



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING March 16, 2015

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:01 p.m., by President Broccolo on Monday, March 16, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Lou Broccolo, Ed Tatro, Linda Evans, Ann Podoba, Colette Loecke, Bonnie Ulstad and Michelle Monbrod (7:15pm)

Absent: None

Staff present: Pilar Shaker, Director, 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 Podoba seconded that the minutes of the February 9, 2015 general and executive meetings be approved. Motion passed by a unanimous roll call vote.

Audience to Visitors

None

Director's Report

- Has everyone signed and returned their Statement of Economic Interest forms? Please notify Pam or Director Shaker.
- Sunday, May 3rd, is the Loyalty Day Parade. Please let Director Shaker know if you will be attending
- Triple Play Concerts will be held on Saturday June 20th, Saturday July 18th, and Saturday September 5th. There was a discussion regarding the library to continue its practice of closing at 2:00 p.m. on these days. The decision and vote has been tabled until the April meeting.
- Management is working on making departmental budget suggestions for next fiscal year.
- Friends of the Library are working hard planning their Spring Arts Festival for April 18th.

Correspondence

- News articles regarding the various library programs that were offered during the Month of February were shared with the board.
- Thank You card from President Broccolo.
- Various SUGGESTIONS from the public.

Treasurer's Report

Trustee Evans moved and Trustee Loecke seconded to approve disbursements for February 2015 in the amount of \$131,330.69 and motion passed by unanimous roll call vote.

Staff Reports

Digital Media Lab News

- February Registrations were 13 new patrons; 167 patron; 69 hours 10 minutes
- Program - Analog to Digital Files Feb. 21st 6 adults in attendance

IT News

- Alex worked diligently to bring the computers back on line and repair the phone system after the electricity went down on Thursday, March 12th.
- We are switching from Faronics to Avast as our antivirus software provider. Avast's Free For Education Program provides their software to school and libraries at no cost. This will save us over \$1,000 a year.
- Alex will be attending the Computers in Libraries conference in Washington, D.C. from April 26th – 29th.
- Alex has applied to San Jose State University's Master of Library and Information Science degree program and intends to begin classes in the fall.

Circulation Department News

- For the month of January twenty-three patron accounts that were in collection were paid Monies collected totaled \$864.95 and materials returned totaled \$524.80
- For the month of February eleven patrons paid \$381.25 in cash, materials returned totaled \$296, and \$45 in fines were forgiven during the Food-for-Fines week.
- The DVD project – Cari was switching the Adult DVD's. The Adult DVD project was finished in February. The Children's DVD switch will start in March.
- Ecommerce (payment option) for the patrons is now available. Fifteen patrons paid \$128.40 in January and seventeen patrons paid \$217.45 in February.

Adult Services Department News

- The use of study rooms has had a large increase of users. A designated "Quiet Area" area may be needed.
- The Fiber Arts Group and Fiction Book Clubs have been moved to Thursday nights.
- Liz Wetmore is redoing tri-folds for AS Business, Subject Guide to Nonfiction and April Poetry Month

Youth Services Department News

- Dana Russell has been chosen to participate in the Illinois State Library's 2015 Synergy Leadership Initiative program. Congratulations Dana!
- 215 children register for Winter Reading, approximately 200 children finished the first level, 140 reached the second level, 120 at the third level and 80-90 completed the program. There were 50 children signed for the Winter Reading Finale party.
- Outreach – Gina and Tanya conducted preschool story times at Marley Preschool.

Café News

None

Board Reports

- Welcome to Pilar Shaker, the new director of the New Lenox Public Library.
- It was decided by the Board to have Cathy Weltsch, Recording Secretary, conduct the roll calls at the regular Board of Trustees Meetings.
- Trustee Broccolo and Co-Director Gilman attended the Leadership Committee luncheon January 23rd at Little Joes.

Committee Reports

A. Personnel:

1. ACTION: Set date for annual review of Personnel Policy

- The Personnel Policy committee will meet on Monday, March 23rd at 7:00 pm

B. Finance:

- None

C. Building and Grounds:

- In packet

D. Policy:

1. ACTION: Set date for annual review of General Policy

- The General Policy committee will meet on Wednesday, March 25th at 3:00 pm

E. Fundraising:

- None

Old Business

A. REVIEW: Teen/Tween Fundraising

- Dana Russell would like to table the decision regarding Teen/Tween Fundraising until the fall so that the group can investigate more opportunities for fundraising.

B. REVIEW: Donation announcements

- This is for large Memorial Donations.
- Post recognition on the website with the donors consent

New Business

A. REVIEW: Serving Our Public Chapter 11, System and ILLNET Membership Responsibilities

- Tabled until the next meeting

B. REVIEW: Rental of Mini-Golf Equipment

- The rental of the library's Mini Golf Course to other libraries was discussed.
- Trustee Monbrod questioned the whereabouts of the donated golf putters.
- What rental fee should be charged? \$400 to \$1600?
- Agreement should have breakdown of what will be charged for broken/damaged equipment
- Mention was made that libraries do not have a budget that can pay a large fee. \$400 would be a fee they could afford.
- Tabled until the fall

C. ACTION: Approval of Teen/Tween Fundraising Plan

- Tabled until the fall

Executive Session

None

Trustee Comments

- Trustee Ulstad mentioned that Plainfield Library uses CardStar, an app which allows the Patron to check out materials, put materials on hold, etc. Requires a special reader.
- Trustee Ulstad cannot access the catalogue on her phone.
- Library Anywhere is an app. that provides these services.
- Director Shaker mentioned that the cost is between \$1500-\$3000 annually.
- Alex will be happy to look into these.
- Trustee Broccolo commented that the exterior/grounds of the library needs:
To have the graffiti removed from the stone by the Patio area and the brick. Also, the trash needs to be emptied more regularly.
- Thanks to Dana, Rose, Pam, Alex, and Dominic for all their help during this transition. Great job all!
- Electrical issue \$2500 - \$3000 no concrete to repair. Director Shaker commented that this cost was better than she anticipated especially since no concrete needs to be torn up. When the wiring was pulled out of the ground the wiring was in very poor condition.

Adjournment

Trustee Loecke moved and Trustee Tatro seconded that the meeting be adjourned at 7:51 p.m. Motion passed by unanimous roll call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Cathy Weltsch
Recording Secretary