



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING August 17, 2015

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by President Tatro on Monday August 17, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Ed Tatro, Linda Evans, Lou Broccolo, Colette Loecke, and Michelle Monbrod, Ann Podoba, Bonnie Ulstad

Staff present: Pilar Shaker, Director and Recording Secretary, Michael Stubler, Business Manager

### **Minutes**

- Due to a printing error not all Board Trustees were able to review the July General Meeting Minutes; as a result President Tatro moved to table the approval vote until the September meeting.

### **Correspondence**

- Director Shaker discussed a Patron Suggestion Card that questioned the circulation limits and asked that New Lenox Public Library extend the check-out time allowed for new materials. Director Shaker wanted to bring the comment to the Board's attention because it is a fairly common complaint from patrons who don't understand that many of our circulation parameters are set by the PrairieCat consortium and are not available for individual libraries to change.
- Director Shaker discussed the Board's invitation to the annual Trustee Day at the Illinois Library Association's annual conference in Peoria and asked that if any of them are interested in attending they follow-up with the Library for registration.
- Director Shaker discussed the Board's invitation to apply for an open position on the RAILS Advisory Board. Applications are due by August, 28 2015.
- Director Shaker discussed the Obituary of former Board Trustee, Susan Hoaglund. The Obituary listed New Lenox Public Library as a place for donations to be made in Susan's name in lieu of flowers. Trustee Broccolo shared that Susan was instrumental in the new building project when she served as a Trustee.
- Director Shaker shared Thank-You notes received by the Library from some children who attend one of the day care centers that our Youth Services Department provides Summer Reading outreach to.

### **Treasurer's Report**

- Business Manager Michael Stubler shared the final year-end (June) report to highlight that the final figure for the year indicated that the Library closed the year having spent 98.83% of the Budget for Fiscal Year 14/15.
- Business Manager Michael Stubler gave the Treasurer's Report explaining the month's (July) income and expenses.
- Director Shaker pointed out that she and Stubler plan to audit our accounts when time allows in order to assess if things are in the best locations.
- Trustee Evans moved and Trustee Monbrod seconded to approve disbursements for July 2015 in the amount of \$42,817.41 and motion passed by unanimous roll call vote.

### **Director's Report**

- Director Shaker shared that the Annual Friend's Rummage Sale will be on Saturday September 12<sup>th</sup> and the Café has requested that we allow them to open the front doors of the library building (not the Library proper) so that she can be open to sell beverages and snacks.
- The library has agreed to provide an emergency contact person (Amy Ingalls) for the Country Concerts on the Commons to open the building for attendees in the case of severe weather. Trustee Broccolo pointed out that the Police Department had an event on the Commons that they did not invite the Library to attend and mentioned that they asked people attending that event to use the Library's parking lot. Director Shaker stated that she hopes to improve communication with the Police Department about things like this for next summer as the Library would be happy to participate in a larger way.
- A new book recycling company has been contacted to provide recycling services to the library for all books that need to be responsibly disposed of. Discover Books will pick up our books for no charge and recycle them or dispose of them responsibly.
- Director Shaker has been interviewing candidates for the open Adult Services Manager position and hopes to make an offer this week.
- A plaque recognizing the donation of a park-style bench was presented to Trustee Mondbrod. The bench will be weatherized and put out on the patio area next spring with the plaque attached.
- Director Shaker provided Trustees with an update from the PrairieCat Delegate's meeting. The highlight was that eight libraries from the Rivershare consortium will be joining PrairieCat which may have some positive impact on the consortium.

### **Staff Reports**

#### **Marketing/Outreach News**

- Director Shaker pointed out some of the marketing projects that the Marketing Manager is working on
  - New name tags that represent the Library's new brand and allow for us to make temporary changes to advertise events

- The new High Five Campaign that asks staff to make an effort to communicate to patrons about library events at least five times per week. To support this campaign the Marketing Manager will be creating a monthly eNewsletter just for staff that will inform them of various programs, events, changes and updates in the Library so that they feel confident promoting those things to patrons. Staff may receive entries into a rewards and recognitions jar if managers observe them participating in the High Five Campaign.
- The Marketing Manager is working on the Board's annual Mini Golf Fundraiser and provided the Board with details pertaining to that event.

### **IT News**

- The Library will begin offering Mobile Printing in September in conjunction with Library Card sign-up month. This will allow patrons to print directly from their laptops, mobile devices or home.

### **Circulation Department News**

- Some staffing changes were reported in the Circulation Services Department
- The staff is catching up from Summer reading

### **Adult Services Department News**

- Adult Services Manager Rose Gilman has been hired as the Director at the Chicago Ridge Public Library. Rose's last day was August 14<sup>th</sup> and Director Shaker is interviewing candidates for her replacement.
- Adult Summer Reading has ended and the staff reported that it went well, numbers were fairly flat compared to last year.
- Adult Services staff had a staff meeting at which Director Shaker did a presentation on providing good Internal Customer Service.

### **Youth Services Department News**

- Staffing changes included adding a new part-time librarian who previously worked with White Oak Public Library District and Interviews are ongoing for a full time library associate to replace Tanya Van Ham.

### **Building and Grounds**

- A faulty fire alarm shut down the elevator and Director Shaker has asked the Facilities Manager to investigate why this happened
- General aging building issues including trouble with doors and locks have caused some unanticipated expenses recently
- Facilities Manager has recommended that the Board consider doing the East entry concrete project this year instead of next to avoid anticipated cost increases next year. Director Shaker would like to speak with the concrete contractor to ascertain what the current condition of the concrete is and if the current need justifies the cost.

### **Café News**

The Café will be open for the Friend's Rummage Sale

### **Board Reports**

## **Committee Reports**

### **A. Personnel:**

The Board President met with Director Shaker to present the Personnel Committee's review of the Library Director

### **B. Finance:**

- None

### **C. Building and Grounds:**

-None

### **D. Policy:**

- None

### **E. Fundraising:**

- None

## **Old Business**

- Public Hearing date for the Budget and Appropriations has been published and set for 9/21 at 6:45pm
- The Board members have not yet audited the Secretary's report and will do so
- Director Shaker presented the Resolution the Board requested for Pamela Anderson's years of service as Business Manager

## **New Business**

### **F. REVIEW: Serving our Public 3.0 CH.4 - Facilities**

- We meet all requirements

## **Executive Session**

Trustee Podoba motioned and Trustee Broccolo seconded to go into Executive Session at 7:50 p.m. pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion passed by unanimous roll call vote.

Trustee Podoba motioned, Trustee Ulstad seconded to come out of Executive Session at 7:58 p.m. pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion passed by unanimous roll call vote.

## **Trustee Comments**

- Trustee Evans motioned and Trustee Ulstad seconded to approve changes to the credit card policy in place at the library. Motion passed by unanimous roll call vote.

- Trustee Broccolo asked about the IMRF payment that the library made for a recently retired employee and Director Shaker explained that the Library is liable for the difference in payments if an employee retires within 48 months of receiving a pay increase of more than 6%.

**Adjournment**

Trustee Evans moved and Trustee Monbrod seconded that the meeting be adjourned at 8:08p.m. Motion passed by unanimous voice call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary