

Manteno Public Library Meeting

Board Meeting

Tuesday, February 20, 2018

President E. Brouwers called the meeting to order at 7:05 p.m.

Present members: E. Brouwers, N. Shear, J. Lockwood, G. Dodge, J. Heppe, C. Hollenbeck

Absent: N. Wheeler, P. Tovo

There were no agenda changes.

Approval of the minutes: G. Dodge moved and J. Heppe seconded to approve the minutes to the January Board Meeting. Unanimous.

Approval of the Financial Report: C. Hollenbeck moved and N. Shear seconded to approve the financial report for January, 2018 as presented. Unanimous.

Director's Report: The board reviewed the Director's report and updates from the Youth Services and Adult Programming departments. The library was open on February 9th in spite of the snow and was utilized with over a 100 visitors. J. Regan is working on a Community Grant with a deadline of March 25, 2018. A Sexual Harassment Webinar for training purposes was available for staff on February 14th.

Money Market interest for January was \$58.85. E-Commerce for January was \$82.55.

Outdoor bulbs were replaced in January by KPI Electric and True Tech installed new computers and cameras in February.

Staff Development is scheduled for March 15, 2018. Staff Evaluations will be conducted during February and March.

Friends of the Library met in February and discussed fundraising options.

Circulation was up for the year.

Preschool Programs, Youth Book Clubs and Adult Programming are well attended. A Special Adult Programming Series on Genealogy is scheduled for February 21st and March 22nd. There will also be Arm Knitting scheduled for March 14th. URU will be visited on February 26th.

J. Regan is taking a "Babies in the Library" class from the University of Wisconsin-Madison Information School.

Unfinished Business:

Staff Appreciation Day is March 15th in conjunction with Staff Development Day. Board members volunteered to bring various items for both brunch and lunch to show appreciation to the library staff.

G. Dodge moved and N. Shear seconded to accept the Proposal from KPI for \$1,233.22 to replace 35 ballasts and up to 15 sockets in the linear fluorescent lighting. Unanimous.

New Business:

J. Heppe moved and G. Dodge seconded to approve the estimate from Protection Associates for \$587.24 for the installation of a Panic Alarm System, including an additional \$45 monthly fee for monitoring. Unanimous.

N. Shear moved and E. Brouwers seconded to renew the contract for True Tech for \$9800 for a 100 Hour Time Block. Unanimous.

Director Lockwood presented a proposal from G. Heating & Air Conditioning for replacement of a furnace. She will present further information at the March board meeting

Correspondence: There was no correspondence.

G. Dodge moved and N. Shear seconded to adjourn the meeting. Unanimous. Meeting adjourned at 7:53 p.m.

Respectfully Submitted,

Nancy Shear

Secretary