



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING April 20, 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, April 20, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, and Illinois

Present were Trustees: Lou Broccolo, Ed Tatro, Ann Podoba, Colette Loecke, Bonnie Ulstad and Michelle Monbrod (7:07pm)

Absent: Linda Evans, Trustee

Staff present: Pilar Shaker, Director, Pam Anderson, Business Manager, Alex Vancina, IT Manager, and Cathy Weltsch, Recording Secretary

New Trustees

President Tatro asked Trustee Broccolo to swear the newly re-elected board members; Trustee Loecke and Trustee Podoba recited their oath of office.

Minutes

Trustee Loecke moved and Trustee Tatro seconded that the minutes of the March 16, 2015 general and executive meetings be approved. Motion passed by a unanimous roll call vote.

Officer Election

Trustee Podoba nominated Trustee Tatro as President. Trustee Loecke seconded the motion. Trustee Tatro was elected President by majority voice vote.

Trustee Ulstad nominated Trustee Evans as Vice-President. Trustee Loecke seconded the motion. Evans was elected Vice-President by majority voice vote.

Trustee Ulstad nominated Trustee Loecke as Secretary. Trustee ----- seconded the motion. Trustee Loecke was elected Secretary by majority voice vote.

Trustee Ulstad nominated Trustee Podoba as Treasurer. Trustee Tatro seconded the motion. Podoba was elected Treasurer by majority voice vote.

Committee Assignments

President Tatro appointed committees as follows:

Personnel – Trustee Monbrod, Trustee Loecke, Trustee Evans, and Trustee Tatro

Policy – Trustee Monbrod, Trustee Ulstad, Trustee Broccolo, and Trustee Tatro

Finance – Trustee Podoba, Trustee Ulstad, Trustee Evans, and Trustee Tatro **Finance Committee meeting date is set for Monday, May 18, 2015 at 6:00 p.m.**

Building and Grounds – Trustee Broccolo, Trustee Loecke, Trustee Podoba, and Trustee Tatro **Building and Grounds Committee meeting date is set for Monday, May 4, 2015 at 1:00 p.m.**

Fundraising – Committee of the whole.

Audience to Visitors

Liz Wetmore, Marketing Manager – talk about the plans for the library branding project. She presented a Draft of the stationary, envelopes, name tags, logo for website, etc. showing an Arts and Crafts Movement and Prairie theme. The color, format, and uniformity will follow through so that there will be consistency (Brand recognition) throughout. As the existing supplies are depleted, supplies with the new logo will be ordered.

Director's Report

- Management Team recommended an additional change to the Meeting Room Policy requiring public groups to finish up by 7:00 p.m. Groups wishing to stay later can use the Board Room. This has been tabled until the next board meeting (May 18, 2015)
- The upcoming Staff In-Service day will be postponed until **Friday, August 7, 2015**. We will be participating in a group In-Service with other area libraries to take advantage of our pooled resources. The theme is Marketing and will be held at the Coal City High School Auditorium. More information to follow.
- A FOIA request from the Business Reporter of the Chicago Tribune was received requesting specifically for IMET statements for the months of 9/2014-3/2015.
- The 15/16 Budget draft is completed and ready for review by the Finance Committee in May.
- Alex has created NLPL email addresses for Board officers to use for any official conversations.

Correspondence

- News articles regarding the various library programs that were offered during the Month of March was shared with the board.
- Thank You card from former Director Kate Hall.
- Various SUGGESTIONS from the public.

Treasurer's Report

Trustee Broccolo moved and Trustee Podoba seconded to approve disbursements for March 2015 in the amount of \$171,317.88 and motion passed by unanimous roll call vote.

Staff Reports

Digital Media Lab News

- March Registrations were 5 new patrons; 172 patron; 104 hours 40 minutes
- Appointments Requested - 26
- Program Attendance - BrushBots March 10 2 adults
- Analog (Vinyl, Cassette, VHS) to Digital Files March 20 0 attendance

IT News

- Andromeda Technology Services has finished repairing the phone system.

- Alex will be attending the Computers in Libraries conference in Washington, D.C. from April 26th – 29th.

Circulation Department News

- April - nineteen patron accounts that were in collection were paid
Monies collected totaled \$790.60 and materials returned totaled \$328.00
- For the month of April patrons paid \$260.60 for late fees, and lost or damaged materials online.
- Cari and Jennie took the Decision Center training from PrairieCat. Decision Center will replace the Reporter which compiles monthly statistics.
- Cari is working on switching the Youth DVDs from the cases to the sleeves. A volunteer is removing the jackets from the cases for possible future copying.
- Staff has starting taping the edges of paperback books and recovering older books which will allow the print collection to last longer.

Adult Services Department News

- Monica Waligorski will be attending meetings with the IRS on a joint IRS/Library committee to determine what is in the best interest for libraries regarding tax forms.
- Discussion regarding the display cubes on the first floor – New Fiction will be on these cubes and Non-Fiction will remain upstairs.
- Director Shaker will look into decreasing floor space in the “Friends Books” area

Youth Services Department News

- Dana Russell conducted a presentation at Nelson Ridge School on the database which is available to children
- Liz O’Neill presented 2 programs for Girl Scout Troops. One was an introduction to the library/services and the other was a computer badge presentation.
- Summer Reading Program - Letters have been sent to prospective donors. Also, notification to schools re. SRP Promotional visits.

Café News

None

Board Reports

None

Committee Reports

A. Personnel:

- **ACTION: Approve Personnel Policy updates**
Trustee Broccolo motioned and Trustee Podoba seconded to approve the Personnel Policy updates. Motion passed by unanimous roll call vote.

B. Finance:

- Action Item 11-K

C. Building and Grounds:

- The Building and Grounds Committee has set a date of Monday, May 4th at 1:00 p.m.

D. Policy:

- **ACTION: Approve General Policy updates**

Trustee Podoba motioned and Trustee Loecke seconded to approve the General Policy updates. Motion passed by unanimous roll call vote.

E. Fundraising:

- None

Old Business

A. REVIEW: Mini golf supply rental options

Trustee Ulstad motioned and Trustee Podoba seconded to approve a rental fee of \$300 for Mini golf supplies to other libraries. Motion passed by unanimous roll call vote.

B. ACTION: Approve Triple Play early closing

- Trustee Broccolo motioned and Trustee Monbrod seconded to have the library close at 2:00 p.m. for the Triple Play programs. Motion passed by roll call vote. Trustee Ulstad abstained.

C. Our place in the Loyalty Day Parade.

- Loyalty Day Parade will be held on Sunday, May 3rd. There will be 2 cars, 15 staff and families, and board members attending. Fulltime staff who participates will receive 1 Floating Holiday and Part-time staff will also be compensated.

D. SOEI forms are due.

- All forms have been received

New Business

F. REVIEW: Serving Our Public 2.09, Chapter 11 System and ILLINET Membership Responsibilities

- The library has met all compliances

G. REVIEW: This year's budget will need to address coming changes to the forthcoming changes to minimum wage

H. REVIEW: Annual Library Closed Holidays and Vacation and Sick Accrual

- Director Shaker has contacted other library districts in the region and has not gotten any standard policies for Annual Library Closed Holidays and Vacation and Sick Accrual. The libraries are not consistent.

I. REVIEW: Board Officer Email accounts

- Alex has established email accounts for the board officers

J. ACTION: Approve Updated Library Insurance

- Trustee Monbrod motioned and Trustee Loecke seconded the approval of the updated Library Insurance. Motion passed by unanimous roll call vote.

K. ACTION: Set date for Finance Committee to review draft budget

- Trustee Monbrod motioned and Trustee Ulstad to set the date for the Finance Committee to review the draft budget on Monday, May 18th at 6:00 p.m. Motion passed by unanimous roll call vote.

Executive Session

Trustee Monbrod motioned, Trustee Broccolo seconded to go into Executive Session at 8:45 p.m. pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion passed by unanimous roll call vote.

Trustee Broccolo motioned, Trustee Monbrod seconded to come out of Executive Session at 8:55 p.m. pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion passed by unanimous roll call vote.

Trustee Comments

- Director Shaker and Trustee Broccolo attended the monthly leadership meeting at Little Joes on May 27. There was a presentation by the folks from “In Our Community” introducing attendees to the concept of “tiles” on websites. Patron clicks on tile to see points earned from an assortment of activities. Points go towards discounts for businesses in area. Concern is the library doesn’t want to be a source of ads for other businesses (isn’t supposed to be this way). Positive is that this could be a potential plus for future referendum.

- Trustee Podoba mentioned that a sprinkler in the ceiling upstairs in Adults is broken and needs to be repaired. Dominic will look into.

Adjournment

Trustee Broccolo moved and Trustee Ulstad seconded that the meeting be adjourned at 9:05 p.m. Motion passed by unanimous roll call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Cathy Weltsch
Recording Secretary