

Manteno Public Library

Board Meeting

Tuesday, June 19, 2018

President E. Brouwers called the meeting to order at 7:31 p.m.

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

Absent members: P. Tovo, J. Heppe, N. Wheeler.

There were no agenda changes.

Approval of the minutes: G. Dodge moved and E. Brouwers seconded to approve the minutes to the May, 2018 Board Meeting. Unanimous.

Approval of the Financial Report: N. Shear moved and C. Hollenbeck seconded to approve the financial report for May, 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 Rotary meeting, funding is being sought for a community garden by Fire Chief O'Brien, and Heritage Woods is now providing residents with books and videos through the library.

This year's theme for Oktoberfest is Peace, Love and Community. Oktoberfest will be September 27th through the 30th. PUG Day is scheduled for September 28th at the Taxslayer Center in Moline, Illinois. ILA Conference is scheduled for October 9th through 11th at the Peoria Civic Center, Peoria, Illinois.

Director Lockwood will be on vacation from June 29th through July 6th.

Money Market interest for May was \$41.55. On May 25, 2018, \$16,075 was transferred from the Money Market to the General Fund for payment of LED lights. E-Commerce for May was \$45.03. The Audit date is scheduled for August 16.

With the rain, there has started to be seepage in the kitchen again. Director Lockwood will begin looking into a solution.

Current Library Projects and Activities are: Internal I-Audit (completed) IPLAR (due in September), Little Free Library, Open Meetings Act Renewal, and FOIA renewal.

The "Unattended Child Policy" was hung in the conference room. A letter and the new policy were also included in the summer reading folder packets.

Friends of the Library will be active volunteering at the monthly Movies in the Park (July 6, August 3), Rockin on Main (June 15, July 20, August 17) and Farmers Market (September 18). Vendor applications are being received for the Craft Show scheduled for November 3rd.

The People Counter for the month of May registered 4903 and Web Usage was 1689. New cards were 45. Computer usage was 677 and circulation was 12835.

Youth Services Department reported that the Summer Reading Kick Off Party was held on June 5th. This year the title is "Reading Takes You Everywhere" and participants will be visiting five different imaginary places. The department is waiting to receive caterpillar and praying mantis eggs. Butterflies will be released in early July.

Five hundred Brookfield Zoo passes are available to our library patrons with a limit of four tickets per family. There are also a number of special programs planned for the youth.

The Youth Department is waiting for the grant money from the Kankakee Community Foundation. Once the check is received, planning and ordering materials for "Full Steam Ahead" will begin with a roll out date of September.

Upcoming Adult Programs are: Iditarod Presentation, Abe Lincoln, and Adult Craft Night. All regular adult programming continues through the summer.

The library expresses its gratitude to Whitmore Ace Hardware for sponsoring the Fairy Garden program.

Unfinished Business:

G. Dodge moved to accept the Operating Budget & Personnel Budget as submitted. C. Hollenbeck seconded. Unanimous.

G. Dodge moved and N. Shear seconded to approve the 60 month lease and maintenance agreement with Proven for a new Canon copier at a cost of \$371 per month. Unanimous.

It was determined to leave copy fees as previously established.

New Business:

C. Hollenbeck moved and E. Brouwers seconded to accept the library By-Laws and Policies as amended. Unanimous.

G. Dodge moved to accept the designated FOIA Officers Jamie Lockwood, primary contact, and Courtney Posing, back-up contact. Unanimous.

G. Dodge moved that the library approve \$43 to register with Little Free Library and approximately \$125 for construction of the library. E. Brouwers seconded. Unanimous.

C. Hollenbeck and N. Shear seconded to approve the revised Disaster Plan. Unanimous.

E. Brouwers moved and G. Dodge seconded to approve the Prevailing Wage (Ordinance No. 18-03). Unanimous.

G. Dodge moved to keep the closed minutes from January 1 through June 30th closed. E. Brouwers seconded. Unanimous.

C. Hollenbeck moved and N. Shear seconded to dispose of surplus monitors as listed under Disposal of Equipment, June, 2018.

G. Dodge moved and E. Brouwers seconded to adjourn to executive meeting at 8:45. Unanimous. Executive meeting closed at 8:55.

E. Brouwers reviewed Director Lockwood's self-evaluation with the board. It was determined that, based on the job description, Director Lockwood meets and exceeds job expectations. She received a rating of 5 by the board, the highest rating achievable.

Correspondence: There was no correspondence.

N. Shear moved and E. Brouwers seconded to adjourn the meeting at 9:11 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear,

Secretary