

## **Clinton Township Public Library Minutes**

Monday, January 3, 2022

Our meeting was called to order at 6:30pm. Roll call was taken. President Betsy Shapiro, Treasurer Susan Kauffman, Secretary Carol Peterson, Trustees Bob Bend, Ann Arends, Deanne Frieders, and Mike Wojcik were all present. There was no library director present at the meeting.

The agenda was looked at. There were no corrections or additions. Susan moved to approve the agenda for January 3, 2022 as it is. Deanne seconded the motion. The motion passed unanimously.

There was no public wishing to speak.

The minutes from December 6, 2021 were read. There were no corrections. Ann made a motion to approve the December 6, 2021 minutes. Bob seconded the motion. The motion passed unanimously.

We then looked at the Treasurer's Report for December 2021. Susan separated the Grants that we received on the report, so we could actually see what we receive for each grant. We received the Bayer Grant for \$10,650 in May 2021 for the 2022 summer reading program. Sue mentioned that the DeKalb County Foundation Grants are coming up in February and perhaps if we applied, we could use it for new computers. Sue pointed out that it shows nothing has been spent for Downloadable Media, but that an invoice for that will be coming soon. There was some discussion on snow removal. It was suggested that we could ask a different boy to do the snow removal from the sidewalks and steps. Jake Coulter and Ben Ackler were two boys that could be called. We would ask Eric Petersen to just do the parking area.

Bob moved to approve the Treasurer's Report for December 2021. Mike seconded the motion. A roll call vote was taken. The motion passed 6/0.

Everyone looked through the expenditures for December 2021. Sue said they received an offer from Spring Green. They would come once in the spring and once in the fall and it would be \$78.50 for each time. Susan said she will pay it, and it will come under the heading of Grounds. At this time, Betsy reported that US Bank offers a nonprofit MasterCard Community Card that would be useful for us to have. It requires no personal guarantor, holding the library as the responsible entity. We would not need to keep changing names or cards when staff or officers change. If there is no objection, Betsy will pursue this. No objection was noted.

Deanne moved to accept the expenditures for December 1, 2021 through December 31, 2021. Mike seconded the motion. A roll call vote was taken. The motion passed 6/0.

### **Director's Report**

We were all given a Director's Report even though there was not a director present.

Numbers for December 2021

Patron visits - 245

New cards issued – 1

Materials checked out – 408 books, 6 audios, 108 DVDs, 32 magazines, 7 CDMs, 3 games, and 1 kit for a total of 565

Interlibrary loans – 162 as a lender and 156 as a borrower for a total of 318

Reciprocal borrowing – 112 as a borrower and 35 as a lender for a total of 147

OMNI/Overdrive – No numbers given

AXIS 360/eRead Illinois – No numbers given

eResources Combined Totals (AXIS 360 + Overdrive) – No numbers given.

Computer usage – Computers – 8, Wi-Fi – 102, and Games – 0

Items added – 115

For programming, the staff provided grab and go crafts.

The holiday open house went well. Any patrons that came in were rewarded with cookies or candy and maybe even some hot chocolate.

The staff has been doing a great job about filling in times on the work schedule.

Staff has waived over \$25 in fines, in exchange for food to donate to the NICE center. We will be asking Phil Nielsen to take it to the NICE center.

We were all given a handout that had a couple graphs on it. One graph plotted the number of visitors for each month in 2021. It is nice to visualize all the month's visitors at one glance. The other graph compared the number of visitors for the past three years in a bar graph.

### **New Business**

Director search – Betsy had received five applications for the position. She did three interviews. She really liked Emma Conway's resume. She has a Bachelors Degree in Arts & History, and is working on her Masters in Library Information. She would be expected to work 32-35 hours/week. Emma already has been working for the library since April. Betsy will talk to Emma.

Bookkeeper Discussion – Someone asked about Shayne doing it, but that is a "No". Someone also mentioned that there is a person from Plano that does the bookkeeping for the Hinckley Library. No action was taken.

Unfilled hours discussion – Do we feel comfortable having just one person working at a time? We all agreed that there should be two people. Gabriella has been filling in when she can. Several names were mentioned who might be able to fill in.

### **Pending Business**

Nothing was noted for here, except the question of the Winter Newsletter not going out.

### **President's Report**

Betsy had already commented on the credit card during the Expenditures Report, and also discussed about the new Director search, so there was nothing else she needed to talk about.

### **Open Discussion**

Bob asked about wages relevant to the \$12/hour minimum wage law.

### **Adjournment**

Deanne moved to adjourn our January 3, 2022 meeting. Carol seconded the motion. Our meeting adjourned at 7:44pm.

Respectfully submitted,  
Secretary Carol Peterson