

Manteno Public Library

Board Meeting

July 18, 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, N. Shear.

Absent: None

**Approval of the Minutes:** S. Turner moved and D. Jones seconded to approve the June 2023 minutes for the Library Board Meeting.

**Approval of the Financial Report:** N. Shear moved and N. Wheeler seconded to approve the June 2023 Financial Report.

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

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

**Director's Report:** Advertising for a circulation clerk position was posted on June 16<sup>th</sup>. Due to staff vacations, the start date for the new candidate was pushed to July 31, 2023.

D. Vent gave notice of her resignation and her last day at MPL was June 29, 2023.

Long Range Plan- the next meeting is Tuesday, September 12, 2023.

Axis 360 libraries will be transitioning to Boundless by Baker and Taylor by September 30, 2023. Information will be provided regarding details, resources and support.

The Assistant Director was added to the Delegates Alternate list. The next Delegates meeting is on Wednesday, July 26<sup>th</sup>.

The LIMRiCC Board of Directors with guidance from their attorney is making some updates to the LIMRiCC Intergovernmental Agreement.

**Technology:** A new copy machine install was scheduled for July 13, 2023 and the transition was smooth by Proven IT's Tech.

J. Lockwood applied for the licenses through Microsoft that are needed after replacing the server. Microsoft did not receive the application. The application process will be started over.

Two Hot Spots were lost. There are now four Hot Spots circulating.

**Meetings and Workshops:**

Delegates July 26

Medicare Webinar July 19

AI Intelligence Webinar July 27

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

E-commerce: (June- \$102.00)

C. Posing was added to the library credit card.

**Building:** The front landscape has four tiny wine ninebark bushes, 2 bushes died over the winter. Vital Landscaping came out and the 2 dead bushes will be replaced at no charge.

One of the bathroom toilets on the adult side has constant running water. A plumber will be contacted to come out.

The handicap door button does not work on the north side of the entrance. Tee Jay Door Company will be contacted to come out to fix it.

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

Long Range Plan

Decennial Committee

Auditor Materials

Ban Banning Book Law- goes into effect on January 1, 2024.

Current Policy in Place: Material Selection Policy, Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement.

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

Upcoming events: August- Movies in the Park, Friends Bunco, Christmas on Main Street

Their next meeting will be on Tuesday, August 1<sup>st</sup>.

**Monthly Statistical Report for May:** Circulation (10858), New Cards (87), Computer Usage (239), People Counter (3592), Web Usage (1569), HotSpot Usage (16), OverDrive Checkouts Audio (177), OverDrive checkouts e-books (342), Axis 360 Audio (15), Axis 360 e-books (20), Capira App Request Item (289), Capira App Search Catalog (895), Hoopla Borrows (114).

**Youth Services Department Update:** Summer Reading 2023 has wrapped up and was a huge success! There were 1, 316 “yes” entries which means the participant has completed a single activity.

TAG will meet again on Tuesday, July 25<sup>th</sup>. They have been busy helping with the different events this 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. All of these events were very well attended events.

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

**Special Summer Adult Programs:** The Essential P.T. Barnum, Introduction to Tarot Cards, One Book One Book Club. All of these events were well attended!

**Unfinished Business:**

N. Wheeler moved and B. Collier seconded to approve the quote for window cleaning by T. Graves as presented.

N. Shear moved and D. Jones seconded to approve the renewal of the accountant contract as presented.

**New Business:**

TIF District (Bourbonnais) overview update was given by J. Lockwood and B. Collier. More information on this topic will be shared in the future.

B. Collier moved and S. Turner seconded to approve the purchase of a back-up battery (switch) as presented.

J. Lockwood went over ILA Conference and the PUG Conference. J. Lockwood and four other staff members are interested in attending the PUG Conference. More information will be brought to the board next meeting.

The IPLAR will be submitted next month.

Next month the Budget and Appropriation Draft will be presented.

N. Shear and N. Wheeler will be auditing the secretary minutes.

B. Collier moved and G. Dodge seconded to approve the FOIA policy as presented.

The Meeting Room Policy was reviewed. No changes were made at this time.

N. Wheeler moved and S. Turner seconded to adopt the Interlibrary Loan Policy as presented.

B. Collier moved and S. Turner seconded to approve the amendments made to the By-Laws as presented.

A policy needs to be added to the Personnel Handbook regarding maternity leaves. This will be brought back to the board.

J. Lockwood will touch base with HR Source on the Paid Leave Act regarding vacation time and hours worked each week.

S. Turner moved and D. Jones seconded to approve the amendments made to the MPLD Employee Handbook as presented.

**Anticipated Items:**

**Correspondence:** NBC 5 reached out regarding book challenges and J. Lockwood responded that there were none at this time.

Kankakee Economic Alliance reached out regarding the old Kmart Distribution center. There will be an upcoming meeting that J. Lockwood will attend.

President G. Dodge adjourned the meeting at 7:01 pm.

Respectfully Submitted,

Cara Baldwin

Secretary