

## Manteno Public Library Meeting

Tuesday, February 21, 2017

Vice President G. Dodge called the meeting to order. Present members: C. Hollenbeck, N. Shear, J. Lockwood, G. Dodge, A. Henderson, P. Tovo.

Absent: E. Brouwers, N. Wheeler.

There were no agenda changes.

**Approval of Minutes from Tuesday, January 17, 2017:** A. Henderson moved to approve the minutes of the last meeting. C. Hollenbeck seconded. Unanimous.

**Approval of Financial Report:** After reviewing the Financial Report, C. Hollenbeck moved and P. Tovo seconded to accept the financial report for January as submitted. Unanimous.

**Introduction of Visitors and Public Comments:** No visitors were in attendance.

**Director's Report:** Self-Directed Learning has been implemented. J. Bajuk is taking an on-line class through the University of Wisconsin and in March she will take a 4-week class at KCC.

Leadership and Management Institute began. Due to scheduling conflict with Delegates, Director Lockwood was unable to attend. She contacted Kris Condon and obtained all necessary information. The next class is February 22<sup>nd</sup> and there is no scheduling conflict. A second scheduling conflict is in April. Arrangements have been made with a staff to attend that meeting by webinar.

Staff Development Day is March 16<sup>th</sup>, 2017. There will be CPR training and tips for using Encore taught by M. Landis.

Webinar: Drug Training-Know Before You Go was cancelled.

J. Regan will be out on Medical leave beginning March 7<sup>th</sup> for approximately 2 weeks.

The week of Valentine's Day, staff received cookies and hot chocolate. Staff appreciates the thoughtfulness of our patrons.

Money Market Interest for 12/1/16-12/31/17 was \$17.16 and was \$17.16 for 1/1/17-1/31/17.

E-commerce for the month of January was \$66.90.

Two donations to the library were made by patrons for \$50 and \$75.

On Saturday, February 3<sup>rd</sup>, the library lost internet connection. Comcast determined their connections were fine and that it was an internal issue. True Tech came on February 7<sup>th</sup> and updated patron computers, hooked up the laptop in the Children's Department, switched the circulation supervisor computer to the circulation desk, and put the circulation desk computer in the tech processing room.

Water seepage in the kitchen continues to be a problem. Tim Stewart suggested to leave it alone until it really needed fixing or to put in a sump pump. Hamende thought water was coming from the roof and leaking down the wall and coming up through the floor. They had no suggestions for addressing the problem.

The attic furnace on the adult side stopped working. G Heating & Air came out on Thursday, February 16<sup>th</sup> and determined that the heat exchanger cracked. Warranty is left on the parts. The library is responsible for labor costs. The furnace was repaired on Friday, February 17<sup>th</sup>.

The Career Readiness Program held on Wednesday, February 15<sup>th</sup> was successful with 14 teenagers and three Manteno high school teachers in attendance.

Job Descriptions need to be addressed in the near future.

HR Check-up with Management Association is scheduled for Monday, April 3<sup>rd</sup>.

Library budget will need to be addressed in the near future.

Annual Online Library Certification and Illinet ILL Traffic Survey have both been completed.

Friends of the Library: A "Thank You" banner was made with signatures from parents and children to be displayed at the March FOL meeting as way of thanking the FOL for their generosity.

The FOL held their meeting on Tuesday, February 7<sup>th</sup>. They are preparing for the Strawberry Festival and collecting recipes for the cookbook. Future projects are Small Planter Fundraiser on March 16<sup>th</sup>, Dollars for Dogs on Saturday, May 6<sup>th</sup>, and Farmers Market, Thursday, June 29<sup>th</sup>.

Circulation and Web Usage are down from January 2016. New Cards and Computer Usage increased from January, 2016.

Youth Services Department continues to be successful. Both the Take Your Child to the Library Day and Mommy & Me Tea were well attended. The Preschool Programs and Youth Book Clubs are well attended as are the Regular Adult Programming. Upcoming programs for adults are Get Your Home Showcase Ready, Puzzle Swap, and an Essential Oils Workshop.

#### **Unfinished Business:**

Sections 4.1.2 Equal Employment Opportunity, 5.7 Anti-Harassment, and 8.5.4 Sick Leave were updated in the Personnel Handbook. It will be submitted to the lawyer for review.

Staff Development/Appreciation Day was addressed with Board Members signing up to bring Brunch and Lunch items.

The library received \$1152.71 from the IRS for over payment.

#### **New Business:**

Statement of Economic Interest is due April 30<sup>th</sup>. An email will be sent the last week of March from Felicia Fatima.

KALA Dinner is Friday, April 7<sup>th</sup> at Kankakee Public Library. Requests to close the library at 4pm on that day and to pay for library staff to attend the dinner were made. G. Dodge moved to pay for staff to attend the KALA dinner. P. Tovo seconded. Unanimous. A. Henderson moved to close the library at 4pm on that day. G. Dodge seconded. Unanimous.

True Tech Contract Renewal cost remains the same. C. Hollenbeck moved and A. Henderson seconded to accept the contract as presented.

Director Lockwood received permission from the Board to dispose of the old water cooler and a portable CD player.

Regularly scheduled General Maintenance on the HVAC System by G Heating and Air was discussed. Director Lockwood will confirm cost.

**Correspondence:** A check for \$531.35 was received from LIMRicc. A request to sponsor a baseball team was received. It was determined to decline the request. Beecher Community Library is February 23rd, 24th, and 25<sup>th</sup>. Donation checks from the Krause family were received.

A. Henderson moved and N. Shear seconded to adjourn the meeting. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary