

Clinton Township Public Library Minutes

Monday, October 3, 2022, 6:30pm

Our meeting was called to order by Bob Bend at 6:30pm. Roll call was taken. Treasurer Susan Kauffman; Secretary Carol Peterson; Trustees Bob Bend, Ann Arends, and Mike Wojcik; and Director Emma Conway were all present. Trustee Deanne Frieders was absent. President Betsy Shapiro was not present at the time of roll call, but arrived shortly after at 6:36pm.

We scanned over the agenda and under Pending Business, crossed out "Board Self-Evaluation – Discussion". Susan moved to approve the agenda for October 3, 2022 as corrected. Ann seconded the motion. The motion passed unanimously.

There was no public wishing to speak.

The minutes were read. There was a correction under Pending Business – Technology Plan Update. It should have said," Susan made a motion to purchase a new staff computer, up to \$1200. Mike seconded the motion. A roll call vote was taken and it passed 5/0." Bob moved to approve the minutes for August 1, 2022 as corrected. Mike seconded the motion. The motion passed unanimously.

The Treasurer's Report was next. We first looked at the report for August 2022. There were no questions. Carol moved to approve the Treasurer's Report for August 1, 2022 through August 31, 2022. Ann seconded the motion. Roll call vote was taken. It passed 5/0.

We moved onto the expenditures for August 2022. Bob moved to accept the expenditures for the month of August 2022. Mike seconded his motion. Roll call vote was taken and the motion passed 5/0.

The Treasurer's Report for September 2022 came next. Susan reports that we will need to tighten our belts. We will be over budget on equipment and supplies. Our gas and phone bills will probably be over, also. There has not been a bill submitted yet for mowing. Carol moved to approve the Treasurer's Report for September 1, 2022 through September 30, 2022. Ann seconded the motion. Roll call vote was taken. The motion passed 5/0.

With that in mind, we went onto the expenditures for September 2022. There were no questions. Bob moved to accept the expenditures for September 2022. Mike seconded the motion. Roll call vote was taken. The motion passed 5/0.

Director's Report

Numbers for August 2022

Patron visits – 305

New cards issued – 5

Materials checked out – Books 564, Audios 6, DVDs 106, Magazines 21, CDMs 10. Games 0, Kits 0, and Others 0 for a total of 707

Interlibrary loans – 200 as a lender and 161 as a borrower for a total of 361

Reciprocal borrowing – 136 as a borrower and 29 as a lender for a total of 165

OMNI/Overdrive – 13 E-books and 10 eAudios for a total of 23

AXIS 360/eRead Illinois – 2 E-books and 19 eAudios for a total of 21

eResources Combined Totals (AXIS 360 + Overdrive) 15 e-books and 29 eAudios for a total of 44

Computer Usage – Computers 9; Wi-Fi 83; and Games 0

Items added – 175

Numbers for September 2022

Patron visits – 243

New cards issued – 2

Materials checked out – Books 515, Audios 5, DVDs 87, Magazines 18, CDMs 7, Games 0, Kits 1, and Other 0 for a total of 633

Interlibrary loans – 186 as a lender and 123 as a borrower for a total of 309

Reciprocal borrowing – 31 as a lender and 256 as a borrower for a total of 287

OMNI/Overdrive – 6 E-books and 2 eAudios for a total of 8

AXIS 360/eRead Illinois – 5 E-books and 17 eAudios for a total of 22

eResources Combined Totals (AXIS 360 + Overdrive) – 11 E-books and 19 eAudios for a total of 30

Computer Usage – Computers 5; Wi-Fi 59; Games 0

Items added – 0

Many activities are going on in October, including take home crafts every Friday, story time with Gabriella, Fall activities and snacks on the 21st and on Halloween there will be activities and trick or treating.

On November 5 there will be a Birth to Five Guest Visit – story time with Gretchen Sprinkle at 10:30am. Clinton Chats Adult Book Club is resuming on the 14th. The library will close early on the 23 and will be closed the 24th for Thanksgiving. On the 29 the Township Board approves the levy to file in December. Emma gave us a list of several opportunities for board training. On October 18-20 is the ILA Annual Conference in Rosemont, IL. There is a Zoom session on October 29 from 10:00am to 12:00pm about “Keys to Being a Better Library Trustee Session 1. On November 12, through Zoom again, will be Session 2. There is also ongoing free recorded webinars and trainings available on L2 and through RAILS and other websites.

There are several planned Director Training/Development for October. Emma will be attending virtual workshops on grant writing through RAILS and NIU’s Center for Nonprofit and NGO Studies. There are lots of other virtual meetings/talks she will attend to gain new ideas and Emma will attend monthly LWT working group meeting in person at DeKalb.

Emma informed us of several legislation updates. One was the RAILS proposal for statewide access to online databases where there would be \$5 million annual appropriation added to the State Library budget and all libraries would have access. There is an amendment to the Local Library Act that states that a board has 90 days to fill a vacancy. If it is not filled in that time, then the Secretary of State appoints a trustee in the next 60 days. If not, then it will be filled at the next election. Then there is a Proposed Amendment to Local Records Act. It is in the early stages. It is intended to allow some scheduled disposal of records vs. applying for any.

There were some grant updates. Emma submitted an impact report for the Bayer Fund Summer Reading program. There was \$44.92 remaining from that which will be used to send thank you notes to donors and programmers. A press release request for the Summer Reading grant was submitted. Our Director applied for the DeKalb County Community Foundation Grant, but was not able to apply for technology updates. She requested funds to establish a STEM collection. Lastly, Emma is applying for the META Data Center Community Action Grant.

The staff was contacted by Honey Hill Orchard regarding an off-site story time.

Our remaining weeded books will be given to UC Books to Prisoners. This will take place at no cost to our library.

As always, staff and Director have been busy changing out several displays and developing fall programming. All staff attended PrairieCat PUG day sessions and had discussions regarding those sessions. Emma attended the RAILS member update, the September LWT meeting, a virtual ARSL Conference and other presentations/training.

Emma has been working on updating the library logo, library website, stats tracking and virtual data, and is looking into new email providers.

We were given an Impact Report and takeaways handout about the Summer Reading Program. There were also handouts itemizing the expenses for the program.

New Business

There was discussion about the levy for our next year. There was no action taken and it was tabled until November.

Our director brought it to us that Byron is giving up their shelving and wanted to know if we wanted some of them. The board is mostly happy with the shelves we have. Emma is going to check into getting a couple shelf replacements.

Approving the Scheduling Policy is tabled until November.

There was a discussion about Emma attending the ILA Conference. It will be held in Rosemont and must register by October 12. The cost would be \$250/day or \$325 for two days. There was some concern about Emma's overtime. Ann made the motion for Emma to attend for one day. Mike seconded the motion. It passed 4/1.

Some discussion took place about updating our library logo. Now it is the picture of our library building. It was mentioned that Castle Printech could help create a logo.

As far as our website is concerned, Emma feels that since ours is a business email, it should be a .org website.

Pending Business

A new staff computer has been purchased through CMJ and it is installed.

Thiesen proposed to relocate the downspout that has been causing problems for \$580. Sue moved and Bob seconded a motion to hire Thiesen to relocate the downspout. The motion passed unanimously.

The delivery of the changing table was cancelled.

Susan put mums in our planters.

A Disaster Plan update was discussed. Board information was updated. There will be more official staff training, and the fire department will be asked for a new occupancy sign.

We went then to the Authority to Spend Policy. It needed no further discussion. Susan made the motion to approve the Authority to Spend as it is written. Carol seconded the motion. It passed unanimously.

There was no further discussion about the Circulation Policy. Carol moved to approve the Circulation Policy as written. Bob seconded and it passed unanimously.

We reviewed two chapters from Serving Our Public Standards 4.0. Chapter 7 had to do with collection management. Chapter 8 was System Member Responsibilities and Resource Sharing.

Betsy did not have much else to report us. Our actual meeting actually covered everything.

Open Discussion

Susan and Carol attended a conference in Creston on September 27 with Phil Lenzini. He spent the time discussing a few new laws, most of which did not apply to township libraries.

Adjournment

Ann moved to adjourn and Mike seconded. Our meeting adjourned at 9:02pm.

Respectfully submitted,
Carol Peterson

