



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING March 14, 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 March 14, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Trustee Michelle Monbrod joined at 7:02

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 February 8<sup>th</sup> regular meeting and the February 29<sup>th</sup> Personnel meeting were approved on a motion by Trustee Podoba, seconded by Trustee Broccolo.

### **Audience to Visitors**

- None

### **Correspondence**

- Director Shaker shared a suggestion from a Patron that was put into the suggestion box. The suggestion asked that we consider adjusting the library hours to accommodate individuals who wanted to study past 8pm. The suggestion was made anonymously but also requested a response so the Director's response was posted publicly for several weeks. The response indicated that the library couldn't afford to add hours and "adjusting" hours would mean that we would need to eliminate morning hours, morning hours are extremely busy so this isn't a viable option at the moment.
- President Tatro asked if this was a common request, Director Shaker indicated that this was the first request for an hours "adjustment" in the past year.
- Trustee Broccolo shared that he has observed how busy morning hours are.

### **Treasurer's Report**

- Michael Stubler pointed out that we no longer earn interest on money in accounts that we write checks from as a result of recent changes made by the State.
- Michael Stubler shared that the levy distributions will have a new distribution schedule.
- Impact fees for February were so insignificant that Stubler did not move it into the account as he will wait until there is a more substantial amount.
- Michael Stubler gave the Treasurer's Report explaining the month's (February) income and expenses.
- A distribution check was made out to The Friends of the New Lenox Public Library representing the income made from the Book sale and other Friend's sales so far this fiscal year.
- Trustee Evans moved and Trustee Loecke seconded to approve disbursements for February 2016 in the amount of \$63,857.54 and the motion passed by unanimous roll call vote.

### **Director's Report**

- Director Shaker shared that the Board should be receiving their Statements of Economic Interest in the coming weeks.
- Director Shaker shared that managers are working on their 16/17 budget requests and that she had received preliminary numbers from the county indicating the estimated equalized assessed value and new property values. Using the preliminary numbers Director Shaker has estimated our limiting rate and levy amount; it is falling into the expected range but without at least some of the per capita grant money it is short of the best case scenario that would allow for merit based raises with a 3% high.
- We received word on our second grant application, Autism Welcome Here; we did not receive the grant. Feedback from the grant review committee indicated that they had far more applicants than they expected so the competition was fierce. We have a third grant out now for teen graphic novels and we are working on some grants that take advantage of our Friend's new 501c3 status.
- Director Shaker attended the State of the Village Address and provided the highlights for the Board:
  - New Lenox was the #1 city in Will County for new building permits in 2015; this is good for the library!
  - 40 new business in New Lenox in 2015
  - New developments are coming in 2016 including new businesses and a new train station
  - There were 162 new house permits in 2015 which is up from under 30 six years ago
  - New apartments with just over 200 units coming on Rt. 30
  - Praise for the current Lincolnway Superintendent who is struggling with financial issues

### **Up-Coming**

- We are signed up for the Loyalty Day Parade on May 1; we have new logo/advertising materials.
- As far as we know the French Market will not be happening this year, if it does happen the library will not participate
- Director Shaker reminded the Board that she will be out of town from March 17<sup>th</sup> to March 26<sup>th</sup>.
- 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 4<sup>th</sup> at 11am to review and discuss.
- The Finance Committee will meet on April 4th
- The Monthly Leadership Meeting at Little Joe's is scheduled for March 25<sup>th</sup>, Trustee Broccoli will attend.
- The Spring Gala is happening on Saturday April 23<sup>rd</sup>
- Trustees discussed continuing education opportunities and decided to pick some of the RAILS provided trustee training video clips at future meetings, Director Shaker will provide more information on those at the next meeting.

## **Staff Reports**

### **Marketing/Outreach News**

- We are heavily promoting a database called Lynda.com because we feel that it is a valuable resource but patrons don't seem to be picking up on it. If interest doesn't increase we will eliminate the database but we want to make sure that we have marketed it well before we "pull the plug" on it.
- We've done several interviews for Channel 6 and that seems to be a relationship that we can continue to build on.
- We received great community response and feedback on our website survey

### **IT News**

- The Collaboration software is loaded onto our new collaborative workstation; we will begin marketing this in the coming weeks.

### **Circulation Department News**

- Congratulations to a new grandbaby for Clerk Rose Lenz!

### **Adult Services Department News**

- The New Releases area is now open, we have received positive feedback and no complaints
- Homebound service is now reaching five patrons, we consider it a great success thus far
- Staff is looking into use of the Digital Media Use and traffic to determine if it would be worthwhile to open use up to non-New Lenox patrons (PrairieCat Patrons).
- Trivia night had another good turnout, it is a popular off-site program
- President Tatro asked about the Tax Assistance volunteers as we have had some communication issues in the past – generally things are going well.

### **Youth Services Department News**

- A new seating area has been created by the YS desk with the new shelving unit that houses the new pop-up book collection funded by the Wilhelm Estate distribution. The new seating area also contains the YS periodicals in their new acrylic display holders.

### **Building and Grounds**

- The Maintenance Manager has been working with Rick Cortez, the artist who built our YS tree, to coordinate the new bench structure that was funded by the Wilhelm Estate distribution.

### **Statistics**

- Director Shaker shared that circulations will certainly surpass last year's numbers as will patron visits and program attendance.
- Director Shaker shared some of the new statistics regarding card usage; of the approximately 17,000 NLPL library cards only about 12500 are unexpired and "usable." In the month of February approximately 1500 unique NLPL cards were used to check out approximately 15,000 items.
- Patron interactions are down but this can be reflective of good signage and good instruction

### **Board Reports**

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### **Committee Reports**

#### **A. Personnel:**

- The Personnel committee met to discuss the merits and drawbacks of using a merit based raise structure rather than a flat rate raise if money allows.

#### **B. Finance:**

- Will meet April 4<sup>th</sup> at 10am

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

- The flower plots in front of the entrances need to be fertilized for the flower donation

#### **D. Policy:**

- Will meet April 4<sup>th</sup> at 11am

#### **E. Fundraising:**

- Director Shaker shared the legal issues impeding the library from serving, transporting or housing liquor in the building. We assume that the relevant Bill will pass and become effective for next year's Gala but for this year we are unable to serve alcohol in the library.
- Trustee Monbrod shared that the Mayor has offered to allow the Gala to be held in the Village Hall so that alcohol can be served.

### **Old Business**

- None

### **New Business**

- REVIEW: Serving Our Public Ch. 11 – The Library answers "yes" to all Standards listed in Chapter 11.

### **Executive Session**

None

### **Trustee Comments**

- Trustee Broccolo mentioned that the New Arrivals area looks very nice
- President Tatro shared that on his recent trip to Seattle he visited the Seattle Public Library and was very impressed with the architecture and overall impact of the facility. The Kirkland library was also a stop on his trip and was also very impressive. President Tatro shared that he observed that both libraries were dealing with a significant homeless population and that they both had New Book areas right at the front of their buildings.

### **Adjournment**

Trustee Broccolo moved and Trustee Loecke seconded that the meeting be adjourned at 8:02 p.m. Motion passed with all in favor.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary