

Manteno Public Library

Board Meeting

August 15, 2023

President G. Dodge called the meeting to order at 6:00 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:** B. Collier moved and N. Shear seconded to approve the July 2023 minutes for the Library Board Meeting.

**Approval of the Financial Report:** N. Wheeler moved and S. Turner seconded to approve the July 2023 Financial Report.

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

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

**Director's Report:** The library welcomed J. Gregory to the circulation team. Decennial committee meetings were held on Monday, August 7<sup>th</sup> for finance and Thursday, August 10<sup>th</sup> for policy. The co-chairs for the Long Range Plan committee met with Director Lockwood on Thursday, August 10<sup>th</sup> to review notes from the meeting held in June. The committee is scheduled to meet again on September 12, 2023.

**Technology:**

**Meetings and Workshops:** HR Source Directors Round Table on August 22, 2023

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

E-commerce: (July- \$125.39)

The auditors from Mack and Associates were out on August 9, 2023 for their field work. Mid July Director Lockwood began sending the required reports to them via fax and email.

A former employee that resigned (voluntary) from her position filed an unemployment claim. Director Lockwood is in the process of working with LIMRiCC on the matter.

**Building:** Vital Landscaping was out on Tuesday, August 8, 2023 to remove the dead plants and replant.

**Library Projects/Activities:**

IPLAR

Budget and Allocation

**Friends of the Library:**

Bunco save the date social media posts have been scheduled to be shared via Facebook. The Bunco committee met to finalize plans and items needed for the event.

Upcoming events: September- mum sale and October- Bunco

Their next meeting will be on Tuesday, September 5<sup>th</sup>.

**Monthly Statistical Report for July:** Circulation (9795), New Cards (38), Computer Usage (246), People Counter (3088), Web Usage (1500), HotSpot Usage (18), OverDrive Checkouts Audio (283), OverDrive checkouts e-books (378), Axis 360 Audio (28), Axis 360 e-books (18), Capira App Request Item (265), Capira App Search Catalog (814), Hoopla Borrows (95).

**Youth Services Department Update:** J. Regan is busy planning the fall programming and catching up with projects in the Children's Department. Summer Reading was wrapped up with Dale the Balloon Guy and the Art of Inflation. The program was enjoyed by all ages. There were 40 kids and 25 adults in attendance. The Teen and Adult Summer Reading Program finished on August 4<sup>th</sup>.

TAG will meet again on August 29, 2023. They will welcome new members and discuss the upcoming year. They will work on a canvas dot painting project.

**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.

**Unfinished Business:** B. Collier moved and G. Dodge seconded to approve the Budget and Appropriation Ordinance 23-01 as presented.

S. Turner moved and N. Shear seconded to approve the Certified Estimate of Revenues as presented.

N. Shear and N. Wheeler came in to audit the secretary minutes. Director Lockwood will submit these.

D. Jones moved and N. Wheeler seconded to approve the 2023 Holiday/Closed Schedule as presented.

**New Business:** N. Wheeler moved and B. Collier seconded to approve supporting the TIF District #18, the "Bourbonnais Industrial Park Conservation Area," from 23 to 35 years as presented.

B. Collier moved and D. Jones seconded to approve the Intergovernmental Agreement between taxing districts and officials as presented.

D. Jones moved and N. Shear seconded to approve the Unity Resolution Agreement regarding the abatement of property taxes for the property located at 333 South Spruce Street, Manteno, Illinois as presented.

N. Shear moved and S. Turned seconded to approve the building insurance renewal as presented.

G. Dodge moved and D. Jones seconded to approve the annual subscription to Creative Bug as presented.

N. Wheeler moved B. Collier seconded to approve the renewal for our online server backup from True Tech as presented.

Director Lockwood went over the IPLAR Report and what she recorded.

B. Collier moved and S. Turner seconded to approve the IPLAR Report as presented along with electronic signatures from the President, Secretary and Director on the report before submitting.

S. Turner moved and N. Wheeler seconded to approve 5 staff members to attend PUG Day on September 29, 2023 as presented.

**Anticipated Items:**

**Correspondence:** A Thank you note was sent to Berkots for the free hand wipes.

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

Respectfully Submitted,

Cara Baldwin

Secretary