

## Manteno Public Library Meeting

### Board Meeting

Tuesday, April 17, 2018

President E. Brouwers called the meeting to order at 7:04 p.m.

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

Absent: J. Heppe

There were no agenda changes.

**Approval of the minutes:** N. Wheeler moved and G. Dodge seconded to approve the minutes for the March, 2018 Board Meeting. Unanimous.

**Approval of the Financial Report:** G. Dodge moved and P. Tovo seconded to approve the financial report for March, 2018 as presented. Unanimous.

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

**Director's Report:** The board reviewed the Director's report and updates from the Youth Services and Adult Programming Departments. Highlights were the scheduling of a staff meeting for April 26<sup>th</sup> to discuss proper use of panic buttons. T. Naddy is taking an online class on "Creating Displays", and C. Posing and J. Lockwood are taking classes through the University of Wisconsin-Madison. Director Lockwood will be out of town April 10<sup>th</sup>, 11<sup>th</sup>, 17<sup>th</sup>, 20<sup>th</sup>, and the 25<sup>th</sup> for meetings.

Money Market interest for March was \$34.45. E-Commerce for March was \$39.79. As of April 4<sup>th</sup>, only 10% of the 2017 Per Capita has been distributed and it went to larger libraries. Manteno is still waiting.

A donation of \$100 was received in March from a patron. A thank you was mailed.

The Kankakee County 2017 tax extension rates were received on April 6, 2018. Will county rates were received March 17, 2018.

The Panic Alarm system was installed on March 22<sup>nd</sup>. A request was made to close the library on April 27<sup>th</sup> to have the furnace installed.

The Book Drop broke on Good Friday and was repaired by A-1 locksmith on April 2<sup>nd</sup>.

The water heater was repaired by Dan's Plumbing. There was no hot water in the bathrooms and no water pressure in the women's bathroom. Both issues were easily fixed.

Two laptops are being prepared for in-house checkout by patrons. This will assist parents/caregivers in monitoring their children while the children are in the children's area and the parent/caregiver is using the computer.

Library Projects and activities are: Library and Personnel Budget, Internal I-9 Audit, Furnace project, LED lighting project, and updating policies.

Friends of the Library met on April 3<sup>rd</sup>. Letters have been sent seeking people interested in participating in the Parade of Homes. Vendors are being sought for the Craft Show. The FOL is working on a summer fundraiser for a Rocket Launch project.

Programs in The Youth Services Department are well attended. Special Programs were the Easter Egg Hunt and National Library Week Celebration. The Embryology Project is in progress with 29 eggs in the incubator.

Adult Programming continues as scheduled. The genealogy program concluded at the end of March and was well attended. Another series is scheduled to begin in August.

During the week of April 23<sup>rd</sup>, the library should be notified by the Community Foundation of Kankakee River Valley as to the status of the grant submitted by Jen Regan entitled "Full S.T.E.A.M. Ahead!".

Summer Reading Kick Off Party is scheduled for June 5<sup>th</sup>. Jen Regan and Jess Regan participated in the Community Reading Night scheduled for tonight, April 17<sup>th</sup>.

**Unfinished Business:**

G. Dodge moved and C. Hollenbeck seconded to close the library on Friday, April 27<sup>th</sup> for maintenance. Unanimous.

The Budget and Personnel Committee will be notified by e-mail for a May meeting date.

Economic Interest Form is due May 1<sup>st</sup>.

N. Shear moved and P. Tovo seconded to renew NoveList K-8 Plus and NoveList Plus at a cost of \$2125.00. Unanimous.

**New Business:**

G. Dodge moved and N. Wheeler second to accept the new Code of Conduct as presented. Unanimous.

A Policy Review was made of the Study Room, Reference & Readers Advisory, and Residency Requirements. No updates were required.

C. Hollenbeck moved and P. Tovo seconded to approve the Cell Phone Policy as presented. Unanimous.

The Unattended Child Policy and the Laptop Policy were tabled until May.

C. Hollenbeck moved and P. Tovo seconded to dispose of the Fax machine and the four computer towers as listed on the Disposal of Equipment, April 2018.

**Correspondence:** There was no correspondence.

N. Shear moved and N. Wheeler seconded to adjourn the meeting. Unanimous. Meeting adjourned at 8:18 p.m.

Respectfully Submitted,

Nancy Shear

Secretary