

Clinton Township Public Library Minutes

Monday, March 6, 2023; 6:30pm

The meeting was called to order at 6:32pm. Those present were President Betsy Shapiro, Treasurer Susan Kauffman, Secretary Carol Peterson; Trustees Bob Bend, Ann Arends, Deanne Frieders, and Mike Wojcik; and Director Emma Conway.

Approval of agenda – Ann made a motion to approve the agenda as written for March 6, 2023. Bob seconded the motion and it passed unanimously.

There was no public wishing to speak.

The February 6, 2023 minutes were read. There were some corrections. On the first page, under the Director's Report, the name Allison should be spelled with just one 'l'. Also under the Director's Report, Sara Farra needed to be corrected to Sue Farra. Then, at the end of New Business, in the last sentence, the word 'next' needed to be inserted before the word 'month'. After the corrections were made, Sue moved to approve the February 6, 2023 minutes. Deanne seconded the motion. It passed unanimously.

Our Treasurer's Report was next. Sue shared that it will be \$150 for our share of the township annual financial report. Bob moved to approve the Treasurer's Report for the month of February 2023. Mike seconded this motion. Roll call vote was taken. The motion passed 6/0.

Everyone looked through the expenditures for the month of February 2023. There were no questions. Deanne made a motion to accept the expenditures for February 2023. Mike seconded the motion. Roll call vote was taken. It passed 6/0.

Director's Report

Numbers for February 2023

Patron visits – 245

New cards issued – 3

Materials checked out – Books-481, Audios-6, DVDs-95, Magazines-19, CDMs-4, Games-0, Kits-4, and Other-1 for a total of 610

Interlibrary loans – 174 as a lender and 151 as a borrower for a total of 325

Reciprocal borrowing – 47 as a lender and 158 as a borrower for a total of 205

OMNI/Overdrive – 78 E-books and 70 eAudios for a total of 148

AXIS 360/eRead Illinois – 16 E-books and 11 eAudios for a total of 27

eResources Combined Totals (AXIS 360 + Overdrive) – 94 E-books and 81 eAudios for a total of 175

Computer usage – Internet-5; Wi-Fi-79; Games-0

Items added – 116

Some important dates that Emma gave us for March were the 13th when Clinton Chats were to meet. The Bookworms Story time is scheduled for March 18. The end of our 2022-2023 fiscal year is March 31. April 4 is when the consolidated elections take place. The annual town meeting is to be April 11. The last day to file the SEI form is April 30.

As for the building updates, a changing table will be installed in March by Dave Stryker. The smoke detectors have all been tested. Supplies have been inventoried, with some rearranging. Sue Farra has already begun to maintain some of the flower beds.

Emma has applied for the Bayer Fund grant for 2024. She has applied for Libraries Transforming Communities – Accessible Small and Rural Libraries grant. She is continuing the process to get set up on Cybergrants Front Door. The ILLINET Survey and Annual Certification is in progress. The new fiscal year staff training plan is also in progress.

Some changes have been made to our staff. Barb Meredith has been employed as a Library Clerk as of February 8, 2023. Our staff has completed the yearly weeding of all general nonfiction and biographies, and will be in the process of weeding out juvenile nonfiction and biographies. They are also going to complete the weeding of general fiction. Staff evaluations have been completed.

There were 5 people that attended the Clinton Chats Book Club.

There were 6 volunteers at the library this month.

A Spring Newsletter should be sent out by the middle of March.

Lastly, the staff have started preparing for the 2023 summer reading program.

New Business

Betsy gave us a handout with the results of the Director Evaluation. Then Emma shared her staff evaluations.

We discussed salary increases, then Bob made a motion to approve the salary increases for staff. Mike seconded this motion. A roll call was taken. The motion passed 6/0.

We then discussed the Attendance by Means Other Than Physical Presence Policy. There was no action taken because it will stay the same.

Pending Business

Sue gave us a handout for the FY 2023-2024 Budget. She also charted budgets back to 2017-2018 so we could do comparisons. Bob moved to adopt the draft budget for the fiscal year 2023-2024. Mike seconded the motion. A roll call vote was taken. The motion passed 6/0.

Emma handed out a Volunteer Policy Draft. She read it through with us. Deanne moved to adopt the Volunteer Policy Draft. Ann seconded her motion. The motion passed unanimously.

President's Report

Trustees on the board now should be at the meetings through April. Betsy announced that she will be the new treasurer after April. Carol has volunteered to stay on as secretary. We need to have someone to be the President.

Open Discussion

We discussed about donating something to the school district CCC Auction. It was decided to give a Non-resident Library Card.

We also talked a little about the Shabbona Library and their situation since the referendum they had did not pass.

Adjournment

Deanne made the motion to adjourn our March 6, 2023 meeting. Ann seconded and the meeting at 7:43pm.

Respectfully submitted,
Carol Peterson

