

Manteno Public Library

Board Meeting

September 19, 2023

President G. Dodge called the meeting to order at 6:00 p.m.

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

Absent: S. Turner

Approval of the Minutes: B. Collier moved and N. Shear seconded to approve the August 2023 minutes for the Library Board Meeting.

Approval of the Financial Report: B. Collier moved and N. Shear seconded to approve the August 2023 Financial Report.

Introductions of visitors and public comments:

Auditor's Report: Jessika McGarvey from Mack & Associates was present to go over the auditor's report.

Agenda Changes: There were no agenda changes.

Director's Report: J. Lockwood purchased holiday "Library Crew" shirts for the staff to wear during the holiday month. The last Decennial committee meeting was held on September 8th (FOIA/OMA). The Long-Range Plan Committee met on September 12th to finalize the Long-Range Plan that covers 2024-2028. On September 11th J. Lockwood received an email from the Illinois State Library regarding an Internet Survey they are requesting every library in the state to fill out.

Technology: The Hot Spot contract was renewed. We currently have 5 active devices and 1 more device that was considered lost. The total renewal cost was \$480. J. Lockwood is going to look into pricing to add 5 more devices to our collection.

J. Lockwood would like to add a large TV to replace the bulletin board in the front entrance of the building to run all of the program information.

Meetings and Workshops:

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

E-commerce: (August- \$250.58)

The AFR was submitted on 9/6/2023 to the State Comptroller by Mack & Associates.

Hoopla- As of 8/30/2023 we have \$962.98 available credit on our account.

Building: Plants that Vital replaced on August 8th are struggling with drought and intense heat. Vital was contacted regarding the plants and they will be replaced during cooler temperatures.

On August 29, 2023 Protection Associates came out for the annual fire inspection and testing report.

On September 1, 2023 Holohan Heating and Air came out due to an air conditioner unit not working correctly. The capacitor was replaced.

On September 5, 2023 there was heavy rain with seepage in the kitchen. Jim Hanley checked the drains in the alley and he suggested we start with our building drains.

Library Projects/Activities:

IPLAR submitted on the 24th

Levy

Friends of the Library:

The Bunco event was posted on Facebook with a link to sign-up. The Woman's Auxiliary at the Sportsman's Club will be serving food to our guests. The friends are looking to sell Hot Cocoa Bombs as a fundraiser the night of Christmas on Main event.

Upcoming events: October- Bunco, December- Christmas on Main, January- Community Trivia Night, March- Book Sale

Their next meeting will be on Tuesday, October 3rd.

Monthly Statistical Report for July: Circulation (9144), New Cards (48), Computer Usage (241), People Counter (2932), Web Usage (1600), HotSpot Usage (8), OverDrive Checkouts Audio (276), OverDrive checkouts e-books (382), Axis 360 Audio (22), Axis 360 e-books (16), Capira App Request Item (347), Capira App Search Catalog (971), Hoopla Borrows (117).

Youth Services Department Update: J. Regan continues to visit U Are U Preschool each month. The fall programs include: Storytimes, Lego Club, STEAM Club, Reading Buddies and Creation Station. TAG will meet on September 26th. They will welcome new members and discuss the upcoming year. Baby Time is back and will meet on Thursday mornings at 10:00 am and is recommended for babies 0-2 years old.

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 D. Jones seconded to approve the Auditor's Report and AFR.

N. Wheeler briefly went over the Long Range Plan for 2024-2028 for the Library Board. N. Shear moved and D. Jones seconded to approve the Long Range Plan as presented.

New Business:

Director Lockwood went over the building loan, Money Market & CD Review. B. Collier moved and D. Jones seconded to move \$75,000 from Midland Bank to Municipal Bank into a 6 month CD and remove the remaining funds in our current money market at Midland into 3 month CDs with the intent to roll over to 3 month CDs as they mature.

N. Wheeler moved and G. Dodge seconded the resolution providing for the execution of an intergovernmental agreement with the library insurance management and risk control combination ("LIMRICC") as presented.

N. Wheeler moved and G. Dodge seconded the ballot approval as presented.

B. Collier moved and N. Shear seconded to approve amending the amended intergovernmental agreement providing for risk management and authorizing membership in the library insurance management and risk control combination to allow for substantive amendments to the intergovernmental agreement as presented.

D. Jones moved and C. Baldwin seconded to approve the TBS Annual Maintenance agreement as presented.

B. Collier moved and C. Baldwin seconded to approve the Holohan Heating and Air Maintenance Agreement as presented.

D. Jones moved and N. Shear seconded to approve the Vital Snow Removal contract for 2023-2025 as presented.

N. Wheeler moved and B. Collier seconded to approve the quote from True Tech to replace a camera and add the monitor as presented.

N. Wheeler moved and N. Shear seconded to approve the FastSigns Vinyl Door Signage Estimate as presented.

B. Collier moved and G. Dodge seconded to approve a request for late opening at 10:00 am on December 18, 2023.

The Board has reviewed the Library Conduct Policy and no changes have been made.

Anticipated Items: None at this time.

Correspondence: A thank you note from Bourbonnais Village President for our support regarding the extension of the Bourbonnais TIF.

President G. Dodge adjourned the meeting at 7:17 pm.

Respectfully Submitted,

Cara Baldwin

Secretary