

Manteno Public Library

Board Meeting- January 15, 2019

President E. Brouwers called the meeting to order at 7:01. Members present were: E. Brouwers, G. Dodge, P.Tovo, J. Heppe, C. Hollenbeck. Absent members were: N. Shear, N. Wheeler.

There were no agenda changes.

**Approval of the minutes:** C. Hollenbeck moved and P. Tovo seconded to approve minutes of regular meeting on 11-20-18 . Unanimous. G. Dodge moved and P. Tovo seconded to approve minutes from special meeting on 12-3-18. Unanimous.

**Approval of financial report:** Motion by C. Hollenbeck and seconded by J. Heppe to approve financial report of Nov. 30, 2018. Unanimous  
Motion by G. Dodge and seconded by P. Tovo to approve the financial report of Dec. 31, 2018. Approved

**Introduction of Visitors and Public Comments:** There were no visitors or public comments.

### **Director's Report**

The Village Holiday Business Walk was very successful. The Library was open and allowed other off- site businesses to host a booth in the Library. Over 555 people walked through our doors. The Children's Department provided a craft for younger visitors and Friends of the Library passed out membership forms.

Director Lockwood received two FOIA's during week of December 10. One concerned the last consolidated election and the second one was in regard to information on current Library trustees. An additional FOIA was received from Local 625 regarding HVAC information.

Following the resignation of M. Landis, Director Lockwood held interviews for the position. The position has been offered to C.

Spagnoli conditional on the background check. Anticipated start date is Tuesday, Jan. 15.

**Upcoming events include:** 2019 ILA Conference Oct. 22-24

2019 PUG Day in September

**Library Webinars and Meetings:**

Rails Update Meeting Jan. 17

Delegates Meeting Jan. 30

**Finance-**

Money Market-Interest (11/01/18-11/30/18)\$35.19

Interest (12/01/18-12/31/18) \$36.38

E-Commerce for Nov. \$117.14

E-Commerce for Dec. \$61.40

**Building Loan-** As of Dec. 4, 2018 the principal balance is \$533,305.85. The variable interest rate to be applied to the unpaid balance will be 4.125% with a floor rate of 4.125%. The next interest rate change date is Nov. 29, 2023. Our new payment as of May 29, 2019 is \$32,571.63. All subsequent payments for said amount are due semi-annually . The final balloon payment is due at the new maturity date of Nov. 29, 2028.

**Building**

Results of scoping the drains have been unsuccessful due to debris in the drains. The Village plans on cleaning out the debris and scoping the drains again when weather permits.

On 12/4/18, G-Heating checked all furnaces and changed filters.

On 12/4/18 Dan's Plumbing came to fix a broken toilet handle. While the plumber was here he checked the other bathrooms for leaks and loose fixtures.

On 12/5/18 a new heater was ordered from G-Heating for the entryway. It was installed on 12/14/18

### **Library Projects/Activities**

Per capita report-submitted 12/20/18

ILLINET Interlibrary Loan & Reciprocal Borrowing Stat Survey submitted 1/2/19

Annual Library Certification- submitted 1/2/19

RAILS System Membership Standards Data Collection in progress.  
Due 3/31/19

Staff Development Day-Changed to Thursday, March 28

### **Friends of the Library(FOL) Tuesday, Dec. 4, 2018**

Discussed last minute details of Parade of Homes.

Trying to recruit new members. One new member, Deb Baier was welcomed.

Discussed future Trivia Night in Feb. 2019

Scheduled next meeting Jan. 8, 2019

### **Friends of the Library(FOL) January 8, 2019**

There were 153 tickets sold for Parade of Homes. The People's Choice Award was the Thompson Home.

Family Trivia Night is scheduled for Friday, March 8 from 7-8:30. The program hopes to introduce members of the FOL and share how the organization serves the library and community. It will be free to the public.

New officers are: President-Cindy Schassburger

Vice President- Dolly Carson

Treasurer- Cece Hurley

Secretary- Diane Power

### **Statistical Report**

People counter for Nov. was 4721 and for Dec. it was 4483.

Web usage for Nov. was 1556 and for Dec. it was 1502.

New cards for Nov. was 26 and for Dec. it was 23.

### **Youth Services Dept.**

The Youth Dept. continues to have outstanding attendance. December programs were so well attended that the Gingerbread House Program and Winter Wonderland Program may need to add extra sessions next time or change some of the requirements. The Steam Program, Reading Buddies, and TAG program all seem very positive.

There will be a Mommy and Me Valentine Tea in February.

### **Adult Programming**

All sessions of the adult programs are continuing to be well attended. On Dec. 19, Historian Leslie Goddard gave a talk on "It's A Wonderful Life". She was well received and will be invited back again in the future.

Adult coloring is being moved to the last Thursday of the month from 3-4 pm.

### **Upcoming Program**

Abe Lincoln the Storyteller-in Feb.

## **Department News**

J. Regan visited URU preschool on Dec. 10 and read Christmas books.

The January Youth Services KALA meeting was held in Bourbonnais and behavior management was discussed.

J. Regan has registered for a refresher course for the embryology program provided by the U of I Extension Center. We will be hatching quail eggs again this year.

## **Unfinished Business**

The Christmas party had 33 attendees. Everyone enjoyed the food by Tony's of Peotone.

Staff development day had a conflict with the date previously set. G. Dodge moved and E. Brouwers seconded that the date be changed to March 28<sup>th</sup>. Unanimous. There will be a morning session on Computer Safety, and afternoon session by Fire Chief O'Brien on fire extinguishers and the staff will finish the day with some reorganizing of the Library.

## **New Business'**

Director Lockwood had communications with Dura-Tech about our technology needs. Todd Creek felt that his company was not a good fit for what the Library needed. True Tech submitted a quote for 100 hr. package @ \$11,500. This price has not gone up for 5 years. All agreed that True Tech has been more than supportive for all our needs. Changing firms would require a period of transition and the Board and the Director felt True Tech was the best fit for the Library. Moved by J. Heppe and seconded by G. Dodge to accept bid by True Tech. Unanimous

Our server needs replaced. True Tech submitted quote for \$7,710.00. Motion by P. Tovo, seconded by C. Hollenbeck to accept quote. Unanimous.

With some of the technology needs we currently have, the Director is postponing installation of additional cameras inside the Library.

Scenic Landscaping submitted quote for 2 year lawn maintenance. Motion by E. Brouwers and seconded by G. Dodge to award lawn maintenance contract to Scenic.

Scenic also submitted proposal for snow removal. Moved by C. Hollenbeck and E. Brouwers to approve contract with Scenic. Unanimous.

The renewal of \$200,000 Surety Bond for C. Hollenbeck was due at a cost of \$425 . Motion by J. Heppe, seconded by P.Tovo. Unanimous

The Personnel committee met to discuss creation of a part time position of 10 hrs plus one Saturday a month. Committee sees need and knows we need to encourage employees to stay with us. This will be one of the focus points for the Personnel committee in the future.

Motion to approve said position was made by G. Dodge, seconded by E. Brouwers. Unanimous.

Further discussion was held to increase Youth Service Coordinator's hourly rate in an effort to retain her as an employee. The Director acknowledges that her current rate was low in comparison to other Libraries. Motion was made by E. Brouwers and seconded by P. Tovo to raise Youth Service Coordinator hourly rate to \$17.00. Unanimous.

### **Staff Training**

J. Lockwood submitted request for class on pruning the collection from U of W at Madison at a cost of \$125 . Moved by C. Hollenbeck and seconded by J. Heppe. Unanimous

J. Regan has requested approval of class on Managing Children's and Youth Collection at a cost of \$148.50. Moved by P. Tovo and seconded by E. Brouwers to approve. Unanimous

J. Regan has also requested attendance to Illinois Youth Services Institute Conference at Normal, Il. on March 21-22 . Motion by E. Brouwers and seconded by J. Heppe to cover cost of registration and housing. Unanimous

### **Correspondence**

A thank you from the Village of Manteno for participation in Christmas Holiday Walk was received.

A second letter from the Village was received concerning surveillance equipment.

Kankakee County clerk sent info on upcoming Economic Interest forms.

Louise Medima sent letter concerning FOIA related to Prevailing Wages.

### **Anticipated Items**

Novelist Renewal

Motion to adjourn by G. Dodge, seconded by J. Heppe. Unanimous  
Respectfully submitted by G. Dodge, secretary pro tem.