**Clinton Township Public Library Minutes**

Monday, February 6, 2023 at 6:30pm

Ann Arends called the meeting to order at 6:32pm. Roll call was taken. Present were Trustees Susan Kauffman, Carol Peterson, Ann Arends, Deanne Frieders and Mike Wojcik, and our Director, Emma Conway. President Betsy Shapiro and Trustee Bob Bend were absent.

The agenda seemed all in order. Sue motioned to approve the February 6, 2023 agenda. Deanne seconded the motion, which passed unanimously.

There was no public wishing to speak.

 The January 2, 2023 minutes were read. There was a correction in the 5th paragraph. The words ‘He does mowing and the snowplowing, but’ were taken out. The following sentence should read, “As of yet, we have not seen any kind of bill.” Sue then moved to approve the January 2, 2023 minutes as corrected. Mike seconded the motion and it passed unanimously.

Sue presented the Treasurer’s Report. There was little discussion. Deanne moved to approve the Treasurer’s Report for January 1, 2023 through January 31, 2023. Mike seconded the motion. A roll call vote taken and the motion passed 5/0.

We looked at the expenditures next. There were no questions, so Deanne moved to accept the expenditures for the month of January 2023. Mike seconded the motion. A roll call vote was taken and the motion passed 5/0.

Bob arrived at the meeting at 6:47pm.

**Director’s Report**

Numbers for January 2023

Patron visits – 256

New cards issued – 2

Materials checked out – Books-512, Audios-3, DVDs-93, Magazines-20, CDMs-4, Games-0 ,Kits-6, and Other-1 for a total of 639

Interlibrary loans – 222 as a lender and 145 as a borrower for a total of 367

Reciprocal Borrowing – 166 as a borrower and 45 as a lender for a total of 211

OMNI/Overdrive – 136 E-books and 87 eAudios for a total of 223

AXIS 360/ eRead Illinois – 12 E-books and 14 audios for a total of 26

eResources Combined Totals (AXIS 360 + Overdrive) – 148 E-books and 101 eAudios for a total of 249

Computer Usage – Internet-3; Wi-Fi-90; Games-0

Items added – 56

On February 13, Clinton Chats Book Club met, at which 4 people attended. On the 18th, the Bookworms Story Time will take place.

Emma let us know that Gabriela Perrin is no longer working at our library, and that Sarah Hinrich became employed as a library clerk as of 2/1/23.

Allison is beginning the PrairieCat Cataloging training.

Emma will be doing staff evaluations this month.

The staff handbook and circulation manual are being reviewed and updated. The goal is to be done with all edits by 2/17/23.

All new emails are complete.

The electrician came and fixed the front outside light. It was a very minor fix.

Emma has chosen a new changing table since they were having trouble getting the other one in. She is going to put it on a library donation wish list, or order it in the new fiscal year, whichever comes first.

Sara Farra wants to take care of the flower beds this year, which is great news.

The PerCapita 2021 expenditures report and the 2023 application have been submitted.

We were notified by Meta that our grant application is being reviewed.

Emma will apply for a Libraries Transforming Communities accessibility grant, graphic novel collection development grant and for a DCCF music grant. She is also working to set us up on Cybergrants Front Door to make it easier to access grants and corporate giving.

Staff has been busy completing a yearly weeding of DVDs and audiobooks. They are working to complete weeding out of all nonfiction and biography items.

The contact information for the SEI form has been sent to the county.

Illinois Paid Leave for All Workers Act passed. It will go into effect January 1, 2024.

Emma is working on a yearend report covering all aspects of library operations in the 2022-2023 fiscal year. She hopes to present that to the board in April.

Staff is working to revamp both electronic and print promotional materials for youth programs including 1000 Books before Kindergarten, Bookworms and crafts.

When Emma was finished giving her report, Sue asked if she could give us the numbers for December 2022 that she was unable to give us last month.

**New Business**

Emma distributed to each of us a Director Evaluation form since Betsy was not present to do that. Betsy included a stamped, addressed envelope so we could mail it directly to her when we have completed the form.

We discussed the topic of Employment of Relatives. We have discussed it before and have had relatives working here in the past.

Next, we discussed a Volunteer Policy that Emma had typed up and handed out for us to look over. We talked about having a form that volunteers would need to sign. It was also brought up that high school students need to do some form of volunteer work before graduation, so this might be an opportunity for them to achieve that requirement. We will discuss this more at our next meeting. No action was taken.

Sue presented a Proposed Budget for Fiscal Year 2023-2024. We each got the handout to be able to take a closer look at the proposed budget compared to this last one. The proposed budget is $5200 more than this past year. We will also look at this again month.

There was no Pending Business, President’s Report or Open Discussion.

Sue moved to adjourn our February 6, 2023 meeting. Mike seconded and the meeting adjourned at 7:22pm.

Respectfully submitted,

Secretary Carol Peterson