

Manteno Public Library

Board Meeting

Tuesday, November 20, 2018

President E. Brouwers called the meeting to order at 7:05 p.m. Members present were: E. Brouwers, N. Shear, J. Lockwood, C. Hollenbeck, and G. Dodge. Absent members were: P. Tovo, and J. Heppe.

There were no agenda changes.

Approval of the minutes: G. Dodge moved and C. Hollenbeck seconded to approve the minutes to the November, 2018 Board Meeting as amended. Unanimous.

Approval of the Financial Report: N. Wheeler moved and C. Hollenbeck seconded to approve the financial report for November, 2018 as presented. Unanimous.

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

Director's Report: Meetings attended for the month of November were: Managing Ill and Injured, Delegates, Patrons with Dementia, CIA Meeting, and Crossing The Line: How to Appropriately Manage Inappropriate Patrons.

Director Lockwood attended the Village of Manteno Joint Review TIF meeting on Monday, November 5th. She learned that there is a possibility TIF money can be used to assist with library projects. Common uses for TIF monies are projects for the exterior of library property, outside lighting, and parking lot/stripping.

Money market interest for November was \$36.35. E-Commerce for November was \$144.06.

On 10/19/18, True Tech replaced server batteries and returned the youth services computer. Patron computers were updated and there was a discussion about upgrading the camera server and adding two cameras to the inside of the library.

On 10/17/18 Aqua scoped the old storm drains to see if there were any issues. Director Lockwood will contact Aqua for results. Also on the 17th, Director Lockwood talked with Brad Clodi about trimming the wiegelas and waiting until spring to see how they do and if they need to be replaced.

Current library projects are: Per Capita, ILLINET Interlibrary Loan & Reciprocal Borrowing Stat Survey, and Staff Development Day.

Consolidated filing is scheduled for December 10th through the 17th. Election packets are to be turned in at the library. Consolidated objection deadline was extended to December 26th due to the library being closed on the 24th and 25th.

The library now has back issues of the Manteno News from the 1950s to the early 1980s. The library also has two boxes of newspapers from the 1800s and 1930's. These items are very fragile.

The Friends of the Library Holiday Craft Show and Book Sale was successful taking in \$776.00 in raffle and book sales and \$400 in booth sales. According to the people counter, over 700 people came through the door.

Membership to the Friends of the Library has become a concern. Increased membership and member participation at meetings and fundraising events needs to be increased to keep the organization solvent.

Upcoming events: There are 5 homes scheduled for the Parade of Homes on December 9th. Advanced tickets are \$10 and will be \$15 on the day of the event. Tickets may be purchased at the library.

The People Counter for the month of October registered 4604 and Web Usage was 1742. New cards were 40. Computer usage was 704 and circulation was 13947.

Youth Services Department reported that regular programs, including new additions (FULL STEAM Ahead, Reading Buddies, and TAG) are well attended, with the exception of Kinder Klub Storytime which has been suspended due to low attendance. It is possible

the program may be reinstated next year, depending on the program line-up. A special Halloween program, The Halloween Ghost Hunt, was well attended.

Regular Adult Programming continues on schedule and is well attended.

Upcoming programs in the Youth Department are: Family Reading Night, Christmas Business Walk, Gingerbread House Program, and Winter Wonderland Workshop. Upcoming programs for the Adult Programming are: Adult Gingerbread House Program and The Making of "It's A Wonderful Life".

J. Regan visited the URU Preschool on Monday, November 19th. At the November Youth Services KALA meeting, early literacy programming was discussed.

Unfinished Business:

- N. Wheeler moved and G. Dodge seconded to approve the Auditors Report, the Annual Financial Report and the Annual Treasurers Report as presented. Unanimous.
- Per Capita was reviewed and discussed by the board. C. Hollenbeck moved and N. Shear seconded to approve Per Capita as answered. Unanimous.
- G. Dodge moved that Tony's Pizza cater the Holiday Party. E. Brouwers seconded. Unanimous.
- The Free Little Library has been installed at the Manteno Historical Society.

New Business:

- N. Wheeler moved and G. Dodge seconded to approve Ordinance 18-06, establishing regular meeting dates for the Board of Trustees for calendar year 2019. Unanimous.
- C. Hollenbeck moved to approve the changes to Section IX of the Library Conduct Policy. N. Shear seconded the motion. Unanimous.
- Permitted Travel Expenses was reviewed. N. Wheeler moved to approve the Permitted Travel Expenses, noting that changes made by the IRS for 2019 will be implemented once the library receives notification of those changes. G. Dodge seconded. Unanimous.
- Electronic Meeting Policy was reviewed and no changes made.
- Cleaning Quotes for the library were discussed. It was decided that the library budget does not allow, at this time, for an increase in cost. Further options will be explored.
- Quotes from True Tech for two cameras and video server upgrades were shared with the board. No action was taken at this time.
- N. Shear moved that the library be closed on March 21, 2019 for Staff Development and Appreciation Day. C. Hollenbeck seconded. Unanimous.
- G. Dodge moved and N. Wheeler seconded to provide the Director of the Library with a lifetime membership to the Historical Society.

Correspondence: Ace Hardware sent the library a thank you note for its support of Ace Hardware's First Annual Community Fundraiser.

N. Wheeler moved and C. Hollenbeck seconded to adjourn the meeting at 8:40 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear,

Secretary