

Manteno Public Library

Board Meeting

September 18, 2018

President E. Brouwers called the meeting to order at 7:06 p.m.

Members present were: E. Brouwers, N. Shear, J. Lockwood, P. Tovo, C. Hollenbeck, N. Wheeler, J. Heppe, and G. Dodge.

There were no agenda changes.

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

Approval of the Financial Report: C. Hollenbeck moved and J. Heppe seconded to approve the financial report for August, 2018 as presented. Unanimous.

Introduction of Visitors and Public comments: Joe Martin from Brian Zabel and Associates P.C. discussed the Annual Financial Report for the year ending June 30, 2018. The library received an Outstanding Rating.

Director's Report:

The board reviewed the Director's report and updates from the Youth Services and Adult Programming Departments. Two library pages applied for and were hired as circulation clerks. There is still an opening for a Youth Services Program Assistant.

It was reported that the library is having behavioral issues with five eleven-year olds boys and one ten-year old boy. Because of continual behavior issues, the boys are now suspended from the library for one month.

Money Market interest for August was \$36.32. E-Commerce for July was \$149.50 and for August was \$77.24.

The water issue reappeared during the heavy rain. Jeff Jarvis suggested digging a 4 foot section in the kitchen and waiting until rain to locate the leak. This would eliminate use of the kitchen. Another option is to wait until the problem becomes more serious. At this point, it was decided to wait and monitor.

KPI Electric installed a new timer on 8/27/18. The women's bathroom had a handle installed on the toilet. The men's bathroom had a new gasket installed on the hot water faucet.

The library has been registered with the OSHA portal.

Library projects and activities are: IPLAR (submitted 8/24/18), Little Free Library (update presented by G. Dodge), FOIA renewal, 2018 Float for Light Parade.

Friends of the Library met on September 4, 2018. The current president will be stepping down in January. They are looking for new volunteers to serve on the board. FOL was present at the Farmer's Market on September 18th and has a Craft Show/Book Sale scheduled for November 3rd.

The People Counter for the month of August registered 4968 and Web Usage was 2099. New cards were 53. Computer usage was 949 and circulation was 15,287.

Youth Services Department reported that regular programming began September 10th. In addition to the regular Preschool Programs and Youth Book Clubs, there are three new programs, Full STEAM Ahead, Reading Buddies, and TAG (Teen Advisory Group).

Regular Adult Programming continues. The winner of the Book Lover's Basket was Joanne Ricevato. The Genealogy Series met September 5th and is scheduled to meet again on October 17th.

There is an opening for a Youth Services Assistant.

J. Regen will begin her monthly visit to the URU preschool on September 24th. Additionally, J. Regan attended the Youth Services KALA meeting on September 6th and will serve as the new KALA Youth Services Secretary.

Unfinished Business:

- Two employees and two trustees will be attending the KALA Dinner on Friday, September 21st.
- The board was informed that notice of Levy public hearing at 6:30 pm on October 16th will be published in the paper the first week of October.

New Business:

- G. Dodge moved and P. Tovo seconded to approve the 2019 Holiday Schedule as presented. Unanimous.
- G. Dodge moved to give the Director authorization to purchase a new vacuum within the \$400 range. J. Heppe seconded. Unanimous.
- N. Wheeler moved and N. Shear seconded to dispose of one desk chair purchased in December, 2013. Unanimous.

N. Wheeler moved to adjourn the regular meeting to go into Closed Session at 7:53 p.m. P. Tovo seconded. Unanimous.

E. Brouwers moved to reopen the regular board meeting at 8:15 p.m.

- G. Dodge moved to accept the Adult Services position at 20 hours per week which would include IMRF. N. Wheeler seconded. Unanimous.

Correspondence: There was no correspondence.

G. Dodge moved and N. Wheeler seconded to adjourn the meeting at 8:25 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear,

Secretary