

Manteno Public Library Meeting

Tuesday, March 21, 2017

President E. Brouwers called the meeting to order. Present members: E. Brouwers, N. Shear, J. Lockwood, G. Dodge, A. Henderson, P. Tovo, N. Wheeler.

Absent: C. Hollenbeck

There were no agenda changes.

Approval of Minutes from Tuesday, February 21, 2017: A. Henderson moved to approve the minutes to the last meeting. G. Dodge seconded. Unanimous.

Approval of Financial Report: After reviewing the financial report, N. Wheeler moved and P. Tovo seconded to accept the financial report for February as submitted. Unanimous.

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

Director's Report: G. Duggan resigned leaving a Page position open. Her last day was Monday, March 20, 2017. J. Regan was released from medical leave and returned to work Monday, March 20, 2017. J. Bajuk completed a 5-week customer service course and is currently taking a basic computer course at Kankakee County Community College. D. Beasley and A. Rohlf attended the Illinois Youth Services Institute on Friday, March 10, 2017. They will share information from the Institute with J. Regan.

The Leadership & Management Institute held in February focused on leadership. The next workshop is scheduled for Wednesday, March 22, 2017.

The Atlas Directors Retreat begins Friday, March 24th in the afternoon and continues through Sunday, March 26th.

Director Lockwood will be on vacation Saturday, July 1 through Friday, July 7, 2017.

Money Market Interest for 02/01/17-2/28/17 was \$15.50.

E-commerce for the month of February was \$159.88

Repayment from the IRS was received.

True Tech completed routine maintenance on Thursday, March 16, 2017. One patron computer needs to be replaced, as well as one card catalogue. Computers purchased through a grant are becoming old and replacement may be something to consider.

C. Posing will do her college internship at the Manteno Public Library. Her major is Business Administration and she will assist the Director with completing the library inventory documentation and revising job descriptions.

Director Lockwood created an "Invoice Tickler System" to help with the issue of late or lost mail.

Staff has worked the last two months weeding out the Adult Fiction Section.

Current projects are to update the Inventory Section and phone numbers in the Disaster Plan, complete staff evaluations, update job descriptions, develop the 2017-2018 library budget, and Schedule an HR Check-up with Management Association for Monday, April 3, 2017.

Consolidated Election will be April 4, 2017 with new Trustees beginning to serve May 6, 2017.

Friends of the Library met Tuesday, March 7, 2017. The cookbook is completed and submitted for processing. It should be available for Mother's Day. Cost will be \$10.

FOL will help hang the annual coloring contest sheets on Friday, April 7, 2017.

Small Planter Fundraiser was held Thursday, March 16th. Future events are Dollars for Dogs on Saturday May 6th and the Farmers Market on April 7th.

Circulation, New Cards, Computer Usage, and Web Usage were down compared to February 2016.

Unfinished Business:

The Personnel Handbook has been given to the library lawyer, Phil Linzini for his feedback.

The Statement of Economic Interest was sent out on March 22nd with a deadline May 1st.

J. Regan was selected as Honoree for the KALA Dinner. The Board will honor her with flowers and a gift card from Barnes and Noble.

New Business

G. Dodge moved and N. Wheeler seconded to dispose of materials as listed on the Disposal of Equipment form. Unanimous.

E. Brouwer and N. Shear volunteered to serve on the Budget/Personnel Committee projected to meet in May.

A. Henderson moved and N. Wheeler seconded that the Board will develop and administer the Director's Evaluation based on an assessment of performance in connection with the job description and the Director's personal goals for the year. Unanimous.

G. Dodge moved and P. Tovo seconded the renewal of Novelist Plus for \$2,024. Unanimous.

A. Henderson moved to renew Sophos at a cost of \$1,839.00. E. Brouwer seconded. Unanimous.

Correspondence: The library received a request from the Manteno Show Choir for a donation supporting their GALA event. The Statement of Economic Interest was received, as was the 2017 Census of Governments, Survey of Public Employment & Payroll, Prevailing Wage Government Official Survey, and the MPL District Expiring Contract for the telephone account.

G. Dodge moved and N. Wheeler seconded to adjourn the meeting at 8:35. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary