



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING February 9, 2015

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by Vice President Tatro on Monday, February 9, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Vice President Ed Tatro, Ann Podoba, Michelle Monbrod, Colette Loecke, and Bonnie Ulstad

Absent: Trustee President Lou Broccolo, Trustee Linda Evans

Staff present: Rose Gilman, Co- Director, Dana Russell, Co- Director, Pam Anderson, Business Manager, Alex Vancina, IT Manager, and Cathy Weltsch, Recording Secretary

Minutes

Trustee Ulstad moved and Trustee Monbrod seconded that the minutes of the January 19, 2015 general and executive meetings be approved. Motion passed by a unanimous roll call vote.

Audience to Visitors

None

Correspondence

News articles regarding the various library programs that were offered during the Month of December were shared with the board.

Various SUGGESTIONS from the public

Treasurer's Report

Trustee Loecke moved and Trustee Podoba seconded to approve disbursements for January 2015 in the amount of \$187,196.63 and motion passed by unanimous roll call vote.

- Mike Stubler will be the backup person for payroll when Pam Anderson, Business Manager, is not available. No increase in hours.

Staff Reports

Digital Media Lab News

- January Registrations were 21 new patrons; 155 patron; 163 hours 5 minutes

- Michael Stubler will be available to give DML Orientations when Ashley is not scheduled

IT News

None

Circulation Department News

- The Unique Management report was not available for February 9th. It will be reported on the March board report.
- The DVD project started this month. The Tech Department is working on barcoding and labeling for each DVD.
- Cari Shelton returned to work on January 5th from her maternity leave.

Adult Services Department News

- The Winter Reading Program is going well. Many “pounds of books” have been turned in.
- Denise Wargowsky is working on programming for teens. There are more teens frequenting the library.
- Hayley Schommer had fifteen 1 on 1 appointments. The patrons seem to like the 1 on 1 appointment as opposed to the computer classes with 10 to 15 people.

Youth Services Department News

- YS started a monthly Chess Club to be held on Fridays. 17 kids attended the January session.
- The Library hosted the annual Monarch Children’s Choice committee meeting on January 31st. This meeting was to choose the books to be on the 2016 list. 55 people attended and 20 titles were chosen.
- Erin Hunter and Denise Wargowsky (AS) have started a Tween (TWAG) and a Teen (TAG) Advisory Group. These groups will provide the students an opportunity to give input into programming for their age groups; to gain community service hours, gain leadership skills, and make new friends. 13 attended the TWAG group and were very enthusiastic.
- Dana Russell continued her Bluestem booktalks at Haines School for the 3rd grade classes and at Spencer for the 4th and 5th grades.
- Tanya Van Ham did Rebecca Caudill booktalks for a lunch group of 6th graders at Spencer.

Café News

None

Board Reports

None

Committee Reports

A. Personnel:

None

B. Finance:

None

C. Building and Grounds:

In packet

D. Policy:

None

E. Fundraising:

None

Old Business

None

New Business

A. REVIEW: Serving Our Public Chapter 10, Marketing

- NO - The library has a marketing plan that supports the library's long-range, strategic plan. THIS IS PART OF OUR NEXT STRATEGIC PLAN.
- "Applicable publicity methods" – NO – Podcasting – this is becoming outmoded.
- YES – A designated staff member coordinates the library's marketing efforts. Liz Wetmore.

B. REVIEW: Tax Form Printing Policy

- The delivery of Tax Forms for 2014 has been very slow and scant, therefore, as a courtesy to the patrons the first 3 pages printed are free, thereafter 10¢.
- Also, a form has been prepared by Adult Services showing where to find the website that has forms and how to access them.
- The Senior Center from Joliet comes to the library and offers free tax preparation for seniors only and will be here for 8 weeks.

C. REVIEW: Teen/Tween Advisory Group Fundraising

- Rose Gilman and Dana Russell presented a Proposal for Fundraising for the Teen/Tween Advisory Groups.
- The Groups would like to do fundraising to have funds available for their activities.
- They will be talking with the attorney re. tax exempt status and will return to the board with their findings.

Executive Session

None

Trustee Comments

- There will be a Business Expo Saturday, March 14th from 9:00 a.m. – 1:00 p.m. A schedule will put on the staff mail desk for those signing up to attend. Times are 9:00 a.m. – 11:00 a.m. and 11:00 a.m. – 1:00 p.m.
- Change B & G Contribution Fees from (Township) to Developer Fees
- Lou Broccolo is in recovery at Hazel Crest, South Suburban Hospital. Will be in the hospital for 3 days.

Adjournment

Trustee Monbrod moved and Trustee Podoba seconded that the meeting be adjourned at 7:45 p.m. Motion passed by unanimous roll call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Cathy Weltsch
Recording Secretary