



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING April 11, 2016

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:02 p.m., by President Tatro on Monday April 11, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Trustee Linda Evans joined at 7:22

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 March 14<sup>th</sup> regular meeting and the April 4<sup>th</sup> Policy and Finance meetings were approved on a motion by Trustee Loecke, seconded by Trustee Podoba.

### **Audience to Visitors**

- None

### **Correspondence**

- Director Shaker shared the recent published ad from the Trader and the Youth Services Summer Reading Guide that was produced by Liz Wetmore with in-house design work that fit with our library colors.
- Trustee Broccolo shared news of a fundraiser for a local family happening on Saturday, April 16<sup>th</sup>.

### **Treasurer's Report**

- Michael Stubler reminded the Board that the levy distributions will have a new distribution schedule in the new fiscal year that reduces the number of distribution from fourteen to twelve over the course of ten months.
- Michael Stubler pointed out that the Contingency line expenditures is reflective of expenditures from the Wilhelm Estate distributions.

- Michael Stubler pointed out that we will be over on our Electricity and Gas lines this year due to increases in delivery fees.
- Michael Stubler gave the Treasurer's Report explaining the month's (March) income and expenses.
- Trustee Podoba moved and Trustee Monbrod seconded to approve disbursements for March 2016 in the amount of \$78,856.32 and the motion passed by unanimous roll call vote.

### **Director's Report**

- Director Shaker shared that the Board should have received their Statements of Economic Interest; Trustee Podoba has not received hers and stated that she would stop by the county offices to pick one up in person.
- Director Shaker shared the Triple Play Concert dates and noted that one of the six concerts is being held on a Friday. Nobody from the Village ever contacted the library regarding dates or plans for use of our parking lot or other spaces. Director Shaker shared that she feels that the library should be included in the planning process as the library and its services are significantly impacted by the concerts. President Tatro suggested that we send a letter on behalf of the Board asking that future concert dates be provided to the library ahead of time and asking if the Village would object to the library remaining open for Saturday concert dates. The Board discussed the possibility of remaining open during Saturday concerts anticipating that some people may try to sneak into the concert from the library or vendors may try to use the restrooms and facilities.
- Director Shaker asked if the Board was comfortable with staff members listening to the concert from the second floor of the building as a perk for staff. Director Shaker shared that the Village has told us not to do this in the past because Village employees aren't permitted.
  - Several Board members objected to having staff in the building as it might send a bad message to the community that library staff gets to listen to the concert for free.
  - Trustee Broccolo thought having staff in the building was a nice idea
  - Trustee Podoba thought patrons might recall this special privilege in a negative light should we ever go to referendum
- Trustee Broccolo moved and Trustee Monbrod seconded a motion to close at 2pm for all of this year's planned concert dates, the motion passed with 6 yes votes and 1 Abstention from Trustee Ulstad.
- Director Shaker shared that library fines and dues are no longer allowed to be reported to credit agencies. Currently the library contracts with a third party to pursue long standing fines and to report those patrons to the crediting agency if they don't get paid. If recovery of those fines/dues drops significantly as a result of no longer being able to tell people that not paying will negatively impact their credit we will cancel our contract with the third party company.

- Director Shaker has received the State's commitment letter for the annual Per Capita grant. The grant is being funded at .77 cents per person, last year we received 1.25 per person so we are only receiving about 67% of the expected total. Our Per Capita Grant for this year is 28,404. Director Shaker warned that the money may take a long time to arrive due to a backlog in payments from the State.
- Our lawyer, Kathy Henn, is no longer with KTJ so we will be hearing from the Attorney that will be taking over our account shortly.

### **Up-Coming**

- We are signed up for the Loyalty Day Parade on May 1; we have about 10 staff members signed up to march and have ordered beads to throw to the parade watchers.
- The Spring Gala is happening on Saturday April 23<sup>rd</sup>
- Trustees discussed continuing education opportunities and decided to watch one of the RAILS provided trustee training video clips at the next three meetings starting with the Reviewing the Director video in May.
- Director Shaker met with a muralist who wants to paint a mural in the library; the muralist was informed that there was no money in the budget for a mural at this time. Michelle Monbrod suggested at the time of the meeting that the Board may want to consider using Wilhelm Estate money for something like this so Director Shaker informed the muralist that she would bring the idea to the Board and that if they were interested he would be welcome to present his ideas at the May meeting. The Board agreed that it wasn't something they wanted to pursue right now and that they would be interested in receiving multiple bids if and when it became something they wanted to consider. Director Shaker will contact the muralist and let him know.

### **Staff Reports**

#### **Marketing/Outreach News**

- We received great community response and feedback on our website survey and the committee is now putting the feedback together and working out a plan for the update.
- Use of our digital magazines and Lynda database has increased due to ongoing promotion
- We attended the Business Expo and spoke with many patrons and have several upcoming community events
- Liz is working on the Summer Reading guides and promotions

#### **IT News**

- Alex purchased several new power strips that have usb ports and patrons immediately began using those throughout the library.

#### **Circulation Department News**

- Long-time page Noel Boland will be leaving to start an internship with Argonne National Laboratories, she will be missed. Noel's hours will be split between existing pages.
- Volunteers are being trained in preparation for summer reading.

#### **Adult Services Department News**

- The last senior tax day is this Friday the 16<sup>th</sup>
- They have also been promoting patron use of our Lynda database and digital magazines
- AS staff is planning their Summer Reading programs and activities

#### **Youth Services Department News**

- The new magazine/pop-up book area is complete and being enjoyed by patrons. The bookshelf tops were created in-house by Dominic and look great. The sofas could use a re-covering or throw to cover faded areas.

#### **Building and Grounds**

- The new Friends storage closet is ready for use with new shelves.

#### **Meetings/Workshops**

- Director Shaker shared that she attended a workshop on Municipal Finance that provided lots of insight on the Municipal Bonding/lending process.

#### **Statistics**

- Director Shaker shared that circulations will certainly surpass last year's numbers as will patron visits and program attendance.
- Director Shaker shared card usage statistics including total cards, unexpired cards and unique monthly uses.
- Patron interaction numbers appear to be significantly off and Director Shaker is attempting to find the error as she doesn't believe that they are accurate.

#### **Board Reports**

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#### **Committee Reports**

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

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

- Met on the 4<sup>th</sup> to review and discuss the draft budget. Director Shaker pointed out which items on the budget have changed since the meeting; several items were added to the project list for the B&G Reserve Fund including paint and trim work for the second floor and funds for a fire panel should our aging panel fail.
- Trustee Broccolo questioned why there wasn't budget included for landscaping outside of the general maintenance. Director Shaker shared that she didn't feel like it was a financially sound decision to make changes to the landscaping if the changes were going to need to be updated annually; she feels that whatever changes are made should be long-lasting. President Tatro suggested that it might make more sense to use this year's contingency funds to address some landscaping issues. Director Shaker shared that she's hoping to save money every year for our reserve fund in anticipation of a time when the B&G reserve is no longer viable. The Buildings and Grounds committee will meet to discuss inexpensive plans that might come out of this year's contingency line.
- Director Shaker pointed out the budget changes that were shared at the Finance Committee meeting
- A motion to approve the working budget was made by Trustee Podoba and seconded by Trustee Evans, the motion passed on unanimous roll call vote.

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

- Will meet after Trustee Broccolo hears back from his friend who is planting flowers for him

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

- Met April 4<sup>th</sup> and reviewed the suggested policy updates.
- Discussion over the display case policy was had to address recent complaints from a patron who objected to religious groups putting up displays. The Policy Committee suggested that the display cases be reserved for internal use only with the understanding that patron displays could be solicited for special use. President Tatro opposed to the display cases being removed from use by the public. Trustee Loecke was concerned about adding to the workload of staff. President Tatro suggested that the library come up with a theme every month and then patrons with items that fit the theme would be welcome to use the case. Director Shaker shared concerns with the theme idea taking up quite a lot of staff intervention. President Tatro expressed concerns about the display case being used as a marketing tool for the library; he thinks it is more interesting and beneficial for patrons if it's available for public use.
- The Board discussed the policy concerning whether or not staff should get paid if the library closes early or opens late due to weather or unforeseen circumstances and they do not have to work their shift. Director Shaker shared that the policy has always said that staff that do not come in should not get paid but she learned that the policy has not been enforced so staff that were told not to come due to an emergency closing were still getting paid. Director Shaker shared that the Management Team felt that staff should get paid in the case of unforeseen closings as those staff members had set the time aside to work and the library has set the money aside to pay them and the loss of hours is outside of their control. Board members felt that it is better to allow staff to make up lost hours at another time; Director Shaker stated that we can and do make an effort to allow people to make-up hours but we can't promise that it will always work out. The question of whether a part-time employee should get paid for their entire shift if they are sent home early due to a weather closing was also discussed. The Board felt that part-time staff should only get paid for the hours that they actually work.
  - The Board agreed to adopt a policy that states that part-time staff will be paid only for hours actually worked and not paid if they are sent home early, arrive late or do not come at all as a result of an unforeseen closing or late opening.
  - A motion was by Trustee Podoba to approve the policy changes recommended by the Policy Committee including the discussed display case policy and the discussed emergency closing policy; the motion was seconded by Trustee Loecke and passed on a unanimous roll call vote.
- The Board reviewed Director Shaker's updated collection development policy which includes a community profile and updated collection and weeding standards.
  - A motion was made by Trustee Broccolo to approve the policy; the motion was seconded by Trustee Monbrod and passed on a unanimous roll call vote.

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

- Trustee Monbrod shared that the Spring Gala planning is going well, food from many restaurants is lined up and they have made nearly \$700 on the Disney raffle basket.

### **Old Business**

- None

### **New Business**

- The Board approved the summer in-service closing date for 8/5; the staff will receive active shooter training.
  - The motion was made by Trustee Evans and seconded by Trustee Ulstad it passed with all in favor.
- REVIEW: Serving Our Public Ch. 12 – The Library answered no to two of the listed Standards; a prioritization list and providing copies of the emergency manual to community safety personnel. The Board agreed to give a copy to Officer Dan Martin, Community Safety Officer.

### **Executive Session**

None

### **Trustee Comments**

- Trustee Monbrod mentioned that the Old Plank Trail Bank donated 500.00 to the Spring Gala
- Trustee Podoba mentioned that the Oak Park Public Library discovered a deceased patron in their bathrooms on the morning of 4/11.

### **Adjournment**

Trustee Broccolo moved and Trustee Evans seconded that the meeting be adjourned at 8:57 p.m. Motion passed with all in favor.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary