

Manteno Public Library

Public Hearing

Tuesday, October 16, 2018

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

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 7:01 p.m.

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

Absent members were: N. Wheeler.

There were no agenda changes.

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

Approval of the Financial Report: C. Hollenbeck moved and P. Tovo seconded to approve the financial report for September, 2018 as presented. Unanimous.

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

Director's Report: Tonya N. accepted the position of Adult Service Specialist beginning October 8th. The library float took first place in the Oktoberfest parade. The KALA dinner was nice with thirty-one people in attendance. J. Regan, C. Posing, and J. Lockwood attended the ILA Conference.

Upcoming meetings are: Director's Round Table scheduled for 10/18/18, RAILS scheduled for 10/30/18, Managing Ill and Injured scheduled for 11/1/18, Delegates scheduled for 11/7/18, Patrons with Dementia scheduled for 11/8/18, and Crossing the Line: How to Appropriately Manage Inappropriate Patrons scheduled for 11/14/18.

Money market interest for October was \$35.16. E-Commerce for October was \$56.15.

No report on the water issue.

The insurance company accepted the estimate of \$3500.00 from Holohan Heating and Sheet Metal for repair of the library awning. Work began on October 10th and was completed on October 15th.

Back up batteries to the server need to be replaced. A staff computer had a faulty hard drive and a virus. The hard drive was replaced and the computer was cleaned.

Friends of the Library met on October 2, 2018. The Friends of the Library and library staff worked the beer tent on Thursday during Oktoberfest. Three hundred and sixty-four dollars were made that evening. Work has begun on the Little Free Library.

Upcoming events are: Craft Show/Book Sale, November 3rd, Santa on Main Street, December 1st, and Parade of Homes on December 9th.

The People Counter for the month of October registered 4139 and Web Usage was 1560. New cards were 36. Computer usage was 580 and circulation was 11,554.

Youth Services Department reported that regular programs, including three new additions (FULL STEAM Ahead, Reading Buddies, and TAG) are well attended. In addition to the regular Preschool Programs and Youth Book Clubs, Cowboy Randy was hosted on October 4th in conjunction with the KALA One Book One Community western theme. A Halloween Ghost Hunt is scheduled.

Regular Adult Programming continues. The Genealogy Series will meet on October 17th. An upcoming program entitled "Visiting the Beyond" presented by Curt Strutz is also scheduled.

J. Lockwood, C. Posing, and J. Regan attended the ILA conference on October 9th. Jen R. will visit URU on Monday, October 22nd. The October Youth Services KALA meeting was held in Peotone.

Unfinished Business:

- G. Dodge moved to approve Levy 18-05. P. Tovo seconded. Unanimous.
- Discussion of the Per Capita Review was tabled.
- P. Tovo moved to approve reimbursement of \$93.40 to J. Lockwood for ILA Expenses. C. Hollenbeck seconded. Unanimous.

New Business:

- G. Dodge moved to authorize J. Lockwood and E. Brouwers to go to HomeStar Bank to move money into an Insured Cash Sweep account. J. Heppe seconded. Unanimous.
- The Library Holiday Party to be held on December 18th was discussed. J. Lockwood will approach Sammy's Pizza about the possibility of catering. Catering options will be finalized in November.
- G. Dodge moved to approve the expenditure of \$194.13 for Christmas gifts for staff, volunteers, and Friends of the Library. P. Tovo seconded. Unanimous.
- J. Heppe moved to authorize J. Lockwood to open the library for patrons from 3 p.m. to 8 p.m. on December 1st, during the Holiday Business Walk. N. Shear seconded. Unanimous.
- G. Dodge moved to accept the amended Illinois Freedom of Information Act. C. Hollenbeck seconded. Unanimous.
- The Ipad Policy and Borrower Agreement was reviewed by the board and found to be sufficient.
- J. Heppe moved and C. Hollenbeck seconded to authorize J. Lockwood to spend up to \$150 for new Christmas decorations for the library. Unanimous.
- J. Lockwood will contact True Tech about scheduling the replacement of the Server for March 21st during Staff Development Day when the library is closed. The date will be confirmed at the November meeting.

Correspondence: A note was received from Dr. Susan Bergin complimenting the staff on their good customer service.

G. Dodge moved to adjourn the meeting at 8:05 p.m. P. Tovo seconded. Unanimous.

Respectfully Submitted,

Nancy Shear,

Secretary