

Clinton Township Public Library Minutes

Monday, February 1, 2021

Our meeting was called to order by Susan at 6:34pm.

Roll call was taken. Present were Treasurer Susan Kauffman, Secretary Carol Peterson, Trustee Ann Arends, and Director Shayne Phillips. President Betsy Shapiro and Trustees Debra Wade, Bob Bend, and Deanne Frieders were absent.

After looking at the agenda and finding no changes or additions, Ann moved to approve the agenda for February 1, 2021. Susan seconded the motion. It passed unanimously.

There was no public wishing to speak.

Since there were not enough people, Susan decided to table the minutes, Treasurer's Report and the Expenditures Report.

Deanne got to the meeting at 6:41, so then we were actually able to go back to the minutes, and the Treasurer's Report and Expenditures.

Everyone skimmed through the minutes for January 4, 2021. Susan made a motion to approve the minutes for January 4, 2021. Deanne seconded the motion. The motion passed unanimously.

We went onto the Treasurer's Report. There was not anything that Susan brought our attention to for this month. Ann moved to approve the Treasurer's Report for January 1, 2021 through January 31, 2021. Carol seconded the motion. A roll call vote was taken and the motion passed 4/0.

Everyone looked at the Expenditures Report. There were no questions. Deanne made a motion to accept the expenditures for January 1, 2021 through January 31, 2021. Ann seconded the motion. A roll call vote was taken and the motion passed 4/0.

Director's Report

Numbers for January 2021

Patron visits – 326

New patron cards issued – 1

Materials checked out – 644 books, 2 audios, 135 DVDs, 19 magazines, 6 CDMs, 3 games, 0 kits and 0 others for a total of 809

Interlibrary loans – 250 as a lender and 216 as a borrower for a total of 466

Reciprocal borrowing – 69 as a borrower and 48 as a lender for a total of 117

OMNI/Overdrive – 125 E-books and 55 audios for a total of 180

AXIS 360 E-Read Illinois – 33 E-books and 19 audios for a total of 52

Computer Use – Internet – 9, Wi-Fi – 57, 0 games

Total items added to catalog – 101

There was no deposit made from fines and fees

Shayne handed out a salary schedule projections spreadsheet. This was so trustees would be able to understand the impact the rising minimum wages and COLA will have on our budget.

Shayne also included the results from a survey taken in 2019. There was some discussion of the times the library is open. There was no action taken. The hours will be the same as of now.

As far as follow-ups, someone from Dominion Lighting & Solar will come on Wednesday, February 3 to see if and what type of lighting efficiency grant we might qualify for through ComEd. Shayne also called Frontier because of last month's high bill. They said that as long as there is nothing in the library that is using Frontier for an internet connection, then they can take off internet charges on the bill.

Staff has been busy with programming last month. They did Take & Make Sand Art Crafts. There was a total of 38 make and takes. There were 13 ocean, 18 dinosaur and 7 animal designs. Clinton Chats Book Club met on January 11. There were 4 people here to discuss "All the Beautiful Lies". Our staff has also been doing a magazine cleanup project. They will assess what magazines are the most popular, as well as looking at materials that have not circulated in over 10 years. Staff has started summer reading preparations. The theme is "Reading Colors Your World." They have added new labels for adult books so they are more noticeable and have started an email sign up list. Shayne was busy doing many director activities as well. There was a Rails Online Round Table, PrairieCat Delegate's Assembly, a Rails Member update, a Director's Meeting, an LWT Meeting to name a few of them. Shayne is also having the fire extinguishers updated.

There was no New Business.

Pending Business

Tonight we continued our ongoing discussion for the Per Capita Grant requirements. We discussed Chapters 4 through 11.

Chapter 4 – Access of the library

Chapter 5 – Building Infrastructure and Maintenance

Chapter 6 – Safety (Smoke detectors downstairs)

Chapter 7 – Collection Management

Chapter 8 – System members up through the state levels

Chapter 9 –

Chapter 10 – Programming

Chapter 11 – Youth and Young Adult Services

We have two more chapters to go over at our next meeting.

At this time, Susan introduced the 2021 – 2022 Budget. We had a short discussion, but took no action. We also discussed the possibility of writing a grant for computers.

Open Discussion

We talked about the shoveling of the sidewalks and the stairs. We asked Shayne if she could hire someone to keep that done.

Adjournment

Carol made a motion to close the February 1, 2021 meeting. Ann seconded the motion. All agreed. The meeting adjourned at 8:41pm.

Respectfully submitted ,
Secretary Carol Peterson