

## Manteno Public Library Meeting

### Board Meeting

Tuesday, May 15, 2018

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

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

Absent: C. Hollenbeck, N. Wheeler.

There were no agenda changes.

**Approval of the minutes:** G. Dodge moved and P. Tovo seconded to approve the minutes to the April, 2018 Board Meeting. Unanimous.

**Approval of the Financial Report:** J. Heppe moved and N. Shear seconded to approve the financial report for April, 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 that Director Lockwood attended a Delegates Assembly meeting on April 25<sup>th</sup>. At that meeting, revised by-laws were voted on and passed. The Kankakee River Valley Annual Awards Luncheon is scheduled for May 17<sup>th</sup> and J. Regan and Director Lockwood will be attending. A Safety Awareness Presentation was given to staff on April 26<sup>th</sup>. The LIMRICC Spring meeting was cancelled. There will be a fall meeting.

Money Market interest for April was \$41.41. E-Commerce for April was \$137.49. The FY18 per capita was received on April 23<sup>rd</sup>. TIF 1 Disbursement was \$2994.06.

The furnace was replaced on April 27<sup>th</sup>. The library was closed, but staff worked from 9am to 3pm. While installing the furnace, it was noticed that the compressor unit located on the roof was out. It is still under warranty. Warranty on all other units expires 9/20/18.

True Tech updated patron computers, fixed the circulation computer issue and was to update a laptop for patron use. The library will need to purchase pro windows at a cost of \$160 before the laptop can be updated.

Current Library Projects and Activities are: Library and Personnel Budget, Internal I-9 Audit, LED Lighting Project, and Updating Policies and website content. All lights are now LED. Library Policies and website content has been updated.

Friends of the Library met on May 1st. They began selling World's Finest Chocolates on April 26<sup>th</sup> at a cost of \$1.00 each. The Chipolte Fundraiser raised \$267.00. Follow-up letters for the Parade of Homes will be sent out in June. Work continues on the Craft Show with vendor applications on the library website. Advertising for this event will be placed in the Herald and on Facebook. The Estes Alpha Model Rocket Workshop is scheduled for June 16<sup>th</sup> at a cost of \$20 per participant. The launch date is June 23<sup>rd</sup> at Legacy Park.

The Embryology Project was successful with 16 quail eggs hatching. Youth and Adult Programming continue to be well attended. Fairy Gardening is a special upcoming program. A \$1000 grant was received from the Community Foundation of Kankakee River Valley for a new program entitled "Full S.T.E.A.M. Ahead!" which is designed for five to eight year olds. Summer Reading Planning is continuing with the Kick-Off scheduled for June 5<sup>th</sup> and the program beginning June 11<sup>th</sup>.

Circulation is up from last year. New cards and computer usage were down slightly from last year. The People Counter registered 4447 for the month.

**Unfinished Business:**

Director Lockwood presented a draft of the Budget and Personnel Report for FY2019. It will be presented to the board in June for final approval.

N. Shear moved and E. Brouwers seconded to approve the Unattended Child Policy as presented. Unanimous.

G. Dodge moved and P. Tovo seconded to approve the Laptop Policy as presented. Unanimous.

**New Business:**

G. Dodge moved and J. Heppe seconded to approve Ordinance 2018-01 as presented. Unanimous.

P. Tovo moved and G. Dodge seconded to approve Ordinance 2018-02 as presented. Unanimous.

E. Brouwers moved that J. Lockwood and C. Hollenbeck remain as the current officers for the Open Meeting Act.

G. Dodge seconded. Unanimous.

P. Tovo moved to accept the OCLC Renewal Agreement. E. Brouwers seconded. Unanimous.

G. Dodge moved to approve the eRead Illinois Renewal Agreement at a cost of \$776.00. J. Heppe seconded. Unanimous.

N. Shear moved to accept the Management Association Membership Renewal at a cost of \$350.00. P. Tovo seconded. Unanimous.

G. Dodge moved to renew the Accountant Contract with Jodi Gill for approximately \$3150.00. E. Brouwers seconded. Unanimous.

P. Tovo moved to approve Non-Resident Fee Resolution 18-01. G. Dodge seconded. Unanimous.

Proven Copy Machine Upgrade was tabled until Director Lockwood obtains further information.

The Manteno Chamber Annual Dinner was discussed. It was decided to do individual reservations rather than obtain a table. This event will be held June 22<sup>nd</sup> at Sportsman's Club.

FY2019 Per Capita Requirements were reviewed. Further information will be provided as it becomes available.

**Correspondence:** There was no correspondence.

G. Dodge moved and J. Heppe seconded to adjourn the meeting. Unanimous. Meeting adjourned at 8:34 p.m.

Respectfully Submitted,

Nancy Shear

Secretary