve the Salary proposal as presented.

S. Turner moved and D. Jones seconded the Operation Budget as presented.

G. Dodge moved and B. Collier seconded to add Martin Luther King Day and President's Day to the holiday list of days closed.

N. Wheeler moved and G. Dodge seconded the FOIA officer and Open Meetings Officer as presented.

New Business:

N. Wheeler moved and S. Turner seconded to remove A. Flint (retired assistant director) from the Employee Credit Card and add C. Posing- new assistant director.

D. Jones moved and B. Collier seconded to approve the renewal of the HR Source Library Director Peer Hub for 2023/2024.

The Electronic Meetings Policy and Disc Repair Policy were reviewed. No revisions were made at this time.

The Window Cleaning Service quotes will be tabled until next meeting.

There were no closed minutes for the 1st half of the year to review at this time.

G. Dodge went over the Director Evaluation.

Anticipated Items:

Library window cleaning service

Correspondence: A letter from the State Library was received to let us know that the Public Library Per Capita Grant in the amount of \$18, 217.73 will be awarded to the library.

President G. Dodge adjourned the meeting at 6:54 pm.

Respectfully Submitted,

Cara Baldwin

Secretary