

Manteno Public Library Meeting

Tuesday, May 16, 2017

President E. Brouwers called the meeting to order. Present members: E. Brouwers, C. Hollenbeck, N. Shear, J. Lockwood, G. Dodge, Jan Heppe, P. Tovo.

Absent: N. Wheeler

J. Heppe, P. Tovo, C. Hollenbeck, and E. Brouwers were sworn in as Trustees of the Manteno Public Library.

Election for Officers of the Manteno Public Library Board of Trustees was held. Nancy Shear was nominated and confirmed as secretary. C. Hollenbeck was nominated and confirmed as Treasurer. G. Dodge was nominated and confirmed as Vice President. E. Brouwers was nominated and confirmed as President.

There were no agenda changes.

Approval of Minutes: G. Dodge moved to approve the minutes of the last meeting. P. Tovo seconded. Unanimous.

Approval of Financial Report: After reviewing the Financial Report, C. Hollenbeck moved and J. Heppe seconded to accept the financial report for April as submitted. Unanimous.

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

Director's Report: The board reviewed the Director's report and the updates from the Youth Services and Adult Programming Departments. Highlights included Barbara Langlois hired as circulation clerk, the Leadership & Management Institute scheduled for May 24th and Director Lockwood and J. Bajuk attending Give Your Employees C.R.A.P.(Caring, Respect, Appreciation and Praise) held on April 18th. Todd O'Dell selected the library for his Manteno Chamber of Commerce Internship. To celebrate National Library week, the annual coloring contest was held for grades Kindergarten through 4th grade.

There were no Illinois Government Updates.

Money Market Interest for April was \$16.62. E-Commerce for April was \$28.90. TIF 1 disbursement was \$2980.37

A new credit card was issued to J. Regan because the bank reported credit card fraud.

Jim Hanley from the Village of Manteno was informed on April 19th that the contractor who was to caulk the open areas where water might be coming into the library kitchen had not shown up.

Friends of the Library met on Tuesday, May 2nd. Cookbook sales have been successful. Future events are the Strawberry Festival on Sunday, June 4th and the Farmers Market on June 29th.

April 2017 circulation, new cards, computer usage, and web usage were down from April 2016.

The Kick-Off for summer reading will be Monday, June 5th at Legacy Park.

In addition to regular Adult programming, additional programs held were: Seed Saving Workshop and Essential Oils 101. Upcoming programs are Real Estate Insights and Ethnic Garden.

Unfinished Business:

4.1.3 Of Personnel Handbook: The policy on background checks for hiring of new employees needs to be added to the Employee Handbook. Verbiage from the Quincy Public Library was discussed as a guideline. Employment will be contingent on results of the background check. Current employees, if convicted of any narcotics, sex offense, or felony offense are subject to termination of employment. Confirmed cost of the background check will be presented at the June meeting as well as the finalized 4.1.3 section of the Employee Handbook.

Water Issue: Hanley Construction gave the library a bid \$525 to correct the water issue in the kitchen. G. Dodge moved and E. Brouwers seconded to accept the bid. Unanimous.

Opening Meetings Act-New Trustee and Officer Renewal: New trustees were given new trustee information. Director Lockwood and Treasurer C. Hollenbeck were given information on FOIA and the Open Meeting Act.

New Business:

Disaster Plan: An updated Disaster Plan was presented to the board. It is still a work in progress with the intent of adding pictures to the plan.

OCLC Renewal Agreement: J. Heppe moved and G. Dodge seconded to renew the Illinet/OCLC Services Program. Unanimous.

eRead Illinois Renewal: G. Dodge moved and E. Brouwers seconded to renew eRead at a cost of \$744. Unanimous.

Non-Resident Fee: P. Tovo moved and C. Hollenbeck seconded to accept the Manteno Public Library District Resolution Authorizing the 2017-2018 NON-Resident Card Fee for \$162 as per the required formula.

Technology: G. Dodge moved and N. Shear seconded to purchase 6 laptops from True Tech at a cost of \$4,050.00. Unanimous. E. Brouwers moved and J. Heppe seconded to purchase cameras from True Tech at a cost of \$2,116.00. Unanimous. G. Dodge moved and P. Tovo seconded that software for the new computers be purchased at a cost of \$174. Unanimous.

FY2018 Per Captia Requirements: Trustees were given copies of Trustee Duties and Responsibilities to be reviewed. There will be more information to follow.

Duct Cleaning: The board decided it was not necessary to clean the library ducts at this time.

Correspondence: Newly elected Trustees were given their certificates.

Anticipated Items: Accountant contract, Employee Handbook, Budget and Personnel, panic button.

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

Respectfully Submitted,

Nancy Shear

Secretary

