

Clinton Township Public Library Minutes

Monday, August 2, 2021 – 6:30pm

Bob Bend called the meeting to order at 6:30pm and roll call was taken. Present were Treasurer Susan Kauffman, Secretary Carol Peterson, Trustees Bob Bend (who presided over the meeting in place of Betsy), Ann Arends and Deanne Frieders, and Library Director, Shayne Phillips. President Betsy Shapiro was absent.

Approval of Agenda – After switching “Approval of the July 2021 Treasurer’s Report” with “Accept the June 2021 Expenditures”, Deanne made a motion to approve the Agenda for August 2, 2021. Susan seconded the motion. The motion passed unanimously.

No public wishing to speak.

The minutes from the June 7, 2021 meeting were read by Ann. There were no corrections. Susan moved to approve the minutes for June 7, 2021. Deanne seconded the motion. It passed unanimously.

Susan presented the Treasurer’s Report for June 1, 2021 to June 30, 2021. Ann made a motion to approve the report for the month of June, 2021. Deanne seconded the motion. A roll call vote was taken. The motion passed 5/0.

We looked at the expenditures for June 1, 2021 to June 30, 2021. Susan reported that the date of the Bayer Grant, under Income, should be dated 2022. Deanne moved to accept the expenditures for June 2021. Ann seconded the motion. Roll call was taken. The motion passed 5/0.

The Treasurer’s Report for July 1, 2021 to July 31, 2021 was next. Sue brought it to our attention that we received property tax money. Ann motioned to approve the Treasurer’s Report for July 2021. Deanne seconded the motion. Roll call vote was taken. The motion passed 5/0.

We moved onto the expenditures for July 1, 2021 to July 31, 2021. Deanne made a motion to accept the expenditures for July 2021. Ann seconded the motion. Roll call vote was taken. The motion passed 5/0.

Director’s Report

Numbers for June 2021

Patron visits – 757

New cards issued – 5

Materials checked out – 1722 books, 9 audios, 165 DVDs, 30 magazines, 7 CDMs, 3 games, 3 kits, and 0 others for a total of 1939

Interlibrary Loan – 180 as a lender and 221 as a borrower for a total of 401

Reciprocal Borrowing – 92 as a borrower and 180 as a lender for a total of 272

OMNI/Overdrive – 164 E-books and 39 eAudios for a total of 203

AXIS 360/eRead Illinois – 8 E-books and 14 eAudios for a total of 22

eResources Combined Totals (AXIS 360 + Overdrive) – 172 eBooks and 53 eAudios

Computer Usage – Internet – 12, Wi-Fi – 96, Games – 0

Items Added – 65

Numbers for July 2021

Patron visits – 825

New cards issued – 1

Materials checked out – 903 books, 6 audios, 129 DVDs, 34 magazines, 12 CDMs, 5 games, 2 kits and 0 others for a total of 1091

Interlibrary Loan – 174 as a lender and 152 as a borrower for a total of 326

Reciprocal Borrowing - 137 as a borrower and 101 as a lender for a total of 238

OMNI/Overdrive – 111 E-books and 69 eAudios for a total of 180

AXIS 360/eRead Illinois – 10 E-books and 22 eAudios for a total of 32

eResources Combined Totals (AXIS 360 + Overdrive) – 121 eBooks and 91 eAudios

Computer Usage – Internet – 13, Wi-Fi – 88, Games – 0

Items Added – 76

Shayne reminded us that the library will be closed on September 6, 2021 for Labor Day. There will not be a board meeting in September.

Trustees were informed that on Wednesday, August 11 from noon to 1:00pm we are invited to the RAILS Online Roundtable: “Succession Planning for Trustees.” Amanda Standerfer will discuss succession planning for public library boards and how libraries can plan for the future. Shayne included the internet address for this.

The FOIA/OMA Training website is still down. Shayne will keep us informed of when that will change.

There are three upcoming grants available to libraries with the applications due August 15, 2021. These grants will be awarded under the provisions of the American Rescue Plan Act of 2021. Shayne said we need to be compliant and would need to add some filters to our internet.

The staff wrapped up the 2021 summer reading program on Saturday, July 31. There were 97 kids that registered, with 81 of them turning in reading logs; 42 adults registered with 28 of them turning in reading logs. Altogether there were 2542 books read and 1366 total hours of reading logged.

During the program, the staff had 12 hybrid kid’s crafts. They could either do the craft there or take it home. They had 193 kids that participated.

The Summer Reading Program sponsored Mr. Steve at the Waterman Lions Summerfest. There were about 150 people that dropped by.

There were 15 kids and 24 adults that did paint-by-numbers.

Betty Thuestad, at the Village Studio, hosted several art projects for kids and for adults during the summer program. She saw a total of 23 participants.

As far as staff and director activities, Shayne will be going to the first in-person portion of the ARSL “Outstanding in Their Field” Leadership Institute from August 5 – 8.

There was a PrairieCat Member Update on July 28, which informed the library that PUG Days will take place September 14-24. These will be virtual this year, so there will not be a need to close the library for any of these days. Staff will probably do this together on a Tuesday.

Emily has completed the first half of the Sierra Cataloging Training. She will begin the last half of her training the week of August 2.

Shayne told us that the library newsletter will be sent out this week. There had been issues with the printing place.

New Business

1. Technology – There was a discussion about the lack of tech support that staff has been dealing with from Stateline Tech. Shayne says that they have not been very accommodating. Shayne included in our packet a letter from CMJ IT Solutions explaining services they could offer and also there was a quote for those services. They offer a 12 hour block or a 24 hour block. Susan made a motion to accept the quote from CMJ for the prepaid 12 hour block for a total of \$1952,

(\$1440 prepaid 12 hour block, \$400 installation fee, + \$112 each month). Ann seconded the motion. A roll call vote was taken. The motion passed 5/0.

2. Director Spending Limit – The credit card limit for Shayne was \$1000. More than that is needed during summer reading. We discussed the necessity for Sue to raise the limit to \$3000. Maybe the limit should be \$3000 for the months of May through August, and the rest of the time it would remain at \$1000. We will think about changing the policy.
3. Internet Policy Addition – In order to comply with technology needs, we may need to write a new policy. We will come back to this at our next meeting.
4. Non-summer Hours – The library will be going back to our regular hours beginning in September. Shayne feels we would not be able to serve the people as well in the mornings. We will continue this discussion at our next meeting. For now, the hours will remain the same. This will be put on the next agenda.

Pending Business

1. Maintenance-
Lighting – Shayne had good news about this. The new lights have all been installed!
Soffit and gutter repairs – Shayne also gave each of us a copy of the estimate sent to us from Thiesen Roofing & Siding Co. He included three options we could go with. We decided it would be best to go with option two, which would take care of the entire building. Susan made a motion to do the entire building at a cost of \$3160. (They will loosen gutters, install new fascia that fits, then refasten the gutters.) Deanne seconded the motion. A roll call vote was taken. The motion passed 5/0.
2. Covid-19 Masking Requirements – “The CDC recommends that everyone, even those that are fully vaccinated, wear a mask in public indoor areas.” Deanne made a motion that everyone should wear a mask until we revisit this in October. Ann seconded the motion. This motion passed 4/1.

There was no President’s Report

Open Discussion

Someone mentioned that our website looks nice!

Adjournment

Carol moved to adjourn the August 2, 2021 meeting; Deanne seconded. The meeting adjourned at 7:42pm.

Respectfully submitted,
Secretary Carol Peterson