

Manteno Public Library Meeting

Regular Board Meeting Minutes

Tuesday, September 20, 2016

President E. Brouwers called the meeting to order. Present members: G. Dodge,

N. Shear, C. Hollenbeck, and Director J. Lockwood. N. Wheeler arrived at 7:30pm.

Absent: P. Tovo, A. Henderson

Agenda Changes: There were no agenda changes.

Approval of Minutes from Tuesday, August 16, 2016: C. Hollenbeck moved to approve the minutes to the last meeting. G. Dodge seconded. Unanimous. C. Hollenbeck moved and G. Dodge seconded to approve the minutes to August 16, 2016 Public Hearing. 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: Joe Martin presented the Annual Financial Report for the year ending June 30, 2016. It was stated that the library is fully compliant and in good standing with an increased cash position.

Director's Report: Danielle Beasley was hired as the new program assistant. Courtney Posing, Melissa Landis, and Jessie Butcher were hired as circulation clerks. A retirement party is planned for Carolyn Farmer for Wednesday, October 5, 2016 at noon. It will be a pizza party.

The Circulation Supervisor will be on medical leave beginning September 28, 2016.

On September 30, 2016, Director Lockwood and 3 staff will attend **Pug Day**. This workshop will focus on "Future Proofing Your Library" and other breakout sessions.

Director Lockwood suggested that instead of attending the ILA Conference, that the money be spent on a guest speaker at the March staff training day.

Money Market interest for August was \$17.15, E-commerce for July was \$77.00 and for August was \$37.50.

Tim from TruTech installed new computers for staff on September 16, 2016.

The 486 Form for E-rate Status was completed. An e-mail was received from AT&T specifying payment method. The library went with the discount.

The staff worked on the Oktoberfest float on Sunday, September 18th and it is almost complete. The parade is September 24, 2016 beginning at dusk.

Director Lockwood is involved with a Community Partnership with the School District and local business. She is working with Kelly Short, vocational teacher at Manteno High School and Denise Jones, manager of Sears Corporation to put together a Career Readiness Workshop for high school students. This event is scheduled for Wednesday, February 15, 2017.

Friends of the Library – The FOL met on Tuesday, September 1, 2016 at 7:00 pm. Upcoming events are the Annual Book Sale to be held on September 23rd and 24th. There will be a Holiday Craft Show on December 3rd. There are currently 8 vendors who have already expressed interest. Preparation for The Christmas Home Show is in the process

Circulation is up from 2015. Number of new cards was the same and Computer Usage and Web Usage are down from 2015.

Youth Services Department Update: Kinder Klub is being offered on Monday evenings and Wednesday mornings. The turnout for the first Little Wiggles meeting was 23 children and 14 adults. Baby Tots began Thursday, September 15th with the theme of Mary Had a Little Lamb.

Book Bunch for Kindergarten and first graders was held on September 14th. The Today Girl Club met on September 7th with 23 girls in attendance. The Boys Club will meet on Wednesday, September 21. The Teen Club is in the process of rebuilding. It will meet September 28th.

Curious George's 75th Birthday Party was attended by 95 people.

Adult Programming consisted of the Potluck Club which met on September 8th, the Tuesday Book Club which met on September 13th, One Stroke Painting which will meet at the end of the month, Book Bingo which met on September 19th, and Adult Coloring which will meet on September 27th. A Canning Workshop is scheduled for the end of the month.

Unfinished Business:

- Levy/Public Hearing- The Levy calculation is \$532,764 based on 4.99%. Director Lockwood is waiting on additional information on how to calculate TIF. The deadline for final figure is December, 2016.
- IRS Notice- Paylocity is working on the discrepancy between Form 941 and the W-2 as reported by the IRS.
- Insurance Renewal- Insurance was renewed with Utica National Insurance at \$6657.00.

New Business:

- By-laws and Policy Review- Pages 6, 20, and 21 of the By-laws and Policy Review were updated. N. Wheeler moved to amend section II.3 on page 6, section A.2.d. under Circulation on page 20, and Section B.3.c. on page 21. E. Brouwers seconded. Unanimous.
- Vacuum Replacement- N. Wheeler moved and C. Hollenbeck seconded to approved the purchase of a Carpet Pro Upright from Mr. Vacuum for \$299.95.

- 2017 Election of Trustees- There are 3 six year and 2 four year unexpired Trustee terms to be filled in the April election. Current Trustees up for re-election are E. Brouwers, A. Henderson, N. Wheeler, and C. Hollenbeck and, P. Tovo.

Correspondence: Director Lockwood was contacted by Michael Van Mill and Tim Nugent concerning the Kankakee County Enterprise Zone Property Tax Abatement Request. It was suggested to seek further clarification on this topic.

G. Dodge moved to adjourn the meeting. N. Shear seconded. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary