

Manteno Public Library Meeting

Tuesday, June 20, 2017

President E. Brouwers called the meeting to order at 7 pm.

Present members: E. Brouwers, C. Hollenbeck, N. Shear, J. Lockwood, G. Dodge, J. Heppe, P. Tovo, N. Wheeler.

N. Wheeler was sworn in as Trustee of the Manteno Public Library.

There were no agenda changes.

Approval of Minutes: G. Dodge moved to approve the minutes of the May meeting. C. Hollenbeck seconded. Unanimous.

Approval of Financial Report: After reviewing the Financial Report, N. Wheeler moved and J. Heppe seconded to accept the financial report for May 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 updates from the Youth Services and Adult Programming Departments. Highlights included the resignation of K. Palicki and the hiring of P. Goudreau as her replacement. The next Leadership & Management Institute will be August 16th. The May session focused on coaching for peak performance. Director Lockwood completed a Grant Writing Class. Illinois Library Conference will be October 10th through the 12th in Tinley Park. Upcoming staff developments are August 11th and September 29th. Repairs for the water leaking issues are being addressed. The library needs to look into repairing or replacing the drivit. Computers and cameras were delivered. Cameras are scheduled to be installed in July.

Illinois Government Updates: An article in Management Association suggests minimum wage could increase to \$9.00 an hour. If this passes, the library is currently in good shape because \$9.00 is the current starting wage.

Money Market Interest for May was \$17.17. E-Commerce for May was \$140.10.

Disaster plan updates are completed and will be distributed by July 1, 2017.

Friends of the Library have sold over half of the cookbooks. Movies in the Park was a success with a \$605 profit. On June 29th the FOL will be at the Farmers Market.

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

Five hundred Brookfield Zoo passes are available for patrons. Summer Reading Kick Off was successful. In addition to regular children and adult programming, additional programs are planned.

Unfinished Business:

N. Shear moved to amend the Personnel Handbook as presented. N. Wheeler seconded. Unanimous.

N. Wheeler moved to accept the Policy on Sexual Abuse as presented. G. Dodge seconded. Unanimous.

C. Hollenbeck moved and P. Tovo seconded to approve the Operating Budget & Personnel Budget as presented. Unanimous.

G. Dodge moved and N. Wheeler seconded to renew the Accountant Contract with J. Gill as presented. Unanimous.

New Business:

N. Shear moved and E. Brouwers seconded to accept the Background Check Contract and MPL Background Check Policy as presented. Unanimous.

G. Dodge moved to accept the bid from Bushue Human Resources, Inc. for conducting background checks. P. Tovo seconded. Unanimous.

C. Hollenbeck moved and E. Brouwers seconded to accept renewal of the Management Association for \$350.00. Unanimous.

N. Wheeler moved and G. Dodge seconded to accept Prevailing Wage 17-01 for Will and Kankakee County. Unanimous.

G. Dodge moved and P. Tovo seconded to continue to keep the 1st half of the closed minutes for 2017 closed. Unanimous.

E. Brouwers moved and N. Wheeler seconded to dispose of surplus technology equipment as requested by Director Lockwood. Unanimous.

Final information on the ILA Conference expenses will be provided in July.

Director Lockwood requested to close the library at 3 pm on July 3rd. G. Dodge moved and P. Tovo seconded to approve this request. Unanimous.

J. Heppe moved and C. Hollenbeck seconded to close the library on August 11th for staff development. Unanimous.

G. Dodge moved and E. Brouwers seconded to begin the new library hours on July 1st. Unanimous.

E. Brouwers moved to hire FastSigns to install new vinyl signage on the library doors and windows. G. Dodge seconded the motion. Unanimous.

Correspondence: There was no correspondence.

Anticipated Items: ILA Conferences expenses.

G. Dodge moved and N. Shear seconded to adjourn the meeting. Meeting closed at 8:25 pm.

Respectfully Submitted,

Nancy Shear

Secretary