



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING January 18, 2016

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 January 18, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Edward A. Tatro, Colette Loecke, Ann Podoba and Linda Evans

- Michelle Monbrod joined the meeting at 7:02, Bonnie Ulstad joined the meeting at 7:03

Absent: Louis Broccolo

Staff present: Pilar Shaker, Director and Recording Secretary, Michael Stubler, Business Manager, Nick Hyten, Adult Services Manager and Alex Vancina, IT Manager

Visitors: Matthew Bruns - Auditor

Minutes

- Meeting minutes from the December 21st regular meeting were approved as corrected to read "Adult" and "Vice President" on a motion by Trustee Podoba, seconded by Trustee Evans.
- Meeting minutes from the January 8th Special Meeting were approved on the same motion.

Audience to Visitors

- Auditor Matt Bruns gave a brief summation of the Annual Financial Report for the fiscal year ended June 30, 2015. Mr. Bruns pointed out that a new county requirement for these audits is that he includes the liability for pensions in the net assets section of our financial report. Our net pension liability is approximately 1,000,000.00 due to underfunding of IMRF. This is the liability that the Library would be obligated for if the IMRF funding failed and all of our IMRF employees cashed out. Aside from this change Mr. Bruns shared that the annual financial report looks good and that the library came in under the approved budget. Library Director Shaker thanked Mr. Bruns for his guidance this year as it was the first Financial Report for Business Manager Michael Stubler and for her as Director.

Correspondence

- Director Shaker passed around articles that were published in The New Lenox Patriot about the new Homebound Service, the Wilhelm estate distribution plans and a Year in Review article.
- Director Shaker shared two comments submitted in the suggestion box: a comment about the temperature in the library and a comment about a smell in the first floor rest rooms. Director Shaker pointed out that the temperature in the library is computer regulated and in December we had an unusually warm month so we did have a couple of days that were a bit warmer than usual in the library.
- Director Shaker shared a thank you note from a patron who commended Library Associate Ashley Middleton for outstanding service

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining the month's (December) income and expenses. Michael Stubler shared that the library's CD will remain in Lincoln Way bank because when we contacted them to inform them that we'd be moving it in order to get a higher rate at another bank, Lincoln Way offered to beat the highest rate we could find.
Michael Stubler pointed out that we had made a large bond payment in December.
- Director Shaker explained that our water and electric bills have been higher than expected. The library received a letter from the Village indicating that water usage at the library had gone up significantly and advising that we check for leaks. The Maintenance Manager had a plumber come in and explore the building for possible leaks or problems and nothing was found. We will keep an eye on the water bill in the coming months to see if the issue persists.
- Trustee Evans moved and Trustee Podoba seconded to approve disbursements for October 2015 in the amount of \$70,554.43 and the motion passed by unanimous roll call vote.

Director's Report

- Director Shaker shared that the Technical Services manager, Georgia Madden, has stepped down. Mary Byford will take over as manager of the Technical Services Department; Mary has been working in the department for several years and previously managed the Technical Services Department at another library. Mary will hire an associate to assist her in the department. Director Shaker pointed out that this will impact our payroll budget slightly. Staff has been asked to begin ordering materials from a new vendor that will be easier for Mary to manage on her own until an associate can be found.
- Director Shaker shared that the Friends bookstore is almost finished and one of the volunteers that staffs the area has mentioned that it is turning out better than expected.

After the bookstore is completely moved our Maintenance Manager will remove the shelves in the existing area and paint and prepare that area to become the new New Materials section.

- Staff has begun using a new timeclock and the Business Manager is using the corresponding payroll software. This new system will save the library between 20 and 40% in payroll costs.
- Director Shaker shared that she, along with the Business Manager, attended an HR training session in Joliet the prior week and some immediate take-aways included:
 - The offices of the Business Manager and Director should be locked when those individuals are away due to the types of files stored in those offices
 - The date that the new Exempt Employee rules will become effective is July 1 so we can begin preparing for that
 - We should be providing our staff with harassment training annually

Up-Coming

- Director Shaker recommends that the library close at 1pm on 3/11/16 for a half-day in-service that will include harassment training and code Adam training
- Trustees Monbrod, Broccolo, Evans and Tatro have been registered for the annual Chamber Dinner on Thursday, January 28 along with Director Shaker and Staff Chamber Liaison Amy Ingalls

Staff Reports

Marketing/Outreach News

- Over 50 families attended the Snow Queen event
- Adult Trivia Night is on Tuesday the 26th at Beggars Pizza
- Homebound services start this month and the Marketing Manager is working on advertising heavily

IT News

- Alex Vancina has built a collaboration station for study room #3 that will allow patrons to connect their lap-tops to a television screen in the study room so that group collaboration is easier

Circulation Department News

- One of the clients of Trinity Services is coming in to help with library card management
- The Circulation Department shared their gratitude for the staff Holiday Party

Adult Services Department News

- Tax forms are coming in slowly, it is becoming more difficult each year to get ahold of tax forms. We have attempted to order as much as we can. Volunteers will be coming in to provide free tax assistance to seniors

- Haley Schommer and Denise Wargowsky have filled out a grant application for YA Graphic Novels
- Denise Wargowsky will be our Homebound coordinator
- Amy Ingalls and Denise Wargowsky will be collaborating with TRIAD and Kathy Johnson of the Township to extend our outreach services to seniors

Youth Services Department News

- December was a quiet month as the YS staff were on break from storytime but they had lots of holiday related programming

Building and Grounds

- The HVAC issues we have been experiencing have been resolved
- The Maintenance Manager has been working with a plumber to investigate increased water usage

Statistics

- Director Shaker shared some of the new and improved statistical information that the Board has in their packets. There is now more historical data for patron visits and patron interactions. We can now see the total number of library cards held by our patrons rather than just the number issued that month. Director Shaker will continue to tweak the statistics being reported for next month with the intention of giving the Board a clearer picture of usage trends that will impact how we budget.
- IT Manager Alex Vancina shared that he has been experimenting with a new Google product that allows us to plot all of our card holders on a map so that we can see how our distribution of library cards falls on a map of our district.

Board Reports

- None

Committee Reports

A. Personnel:

- None

B. Finance:

-None

C. Building and Grounds:

-None

D. Policy:

- None

E. Fundraising:

Trustee Monbrod shared updates from the Friends group regarding their upcoming Fundraisers including a new event planned for February inviting patrons to paint a sign for their home and enjoy snacks. Trustee Monbrod also shared that the Friends have changed the name of their annual spring fundraiser to the Spring Gala and have started planning this year's event.

Old Business

- None

New Business

ACTION: Approve the new Board Meeting dates – Trustee Monbrod moved and Trustee Loecke seconded a motion to change the regular meeting schedule from the third Monday of the month to the second. The motion passed with all present in favor.

ACTION: Approve the winter in-service date – Trustee Evans moved and Trustee Monbrod seconded a motion to approve a 1pm closing on 3/11/16 for a half-day in-service. The motion passed with all present in favor.

ACTION: Approve Wilhelm Estate Distribution proposal #5 – Trustee Evans moved and Trustee Monbrod seconded a motion to approve a \$9,000.00 distribution for the work required to update the tree in YS department. The motion passed on a unanimous roll call vote of all present.

REVIEW: Serving Our Public Ch. 9 – The Library answers “yes” to all Programming Standards listed in Chapter 9.

Executive Session

None

Trustee Comments

No Comments

Adjournment

Trustee Monbrod moved and Trustee Loecke seconded that the meeting be adjourned at 7:55 p.m. Motion passed by unanimous voice call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Pilar Shaker
Director, Recording Secretary