

**Manteno Public Library**

**Public Board Meeting**

**Tuesday, August 21, 2018**

President E. Brouwers called the Public Meeting to order at 6:30 p.m. Present members were: E. Brouwers, N. Shear, J. Lockwood, P. Tovo, C. Hollenbeck, N. Wheeler, J. Heppe.

Absent members: G. Dodge

There was no one from the public in attendance.

Meeting closed at 7:00 p.m.

**Board Meeting**

President E. Brouwers called the meeting to order at 7:00 p.m. Members present were: E. Brouwers, N. Shear, J. Lockwood, P. Tovo, C. Hollenbeck, N. Wheeler, J. Heppe. G. Dodge arrived at 7:18 p.m.

There were no agenda changes.

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

**Approval of the Financial Report:** C. Hollenbeck moved and J. Heppe seconded to approve the financial report for July, 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. It was noted that there are two employment openings due to employee resignations. The Delegates meeting was held on Wednesday, July 25<sup>th</sup>. PrairieCat and RAILS are now independent of each other.

RAILS is supporting a pilot project titled Find More Illinois. There will be a \$150 fee to join. Upon completion of the pilot program, there will be a subscription fee. Further information is coming.

The Administrative Council, at their May meeting, decided to update the expired non-PrairieCat reciprocal borrowing patrons from their data base. The plan is to delete patrons that expired previous to May 1, 2011. This will happen on September 1, 2018. Manteno Public Library has one reciprocal borrower with an outstanding fee balance of \$13.20.

Director Lockwood and two additional MPL staff are registered to attend the ILA Conference on October 9<sup>th</sup>.

At the July MPL staff meeting, it was decided that the library would once again participate in the Oktoberfest 2018 Lighted Parade.

Illinois OSHA has implemented a new reporting requirement. All affected State and Local Government employers will submit injury and illness data into the OSHA Injury Tracking Application online portal.

Money Market interest for July was \$36.30. E-Commerce was delayed due to a data issue. FY18 Per Capita in the amount of \$15,540.00 was received on July 30<sup>th</sup> and must be used by June 30, 2019.

There was no report on the water issue.

A buzzing sound from the LED lights is being investigated. New fittings were installed and the issue appears to be corrected.

Landscaping is scheduled for the end of August or the first week of September.

The awning over the employee entrance was damaged by the Rails delivery truck. Rails insurance will cover the cost of repairs. The library is waiting for a quote for submission to Rails' insurance.

The policy for beverages in the library is being updated due to coffee spills and open cups of water.

The new copy machine is installed and running.

Library projects and activities are: IPLAR, Little Free Library, FOIA renewal, 2018 Float for Light Parade.

Friends of the Library met on August 7, 2018. The Craft Show/Book Sale has 14 vendors confirmed and many books donated. The last Movies in the Park netted \$267.00. Other fundraising options were discussed. Rockin on Main was August 17<sup>th</sup>. Farmer's Market is scheduled for September 18<sup>th</sup> and the Craft Show/Book Sale will be November 3<sup>rd</sup>.

The People Counter for the month of July registered 5074 and Web Usage was 1854. New cards were 54. Computer usage was 836 and circulation was 16,303.

Youth Services Department reported that both staff and patrons enjoyed the summer reading program. Planning is in place for fall programming. Regular programs will be continued with three new programs added. The Adult Summer Reading Program ended August 17<sup>th</sup> with the drawing held on August 20<sup>th</sup>. A new Genealogy Series began in August.

#### **Unfinished Business:**

- N. Wheeler moved and G. Dodge seconded to approve the Budget and Appropriation as presented. Unanimous.  
C. Hollenbeck moved and N. Shear seconded to approve the Certified Estimate of Revenue by Source. Unanimous.
- Carpet cleaning went well.
- G. Dodge and N. Wheeler completed the audit of the secretary minutes. No errors or discrepancies were found.
- A new Study Room Policy was presented to the board. G. Dodge moved and J. Heppe seconded to approve the policy. Unanimous.

#### **New Business:**

- Refinance of Loan was tabled until August, 2021.
- A personnel committee meeting needs to be scheduled to discuss future plans for Supplemental Insurance/Health for full time staff.
- Legal notice will be placed in The Herald for the 2019 Consolidated Election to be held on April 2, 2019.
- The KALA Dinner is scheduled for Friday, September 21, 2018. N. Wheeler moved to close the library at 3 p.m. and to pay for those library employees who wish to attend. P. Tovo seconded. Unanimous.
- G. Dodge moved and E. Brouwers seconded to renew the commercial library insurance with Utica. Unanimous.
- The IPLAR Report is completed and will be submitted on August 22, 2018.
- The Levy/Public Hearing will be in September, 2018.
- The library board is required to read Chapter 6, INTELLECTUAL Freedom as part of the Per Capita Requirements.

**Correspondence:** Director Lockwood received correspondence regarding Illinois OSHA Electronic Requirement. Gov. Rauner posted the 2018 prevailing rates. There was a request from Chicago 5 concerning Illinois Freedom of Information Act and a notice that DSI Manteno filed a complaint for reduction of assessed value.

J. Heppe moved and C. Hollenbeck seconded to adjourn the meeting at 8:14 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear,

Secretary