



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING May 18, 2015

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by Vice-President Evans on Monday, May 18 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Linda Evans, Lou Broccolo, Ann Podoba, Colette Loecke, Bonnie Ulstad, and Michelle Monbrod

Absent: President, Ed Tatro

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

Minutes

Trustee Broccolo moved and Trustee Podoba seconded that the minutes of the April 20, 2015 general meeting, with correction, and executive meeting be approved. Motion passed by a unanimous roll call vote.

Audience to Visitors

None

Director's Report

- Staff evaluations are due in June. Director Shaker suggested because of her short time here, that evaluations should be establishing goals for the staff to work on for the coming year. She also suggested that the board use her evaluation to establish priorities/goals for her in the coming year.
- Dana Russell will be visiting the new site for the French Market (the train station) on June 6th to see if this location will be worthwhile for our visits. She will be walking around handing out materials for the library. Concern is that the commuter demographics would be different than at the old location so not as many residents would be enticed to visit the library. Trustee Broccolo visited the market last Saturday and was not impressed with the site. There didn't seem to be as many booths and tables and didn't seem any bigger than the previous site.
- There have been two occurrences with patrons at the library recently, on Friday, May 1st and Monday, May 4th. Director Shaker spoke to the police department on how to best handle these situations. The board has agreed to make an appointment with the police department to establish a protocol for the library and the police to work jointly together.
- The PrairieCat Delegates meeting highlights – 8 Rivershare libraries are considering rejoining PrairieCat. This would be a benefit to NLPL because it would be a cost reduction for our fees and PrairieCat is considering a 5% cap on rates as an incentive.

- JSIP will be sending a reimbursement check for insurance pool funds that were overpaid. This will be included in the 2015/16 budget.

Correspondence

- News articles regarding the various library programs that were offered during the Month of April was shared with the board.
- Thank You letter of appreciation from Rita Larson for adding the new Digital Media Lab and to Ashley Middleton for all her help.
- Various SUGGESTIONS from the public.

Treasurer's Report

Trustee Loecke moved and Trustee Monbrod seconded to approve disbursements for April 2015 in the amount of \$138,492.92 and motion passed by unanimous roll call vote.

Staff Reports

Digital Media Lab News

- Per Rose Gilman, Adult Services Manager email, none to report for April.

IT News

- IT Manager, Alex Vancina, signed a 2-year Internet service contract with Comcast. The new monthly rate will be \$122.80/mo the first 12 months, down from the previous monthly rate of \$214.90. After the first year the monthly rate will increase to \$152.80 for the remainder of the contract.
- We will be licensing EnvisionWare's MobilePrint module for LPT:One next fiscal year, which will allow patrons to submit print jobs from their laptops, mobile devices, or home computers. The cost will be \$750 a year.

Circulation Department News

- Sixteen patrons with accounts in collection paid \$755.64 in fees and returned materials (\$60.00) to New Lenox, and \$91.42 in returned materials to the Mokena Library.
- The library received a payment of \$606.45 for the months of January-March from patrons paying fees through Ecommerce which is online. In April, patrons paid \$193.34 through Ecommerce. The library is now receiving late fees from other library's patrons when New Lenox items are returned. Payment is received quarterly from Ecommerce.
- The DVD sleeve project is completed and any DVD's still checked out be switched when returned.
- The Pages are shelf reading in anticipation of the start of the Summer Reading Program.

Adult Services Department News

- All new fiction books have been moved to just downstairs. The patrons are responding well to its new location. All new non-fiction books will remain upstairs for now.

Youth Services Department News

- Dana Russell and Tanya Van Ham met with the Park District to discuss bringing a modified version of the libraries Summer Reading Program to the Park District this summer.

- Dana also met with a representative at Tiny Treasures and Kindercare about doing the same. Youth Services will be taking the Summer Reading Program to all three locations. This will provide a service to children who may not be able to participate at the library during the summer.
- Gina Linko conducted story times at the Park District for 187 children at the end of the month.
- Gina Linko has turned in her resignation and her last day was April 24th. Dana is currently interviewing to fill that position.

Building and Grounds

- The ice damage has been repaired to the gutters
- New Snow Guards were installed on two roof sections. This should minimize “snow avalanches” in these areas. Additional sections will need to be replaced in the future.
- K&S Landscaping has been chosen to provide the library with weekly lawn maintenance.
- The new light weight chairs are being used in the A/B meeting rooms.
- Maintenance assisted with the Spring Arts Projects as directed.
- Furniture and shelving have been moved as directed in the Adult Services Office.
- Graffiti/Vandalism: The window next to the entrance door on the South side of the building was broken by vandals. A replacement has been ordered.
Several doors and benches had graffiti on them. This has been removed.

Café News

None

Board Reports

None

Committee Reports

A. Personnel:

- None

B. Finance:

- None

C. Building and Grounds:

REVIEW: The Building and Grounds Committee met on May 1st and toured the library property.

Noted were:

- 3 dead trees need to be taken out
- A number of rose bushes need to be taken out and replaced with grass seed/sod to eliminate the muddy area. A different type of bushes were considered for the area
- The landscaping work will start on the east side of the building this year
- There is \$5,000 in the budget to cover this

ACTION: Trustee Podoba moved and Trustee Loecke seconded that the minutes of the May 1, 2015 Building and Grounds Committee minutes be approved. Motion passed by a unanimous voice call vote.

D. Policy:

- None

E. Fundraising:

- None

Old Business

A. REVIEW: Triple Play request from the Village

- The Village recommended that the library close early (2:00 p.m.) for the Triple Play series this summer. The board agreed with this decision.

B. REVIEW: Mini-Golf rental agreement

- A Draft of the Rental Agreement was presented to the board.

HIGHLIGHTS:

- Rental will only be available to other Illinois libraries, their Associated Library Foundation or Their Friends of the Library group

- The rental is for a max of three consecutive days at a fee of \$300 for each three day rental

-A correction under "What you are renting" is **18** (not 17) 4ft. X 2ft. raised, carpet platform "holes" with ball cup and under "What you need to supply" - **DELETE** Material to construct your own 18th hole for the end of the course

Corrections will be made and the Rental Agreement will be presented again at the June 15th board meeting.

New Business

F. REVIEW: Serving Our Public Chapter 1

- The board reviewed Serving Our Public Chapter 1 and found that all standards have been met with **Core 13** – Mission Statement question "Do we have"? The Mission Statement was located so Core 13 is in compliance.

Core 23 – Every five years does the library conduct a review to determine if the library is providing collections and services . . . "Has this been done? The director will confirm that this is in compliance and bring back to the board.

G. REVIEW: Friends Book Sale Area

- Tabled for further discussion.

H. REVIEW: Meeting Room Policy

- The board would like to further discuss the changes and how they will the patron's use of the meeting rooms.

I. REVIEW: Board Email Accounts

- Alex has updated the board email accounts to reflect the new officers; Director Shaker suggests that the officers begin using these accounts when exchanging board related emails.

J. ACTION: Appoint two trustees to review Closed Meeting Minutes

- Trustee Broccolo moved and Trustee Monbrod seconded that at the direction of the board, Director Pilar will review Closed Meeting Minutes and report the status back to the board. Motion passed by a unanimous voice vote.

K. ACTION: Set Meeting Dates for next Year

- Trustee Loecke moved and Trustee Monbrod seconded to approve the FY 2015/16 Board Meeting calendar. Motion passed by a unanimous voice call vote.

L. ACTION: Approve Nonresident Fee

Trustee Loecke moved and Trustee Monbrod seconded to approve the new Nonresident Fee from \$220 to \$225. Motion passed by a unanimous roll call vote.

Executive Session

None

Trustee Comments

- Trustee Broccolo mentioned that he saw Cindy Hastert on the trail. She was the previous Recording Secretary for the board.

- Director Pilar mentioned that the board members need to re-certify their Open Meeting Certification for this year. This should be done each year. (This can be done online).

Adjournment

Trustee Podoba moved and Trustee Broccolo seconded that the meeting be adjourned at 8:14 p.m. Motion passed by unanimous voice call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Cathy Weltsch
Recording Secretary