**Clinton Township Public Library Minutes**

February 5, 2024 @ 6:30pm

The meeting was called to order at 6:33pm by President Mike Wojcik. Roll call was taken. Present were President Mike Wojcik, Treasurer Betsy Shapiro, Secretary Carol Peterson, Trustee Deanne Frieders, and Director Angela Reitz. Trustee Patty Walker was absent.

‘Accept Expenditures for November 2023’ and ‘Accept Expenditures for December 2023’ were added to the agenda for February 5, 2024. Also, the dates were changed on the agenda to January 1, 2024 to January 31, 2024 for both the Approval of the Treasurer’s Report and Accept the Expenditures. Also, Betsy wanted to move the 2024-2025 Fiscal Year Draft Budget Discussion (only, no action) up under New Business.

Betsy then moved to approve the agenda for Monday, February 5, 2024. Deanne seconded the motion. The motion passed unanimously.

There was no public present to speak.

The minutes for November 6, 2023 were read. There being no corrections, Deanne moved to approve the November 6, 2023 minutes. Betsy seconded the motion. The motion passed unanimously.

In the December 4, 2023 minutes, after the roll call, it was added in to say “There were not enough people for a quorum; we just had an informational meeting.” These minutes were not approved.

Treasurer’s Report for November.

We received more property tax money. It was stated that our bookkeeper will cost $390/month.

Deanne made a motion to approve the Treasurer’s Report for November 2023. Carol seconded the motion. A roll call vote was taken. The motion passed 4/0.

Accept Expenditures for November 2023.

Deanne moved to accept the expenditures for November 2023. Carol seconded the motion. A roll call vote was taken. The motion passed 4/0.

Treasurer’s Report December 2023

Betsy will check on the PrairieCat numbers because there is a discrepancy between December and January. Carol moved to approve the Treasurer’s Report for December 2023. Deanne seconded the motion. A roll call vote was taken. The motion passed 4/0.

Expenditures Report for December 2023.

Deanne moved to accept the expenditures for December 2023. Betsy seconded the motion. A roll call vote was taken. The motion passed 4/0.

Treasurer’s Report for January 2024

Deanne made the move to approve the Treasurer’s Report for January 2024. Carol seconded the motion. A roll call vote was taken. The motion passed 4/0.

Expenditures Report for January 2024.

Deanne made a motion to accept the expenditures for January 2024. Betsy seconded the motion. A roll call vote was taken. The motion passed 4/0.

**Director’s Report**

Numbers for December 2023

Patron visits - 204

Materials checked out – Books-320, Audios-4, CDs-8, DVDs-83, Magazines-4, Games-1, Kits-1, and Other-1 for a total of 422

Interlibrary loans – 161 as a lender and 148 as a borrower for a total of 309

Reciprocal borrowing - ?

OMNI/Overdrive – 93 Ebooks and 174 eAudios for a total of 267

Axis 360/eRead Illinois – 2 Ebooks and 14 eAudios for a total of 16

eResources Combined Totals (Axis 360 + Overdrive) – 95 Ebooks and 188 eAudios for a total of 283

Computer Usage – Computer-1; Wi-Fi-40; Games-0

Numbers for January 2024

Patron visits – 197

Materials checked out – Books-287, Audios-1, CDs-9 DVDs-94, Magazines-15, Games-0, Kits-0 and Other-0 for a total of 406

Interlibrary loans – 142 as a lender and 159 as a borrower for a total of 301

Reciprocal borrowing - ?

OMNI/Overdrive – 99 Ebooks and 181 eAudios for a total of 280

Axis 360/eRead Illinois – 12 Ebooks and 14 eAudios for a total of 26

eResources Combined Totals (Axis 360 + Overdrive) – 111 Ebooks and 195 eAudios for a total of 306

Computer Usage – Computers-3; Wi-Fi-33; Games-0

In January, the Dungeons and Dragons Club met every Saturday and crochet group met on Wednesday. There was no board meeting in January due to the holiday. Clinton Chats was scheduled on January 8. There was a take-home craft offered.

In February, the D &D Club will meet every Saturday and Wednesday. There will also be Clinton Chats Book Club on the 12th. They will have a drop-in craft on February 9 and on the 29th they will play Leap Year Bingo.

For some general updates, the staff is going to evaluate if they will continue to provide snacks. There has been food and wrappers found in the children’s area.

Angela continues to look for some new shelves, maybe a new staff desk, and new chairs for both the staff and the patrons. She would like to see the carpet shampooed. The weeding project has finished and Angela is waiting to hear from Discover Books to schedule a pick up date.

Patron computers have been down. CMJ has been busy but hoped to get there on the 6th. We may use the META Grant funds to purchase computer/equipment.

The library staff has come upon a problem, which is that they cannot add things into the catalog due to the fact that none of them has a library science degree. They will seek a solution.

As always, our staff continues working together to keep the library going. Angela has been seeking advice from the DeKalb Public Library Director.

Sarah is done with the weeding project and has moved onto cataloging and filing the vintage books.

Alison continues to work on passive programs.

The library was closed for two days in January due to weather. The library was also closed February 1, due to lack of staffing.

**New Business**

The Staff Reviews/Salary increases discussion and action was moved to the March meeting.

The discussion on Fines and Fees was moved up to the March meeting

Record the Mail Ballot Votes

Over the time period of December 17-19, 2023, the Clinton Township Public Library addressed three issues by electronic ballot. The following issues were all approved unanimously:

1. The Board voted to amend our Employee Leave Policy to bring us into compliance with the State of Illinois’s mandated Paid Leave Time Off Policy. This takes effect January 1, 2024.
2. The Board adopted several pay raises to begin on January 1, 2024 to reflect the upcoming State of Illinois minimum wage changes.
3. The Board approved end of year appreciation bonuses for the staff of the library.

Betsy gave each of us a copy of the proposed budget for 2024-2025. She gave us a comparison of the 2023-2024 budget and the proposed budget. There is a new category under General Expenses, which is Bookkeeping. We should look it over and be ready to do action in March.

**Pending Business**

Elections are coming up in April.

Betsy talked about the Staff and Director Reviews and how we have done this in the past. We will continue this discussion in March.

There was no President’s Report or Open Discussion.

Deanne moved to adjourn our February 5, 2024 meeting. Betsy seconded and the meeting adjourned at 8:39 pm.

Respectfully submitted,

Secretary Carol Peterson