



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING February 8, 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 February 8, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Edward A. Tatro, Colette Loecke, Ann Podoba, Linda Evans, Michelle Monbrod, Bonnie Ulstad and 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: None

Minutes

- Meeting minutes from the January 18th regular meeting were approved on a motion by Trustee Evans, seconded by Trustee Podoba.

Audience to Visitors

- None

Correspondence

- Director Shaker passed around an article that was published in The New Lenox Patriot about Fiber Arts Group that meets regularly at the Library and an ad from Trader Magazine on our Winter Reading Challenge.
- Director Shaker shared a comment that was put in the suggestion box asking that the Library open on Sundays, the comment was anonymous. Also shared was Director Shaker's response to the comment which informed patrons that the Board and Staff also desire to expand the library's service hours but that we are unable to afford that option at the moment.
- Director Shaker shared the Homebound service tri-fold that was created by the Marketing Manager.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining the month's (January) income and expenses. Stubler pointed out that the liability insurance fund is very high due to a recent disbursement from LIMRRiCC. Stubler discussed that this was the first time in

recent history that our Developer Fee expenses have exceeded the month's income so a small amount had to be moved from the DF reserves. Director Shaker pointed out that in the future it will be important to move the ledger lines that are funded solely by the Developer's Fees into the regular working budget so that a slow in development won't impact our ability to pay for necessary items.

- Director Shaker shared that this month's water bill was consistent with last month's so the concerns that there might be a leak due to a sharp increase between December and January are likely unnecessary. Director Shaker presumes that the increase was due to a poor estimation by the water company as the December read was an estimate but both January and February were "actual" reads.
- Trustee Loecke moved and Trustee Monbrod seconded to approve disbursements for January 2016 in the amount of \$73,294.10 and the motion passed by unanimous roll call vote.

Director's Report

- Director Shaker shared that the 2016/2017 budget template is in the works and reminded the Board of the budget timetable. Director Shaker asked the Board for feedback on her proposal for a merit based staff raise model this year and provided them with a template she had created modeling a merit based increase system with a 1-3% increase scale. President Tatro had concerns that 3% might be high, specifically without knowledge of the levy at this point. It was determined that the Personnel Committee would meet to make a recommendation to the Board.
- Director Shaker shared that the final payout from LIMRiCC's JSIP funds had been received in the amount of \$21,000, this money can only be used for specific insurance payments and will be included in the 16/17 budget.
- The Board reviewed the 2016 Strategic Goals and Director Shaker shared the progress and plans up to this point. Director Shaker shared concerns about the fourth goal on the Strategic Plan "Expand the Library's Service Hours." The year two steps for this goal include surveying the residents to "determine what additional hours best meet the needs of the community." Director Shaker feels that it may be disheartening for patrons to be asked what increased hours they want when the Board is already aware that we can't afford to increase hours this year. The Board agreed that implying to patrons that we may expand hours and then not acting on that would be a let-down and President Tatro suggested that the year two steps be moved to year three.
 - Trustee Evans moved that the year two steps for goal four on the Strategic Plan be moved to year three, Trustee Broccolo seconded; the motion passed on a unanimous roll call vote.

- Director Shaker shared that she had been asked at the recent PrairieCat Delegates meeting to reconsider the New Lenox PL policy that limits reciprocal borrowers to a maximum of five items from our collection. Director Shaker shared that she would like to eliminate the limit and simply hold reciprocal borrowers to our standard checkout limits. Director Shaker noted that the majority of our reciprocal borrowers are from Joliet and most of the time they are attempting to checkout larger quantities of children's books. The Board felt that it was not necessary to eliminate the limit as Joliet patrons do not contribute to our budget via their tax dollars.

Up-Coming

- The annual Community Expo and Home Show is scheduled for Saturday, March 12th, Director Shaker plans to attend along with Marketing Manager Liz Wetmore; the Library has paid for a table area. The Board plans to send representatives and Director Shaker will send the time window so that Board members can stagger their visits.
- The annual State of the Village Address is Thursday, February 25th at 7:00am. Director Shaker will attend with President Tatro and Secretary Loেকে.
- The Staff winter In-Service is set for Friday, March 11 from 1-5, we will have a harassment presentation followed by a CODE ADAM training session and a brief discussion of evaluation procedures.
- Director Shaker reminded the Board that she will be out of town from March 17th to March 26th.
- Director Shaker reminded the Board that the Policy Committee will need to review the Personnel Policy and make a recommendation to the Board at the April Board meeting. The Policy Committee set a meeting date for Monday, April 4th at 11am to review and discuss.
- The Monthly Leadership Meeting at Little Joe's is scheduled for February 26th, Director Shaker will attend. Trustee Broccoli and President Tatro will attend if possible.

Staff Reports

Marketing/Outreach News

- Trivia Night at Beggar's Pizza was a big success with over 40 attendees and 10 teams. We will continue offering this program
- Liz Wetmore and Denise Wargowski recorded a commercial for Channel 6 that features our homebound services.
- Homebound services started and we have made our first delivery and added a new patron.
- The new Booksale area is complete and open for service.

IT News

- Alex Vancina has upgraded all of the Library's computers to Windows 10.
- The Collaboration software is loaded onto our new collaborative workstation; we will begin marketing this in the coming weeks.

Circulation Department News

- The department is now using a new cash register and credit card terminal. This eliminates the cash box that was sitting in plain sight, allows us to process chipped credit cards and streamlines the Thursday cash-drop accounting process significantly.

Adult Services Department News

- The New Releases section will be opening in late February and will include many new "Browse" items. Browse items are new high-demand titles that are not holdable by patrons so when they get checked in they go right back onto the shelf rather than filling a hold, this means more items for patrons to find when they visit the library. Browse items will be in both DVD and Book formats.
- The staff has started tracking unique visits by teen patrons rather than just the total number. Director Shaker shared that this is a result of her concerns that, although we have regular teen attendance at teen programming events, we are not gaining new teen patrons and are serving the same handful of patrons with our services.

Youth Services Department News

- YS staff has completed a revision of the Reference Collection. Many reference items have been moved into the circulating collection and some have been removed entirely. A small collection of "ready reference" is now housed behind the Youth Services desk. The shelves that formerly housed the larger Reference Collection will become home to the magazine collection (in new holders) and the new pop-up book collection.
- Staff is working with the Marketing Manager to create a new display to highlight specific genres in the music collection.

Building and Grounds

- The Maintenance Manager has been working with department managers to address empty shelving and shifting projects.

Statistics

- Director Shaker shared a new graph that the Trustees have in their packets, the graph shows how many of the existing distributed library cards are unexpired. President Tatro asked if they could also see how many cards had been used in a given period of time and Director Shaker indicated that she believed this would be possible and she would include it in next month's packet.
- Director Shaker shared that the circulation statistics for the 15/16 year indicate that we should see an increase in circulation over last year which is not what some other libraries in our area are seeing. Director Shaker also pointed out that the number of visits to the library should also be up for this fiscal year.

Board Reports

- Board members Tatro, Monbrod, Broccolo and Evans attended the Annual Chamber Dinner along with Director Shaker and Staff Liaison Amy Ingalls.

- President Tatro shared that he heard a good speech from local man of the year and Share Fest coordinator Gary Cheney at the Historical Society.

Committee Reports

A. Personnel:

- Will meet Feb. 29th at 1:00

B. Finance:

-Will meet April 4th at 10am

C. Building and Grounds:

-None

D. Policy:

- Will meet April 4th at 11am

E. Fundraising:

Trustee Monbrod shared updates from the Friends group regarding their upcoming Fundraisers including the sign painting on February 19th. The Friends Spring Gala will be sending out fliers on the 15th.

Old Business

- None

New Business

- REVIEW: Serving Our Public Ch. 10 – The Library answers “yes” to all Standards listed in Chapter 10.

Executive Session

None

Trustee Comments

- Trustee Broccolo mentioned a fundraiser for a local family in need at Laraway Lanes – contact Dan Martin for information
- Trustee Podoba mentioned that she attended Trivia Night with a team and had “a blast”
- Trustee Loecke mentioned the Farm Bureau Pork Chop Dinner on March 12th

Adjournment

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at 8:16 p.m. Motion passed with all in favor.

Colette Loecke, Secretary

Respectfully Submitted,
Pilar Shaker
Director, Recording Secretary