

Clinton Township Public Library Minutes

Monday, October 4, 2021, 6:30pm

Our meeting was called to order at 6:31pm by Betsy and roll call was taken. President Betsy Shapiro, Treasurer Susan Kauffman, Secretary Carol Peterson; Trustees Bob Bend, Ann Arends and Deanne Frieders; and Director Shayne Phillips were all present,

The agenda was looked at. There were no changes or additions. Susan made a motion to approve the October 4, 2021 agenda. Bob seconded the motion. The motion passed unanimously.

We did have public wishing to be heard at our meeting. Mike Wojick stated that he is interested in filling the open trustee position.

The minutes were read by the secretary. There were no corrections. Ann moved to approve the minutes from the August 2, 2021 meeting. Deanne seconded the motion. It passed unanimously.

We moved onto the Treasurer's Report for August. With no questions, Bob made a motion to approve the Treasurer's Report for August 1, 2021 to August 31, 2021. Carol seconded his motion. Roll call vote was taken. The motion passed 5/0.

We looked at the Expenditures Report for August 2021. Susan said an adjustment was made for PrairieCat. Carol made a motion to accept the expenditures for the month of August 2021. Deanne seconded the motion. Roll call vote was taken. The motion passed 5/0.

Sue then presented the Treasurer's Report for September 2021. Cost for a new computer was put under the line item Equipment. Shayne suggested there may be a need for more line items besides Technology, such as Software, etc. Bob moved to approve the Treasurer's Report for September 1, 2021 to September 30, 2021. Ann seconded the motion. A roll call vote was taken. The motion passed 5/0.

The Expenditures Report for September 2021 was next. Deanne made a motion to accept the expenditures for the month of September 2021. Bob seconded the motion. Roll call vote was taken. The motion passed 5/0.

Director's Report

Numbers for August 2021

Patron visits – 351

New cards issued – 3

Materials checked out – 547 books, 8 audios, 114 DVDs, 35 magazines, 0 CDMs, 2 games, and 0 others for a total of 708

Interlibrary Loans – 156 as a lender and 212 as a borrower for a total of 368

Reciprocal Borrowing - 58 as a lender and 124 as a borrower for a total of 182

OMNI/Overdrive – 175 E-books and 72 eAudios for a total of 247

AXIS 360/eRead Illinois – 20 E-books and 20 eAudios for a total of 40

eResources Combined Totals (AXIS 360 + Overdrive) – E-books – 195 and eAudios – 9

Computer Usage – Computers – 4, Wi-Fi – 91, and Games – 0

Items added – 111

Numbers for September 2021

Patron visits – 316

New cards issued – 2

Materials checked out – 540 books, 5 audios, 133 DVDs, 27 magazines, 1 CDM, 0 games 2 kits and 0 others for a total of 708

Interlibrary Loans – 176 as a lender and 181 as a borrower for a total of 357

Reciprocal Borrowing – 20 as a lender and 296 as a borrower for a total of 316

OMNI/ Overdrive – 134 E-books and 45 audios for a total of 179

AXIS 360/eRead Illinois – 5 E-books and 30 eAudios for a total of 35

eResources Combined Totals (AXIS 360 + Overdrive) – 139 E-books and 75 eAudios

Computer Usage- Computers – 9; Wi-Fi – 89; 0 Games

New items added – 105

Shayne reminded us of some dates of importance in November; library is closing early (5pm) on the 24th and will be closed for Thanksgiving holiday on November 25. Also, in December the library will be closed on the 24 and 25 for the holiday. The library will also be closed on the 31st. December 31 is the last day for review of the minutes for all closed sessions for the second half of the year under the Open Meetings Act. We should decide whether or not if the minutes should remain sealed or be publicly disclosed.

Beginning in October, the Middle School book group discussion will be starting up again. There was one person who came for the Clinton Chats. The staff had two grab-and-go crafts. One was rainbow jars and the other was a pig-themed bag.

Shayne will attend the ARSL “Outstanding in Their Field” Leadership Institute in October. This is the second in-person part of this, and will take place in Sparks, NV.

On September 30, there was a RAILS Member Update. They are working on a new strategic plan that will allow libraries to join and share programs between each other for a lower cost.

Staff has the library decorated for fall. Shayne says it makes the library look warm and welcoming.

Emily and Crystal have been getting books ready and cataloging them.

All the staff will be working together throughout October by viewing recorded sessions from the virtual PUG Days.

There will be a new staff member later in October to fill in a few hours a week. Her name is Gabriella.

Lastly, Shayne gave us a nicely done packet that explained the Bayer Grant. It told us the summer reading program goals, objectives and the outcomes. It also gave a breakdown of the expenditures purchased with the generous grant money from Bayer.

New Business

Betsy explained about the levy and the formula that is used to come up with an amount to request.

Susan made a motion to accept the full levy amount of \$105,200. Bob seconded the motion. Roll call vote was taken. The motion passed 5/0.

Next under new business was the audit that was hired out to Mack & Assoc. Susan felt the people that came did not really look at our finances in any great depth. Since the Village hired this CPA to do this audit, the Clinton Library had to pay their share of the total bill of \$5500. Our share was \$1100. The money for this will come out of the Miscellaneous line item. Susan made a motion to pay \$1100 for our share of this audit by Mack & Assoc. Deanne seconded the motion. A roll call vote was taken. It passed 5/0.

Winter Fine Forgiveness – Shayne shared what some libraries are doing, and that is to use “Food for Fines.”

For each item donated, \$1.00 will be forgiven from their total balance of charges. It was suggested that our collections be given to the NICE Center. Sue made a motion to go forward with the fine forgiveness program. Ann seconded the motion. It passed unanimously.

Pending Business

For the Covid-19 masking requirements, we did not need to take any action since we fall under the state's mandate for wearing masks.

Internet Policy Addition and Sonic Wall Purchase – We will amend the Public Access to Electronic Information Network Policy by adding an Internet Safety clause at our November meeting.

We discussed a Sonic Wall purchase. The purpose of a sonic wall is to protect against access to online materials that might be obscene or harmful to minors. Sue made a motion to purchase a Sonic Wall 3 year Security Bundle for \$589 from CMJ Solutions. Ann seconded the motion. A roll call vote was taken. It passed 5/0.

PrairieCat Mobile App-We were given a handout about this app. This self check-out app would be especially good for people who need their cards. Their card numbers would be right on their phones. Deanne moved to purchase the PrairieCat Mobile App for the remaining 4 years of a 5 year contract for \$499/year. Ann seconded the motion. A roll call vote was taken. It passed 5/0.

As for Hoopla, we will wait on that.

President's Report

Betsy talked about the winter hours discussion that was brought up at our last meeting. Shayne will do another patron survey to find out if our hours are meeting the needs of our patrons. We will discuss this more at our next meeting, November 1.

Open Discussion

Shayne mentioned that on Shabbona Happenings, someone complained about being yelled at by a staff member here. Shayne felt like that probably did not really happen. It was just that person's opinion. Shayne was not happy something like that was put on facebook.

Adjournment

Deanne moved to adjourn our October meeting. Bob seconded the motion. The meeting adjourned at 7:58pm.

Respectfully submitted,
Secretary Carol Peterson