

Clinton Township Public Library Minutes
Monday, March 7, 2022

Meeting called to order at 6:30 pm.

Roll call taken Present: President Betsy Shapiro, Treasurer Susan Kauffman, Trustees Bob Bend, Ann Arends, Mike Wojcik, Deanne Frieders and Director Emma Conway.

Absent: Secretary Carol Peterson

Deanne Frieders was appointed secretary for the meeting.

Approval of Agenda: Motion by Wojcik, seconded by Arends.

Public Comment: There was no public present wishing to speak.

Minutes from February 7, 2022 meeting read.

A spelling correction was made to Kinkaide Garcia's name.

Kauffman moved to approve the minutes as corrected, seconded by Bend.

Treasurer's Report

Treasurer Kauffmann mentioned staff expenses have gone up, which is more reflective of what is actually budgeted for the director's position. Bend moved to approve the treasurer's report, seconded by Wojcik. Roll call taken; the motion passed 5/0.

Expenditures Report for February 1-28, 2022 was reviewed. There were no questions. Motion to accept the expenditures report made by Bend, seconded by Wojcik. The motion passed 5/0.

Director's Report

Numbers for March 2022

Patron visits - 267

New cards issued - 4

Materials Checked out - Books 441, Audio 3, DVDS 138, Magazines 20, CDM 2, Game 0, Kit 0, other 2 for a total of 606

Interlibrary Loans - Lender 181, Borrower 148 for a total of 329

Reciprocal borrowing - Lender 73, Borrower 144 for a total of 217

OMNI/overdrive - Ebooks 137, eaudio 61 for a total of 198

AXIS 360/eRead Illinois - Ebooks 12, eAudio 10 for a total of 22

eResources Combined - Ebooks 149, eAudio 71 for a total of 220

Computer Usage - Internet 4, Wi-Fi 125, games 0

New Items Added – 198

Director Conway reported the downspout had been previously replaced in the back corner but water was continuing to run back towards the building. A downspout extension was purchased to help with that.

The printer is currently out due to a power outage and is getting fixed.

A change in the library layout has all the Young Readers and Juvenile books in the lower level. Feedback has been positive and they'll continue to make adjustments as needed. A newsletter will be coming out before spring break.

New Business

Amazon Business Prime: To reduce expenditures on shipping, Amazon Prime was explored. Pricing initially proposed was \$179 year, however there may be less expensive options. Director Conway is looking to see if Tech Soup or similar has a discounted rate, or if there's a special rate for nonprofits. If the expense is under \$100, Director Conway may purchase it; if it's over \$100 she'll bring it back to the board.

Association for Rural Small Libraries (ARSL)

Director Conway had information she was made aware of through a local librarian's meeting. There is a \$125 membership for this resource, and includes some benefits such as reduced conference registration, continuing education, access to free programming and an individual Zoom membership for the library. A motion to approve made by Frieders, seconded by Kauffman. The motion carried 5/0.

DeKalb County Nonprofit Partnership Membership (DCNP)

This was recommended to Director Conway by the Hinckley and Sandwich libraries and is \$125 per year. Some benefits she mentioned were partnerships with the NIU Honors program for feedback on social media/website. A discussion was made about the pros and cons of this program. It may be past the deadline, Director Conway will call to see if we can join this year or will need to wait until next year. A motion to approve this was made by Arends, seconded by Kauffman. The motion carried 5/0.

HVAC contract with HERO expired 10/28/21. Director Conway asked for recommendations.

The

quote from her was \$180/year with a one year contract. She will call HERO to see if there's a multi-year quote available.

We received information from our electrical supplier, Progressive. The contract ends 5/18/22. They submitted a letter suggesting we switch to ComEd. No action will be taken at this time.

Staff Reviews/Salary Discussions followed. A motion was made by Kauffman, seconded by Wojcik to set salaries for the 2022-2023 year.

Library Trustee Self Evaluations - President Shapiro obtained a self-evaluation form from the Berwyn Public Library. We'll spend the next several meetings performing evaluations. A discussion was had about the individual performance section.

Pending Business

Standards review is required each year. Director Conway will work on splitting the chapters into sections to cover at future meetings.

The fiscal year budget for April 1, 2022 - March 31, 2023 was presented. A discussion was had. The levy amount was adjusted based on feedback from the township. The category legal notices was changed to more accurately reflect township audit costs. Under memberships the amount was increased to \$1550 to reflect memberships to Axis 360, Libby, and new memberships like Amazon Prime and other memberships approved in the meeting. Postage and Bank fees cover the Resource checking fee for direct deposit, safety deposit box and postage. Supply expenses were lowered because of less in person events and reallocation was made into programming. Tech was split into line items. A motion to approve the budget as amended was made by Bend, seconded by Wojcik. The motion passed 5/0.

Credit cards - the new card will have a set limit of \$3000 to allow for summer programming. President Shapiro will continue working to get the card set up through the library.

Network/Switch Update - Director Conway mentioned switches are in short supply. The tech company recommended we wait for the market to even out before purchasing a new switch unless it's absolutely necessary. She should know more in May.

A discussion was had on masking. Masking will continue to be encouraged for activity in the library, but will not be required.

A motion to adjourn the meeting at 8:32 pm was made by Arends, seconded by Frieders.

