

Manteno Public Library Meeting

Board Meeting

Tuesday, March 20, 2018

President E. Brouwers called the meeting to order at 7:00 p.m.

Present members: E. Brouwers, N. Shear, J. Lockwood, G. Dodge, J. Heppe, N. Wheeler, P. Tovo, G. Dodge

Absent: C. Hollenbeck

There were no agenda changes.

Approval of the minutes: N. Wheeler moved and P. Tovo seconded to approve the minutes to the February, 2018 Board Meeting. Unanimous.

Approval of the Financial Report: P. Tovo moved and J. Heppe seconded to approve the financial report for February, 2018 as presented. Unanimous.

G. Dodge arrived at 7:08 pm.

Director's Report: The board reviewed the Director's report and updates from the Youth Services and Adult Programming departments. Highlights were that the KALA dinner is scheduled for September 21st. The theme is Western and will be held at the Warming House on ONU property. The library will help sponsor the Manteno "New Resident Book" at a cost of \$50. The library logo will be in the booklet and the booklet will include library brochures. The library received a complaint from a patron about the library being closed on March 15th for in-service.

Money Market interest for February was \$31.11. E-Commerce for February was \$ 21.50.

Interior ballast lights on the adult side of the library were replaced on Tuesday, March 6th by KPI. Protective Associates has scheduled installation for March 22nd. Technology received routine maintenance on March 15th.

Library Projects and activities are the Library and Personnel Budget and February and March staff evaluations.

Friends of the Library began working on the December 2018 Parade of Homes and the November 2018 Craft Show. They have various fundraiser events scheduled, among them, a Chipolte Fundraiser and Movies in the Park.

New library cards were up for the year. The newly installed People Counter logged 4317 patrons utilizing the library.

The Youth Services Department is well attended. Upcoming events are the Easter Egg Hunt, National Library Week Celebrations, and the Embryology Project.

Regular Adult Programming continues as scheduled, with a special program entitled "Cyber Sleuthing Your Family Tree", which is the second program in a series. The first program was offered in February and was well received.

J. Regan will complete her class "Babies in the Library" this month. Fertilized quail eggs for the embryology project will be picked up April 12th. J. Regan submitted a grant application to Community Foundation of Kankakee River Valley, coloring contest sheets have been delivered to the elementary school, and Youth Services hosted the KALA meeting in March.

Unfinished Business:

Statement of Economic Interest will be emailed at the end of March, first of April.

N. Wheeler moved and G. Dodge seconded to accept the proposal from KPI for \$18,600 for LED lighting predicated upon Com Ed's approval of an application for \$2525 which is part of the Com Ed incentive program. This amount would be subtracted from the \$18,600 listed on the proposal leaving a total expense of \$16,075. Unanimous.

G. Dodge moved and N. Shear seconded to accept the proposal from G. Heating & Air Conditioning for \$2548 for furnace replacement. Unanimous.

New Business

J. Heppe, N. Shear and E. Brouwer will serve on the Budget/Personnel Committee.

Director Lockwood's Evaluation will be completed and submitted to the board by May.

No invoice has yet been received for renewal of Novelist Plus .

J. Heppe moved and E. Brouwers seconded to renew Sophos for \$1839. Unanimous.

Correspondence: A thank you note from the library staff for the brunch and lunch provided by the Board for staff appreciation day was read to the board.

N. Shear moved and G. Dodge seconded to adjourn the meeting. Unanimous. Meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Nancy Shear

Secretary