

## **Manteno Public Library Meeting**

### **Regular Board Meeting Minutes**

**Tuesday, August 16, 2016 – 7:00 p.m.**

President E. Brouwers called the meeting to order. Present members: N. Shear, N. Wheeler, G. Dodge, A. Henderson, C. Hollenbeck, and Director J. Lockwood. P. Tovo arrived at 7:14 p.m.

**Agenda Changes:** There were no agenda changes.

**Approval of Minutes from Tuesday, July 19, 2016:** G. Dodge moved to approve the minutes of the last meeting. N. Wheeler seconded. Unanimous. A. Henderson moved to approve the minutes to the Executive Meeting. G. Dodge seconded. Unanimous.

**Approval of Financial Report:** After reviewing the Financial Report, G. Dodge moved and C. Hollenbeck seconded to accept the financial report as submitted. Unanimous.

**Introduction of Visitors and Public Comments:** Tom Renchen represented his wife regarding a letter his wife received from the library concerning her disbarment from the library for one month starting upon receipt of the letter. Mr. Renchen said his wife had reserved the library study room, but upon arrival, the room was occupied. There was a dispute between a library employee and Mrs. Renchen as to the appropriate way to handle the situation. Mr. Renchen expressed concern about a discrepancy on the date of the disbarment. He also expressed concern that Director Lockwood did not attempt to make contact before sending a certified letter. He felt disbarment was unjust and requested it be rescinded and his wife's name cleared with the police department since the police became involved by delivering the letter.

**Director's Report** – Library staff attended an in-service on active shooter training on August 5<sup>th</sup>. Director Lockwood reported that the in-service was excellent. The next suggested step is to have a mock active shooter reenactment.

There are currently four (4) vacancies at the library, one for youth service assistant and three circulation clerk positions.

The library plans to host a retirement party for C. Farmer.

Director Lockwood attended a Notary Public training on August 2<sup>nd</sup>. It is her recommendation that the library not offer the Notary Public as a library service at this time.

Money Market Interest for July was \$17.14. E-commerce for the month was not available and will be provided at the September meeting.

August 22, 2016 will be the normal Auditor's visit.

Director Lockwood reported that since the library does not offer health insurance to full time employees, it is not necessary to participate in reporting to the Affordable Care Act.

The Library lost power on August 1 at 8:30am. Power returned at 9:15am, but computer internet did not respond. An attempt at troubleshooting over the phone was unsuccessful and Tim from True Tech came to the library. It was found that a network card had blown and it was replaced.

According to the library's funding commitment letter, the E-rate process can be continued.

Candidates for Library Board Trustees are E. Brouwers, P. Tovo, C. Hollenbeck, and N. Wheeler. September 20th is the first day nominating petition sheets can be circulated for the April 4, 2017 election.

The library will be entering a float into the Manteno Oktoberfest Parade. The parade will be September 24, 2016 and the theme is "Wild West". The staff is embellishing the theme by adding Steampunk, a unique element found in science fiction genre.

National Friends of the Library Week is October 16-22, 2016. It was suggested the library do something special for the organization at that time. G. Dodge suggested sending the FOL members a letter of appreciation from the board.

**Friends of the Library** – The FOL met on August 2, 2016 to discuss upcoming fall and holiday events.

- The Annual Book Sale will be September 22<sup>nd</sup> from 4:00 to 8:00 pm for FOL members. Memberships can be purchased that night. The Book Sale will be open to the public on Friday, September 23<sup>rd</sup> from 10:00 am to 6:00 pm and on Saturday from 10:00 am to 3:00 pm. On Saturday, patrons may fill a bag with books for \$5.00 or bring a previously purchased Manteno Public Library Tote bag and fill it for \$3.00.
- Craft Show – an e-mail was sent to past vendors inquiring if they were interested in participating again this year. There has been a positive response. Information will be available to the public the first week of September.
- Parade of Homes – A letter will be sent to prospective participants concerning details of the 2016 Parade of Home.
- Candy bar inventory – The Inventory is low on many flavors and the library will be reordering. The FOL will reimburse the library when the invoice is available.
- Upcoming Events – Music on Main Street will be August 19<sup>th</sup>, 7:00 to 10:00pm.
- Youth Services – The summer reading program has wrapped up. There were 27 reading sponsors. There was one applicant interviewed on August 16, who is under consideration for the position in Youth Services.
- Adult Services – The Adult Summer reading Program finished August 19<sup>th</sup>. The drawing for the Book Lover's Bag takes place August 22<sup>nd</sup>.

#### **Unfinished Business**

- Budget and Appropriations – The board reviewed the Budget and Appropriation Ordinance for Fiscal Year July 1, 2016 to June 30, 2017 (Ordinance #16-02) A. Henderson moved to approve the Budget and Appropriation #16-02. G. Dodge seconded. Unanimous.

- Exempt/Non Exempt Status - G. Dodge moved to approve amendments to the Exempt/Non-Exempt Positions (4.3.1) and Compensation (4.3.2) of the Employee Handbook as submitted by the director. E. Brouwers second. Unanimous
- A. Henderson moved and N. Wheeler seconded the motion that beginning September 1, 2016 the Manteno Library Board will comply with the new FLSA changes by increasing the salary of the Director position to meet the minimum threshold in order to maintain exempt status and pay time-and-a-half for any overtime worked by any full-time (40 hours a week) non-exempt employee.
- Audit Secretary Minutes – G. Dodge and N. Wheeler audited the minutes and found no discrepancies for FY 2015-2016.
- IRS Notice – Regarding the discrepancy between Form 941 and the W-2 for 2013 as reported by the IRS, Jody Gill, our current accountant, suggested that the previous accounting service, Paylocity, should be responsible for correcting the error. Paylocity has been contacted.

**NEW BUSINESS:**

- Diamond Insurance gave a premium quote of \$1,373 for the Organization, Directors, and Officers liability. Building insurance expires September 22<sup>nd</sup>. The Board is requesting final premium numbers on the building from Diamond Insurance by August 23<sup>rd</sup>.
- Director Lockwood reported that the IPLAR report is completed.
- The Circulation Clerk Position currently opened is for 21 hours, 4 days a week, plus one Saturday a month. This position includes IMRF. It was decided to maintain the position as is and open it to current library staff.
- PUG DAY is like a Mini ILA to be sponsored by PrairieCat on September 30<sup>th</sup>. Enrollment for five employees has been covered. The exact number attending is to be determined based on schedules.
- The LEVY/Public Hearing will be pushed back to Unfinished Business in September. It is not due for submission until November.
- Director Lockwood requested permission from the Board to dispose of outdated equipment. G. Dodge moved to authorize the Director to dispose of equipment as listed. N. Wheeler seconded. Unanimous.
- Computers for employee use need to be replaced. Quotes from True Tech for replacement of 7 computers and the purchase of an external hard drive and a Carbonite Power Server Backup subscription were provided. G. Dodge moved to approve the technology upgrade as presented by the director for \$8,001. E. Brouwers seconded. Unanimous.

**Correspondence:** There was no correspondence.

C. Hollenbeck moved to adjourn the meeting. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary