



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING May 09, 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 May 9th, 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

Michelle Monbrod joined the meeting at 7:07

Absent: Linda Evans

Staff present: Pilar Shaker, Director and Recording Secretary, Michael Stubler, Business Manager, and Alex Vancina, IT Manager

Visitors: None

Minutes

- Meeting minutes from the April 11th regular meeting were reviewed, two spelling errors were corrected; the minutes were unanimously approved on a motion by Trustee Podoba, seconded by Trustee Ulstad. The May 1st Buildings and Grounds Committee meeting minutes were unanimously approved with two spelling errors corrected on a motion by Trustee Broccolo, seconded by Trustee Loecke.

Audience to Visitors

- None

Correspondence

- Director Shaker shared the Patriot's article from the Spring Gala along with an official letter from Representative Bill Foster commemorating National Library Week
- Director Shaker shared two comments from the Suggestion box, one regarding a broken toilet and one asking for Sunday hours. Both were anonymous and were responded to by the Director on the Suggestion Board.
- Director Shaker shared a letter from the Illinois Department of Revenue indicating that in 2014 Corporate Property Replacement Taxes were overpaid and the error was going to be rectified through the garnishing of future payments. Our payments are received via the Township, the Township was overpaid by approximately \$4400.00 and about 46% of that is ours. Future payments will be slightly lower until the money is paid back.
- Director Shaker shared the comments that were collected in honor of National Library Week, we asked patrons to tell us why they loved the library and each comment was

put into a drawing for a gift basket. All of the comments were very supportive and positive.

Treasurer's Report

- Mr. Stubler pointed out that the month's numbers are a bit low because we expect at distribution shortly
- Developer Fees and B&G Fees were strong meaning that development is happening in our District
- Utilities are over budget due to unexpected increases in delivery fees and price hikes. ComEd's billing cycle has changed so we didn't pay them this month
- We are functioning slightly under budget for where we are in the year
- Mr. Stubler has added a payroll expense sheet to the report packet. Trustee Broccolo asked how much of the budget goes to payroll, Director Shaker share that the payroll accounts for about \$960,000 of the overall budget.
- Mr. Stubler mentioned that he paid \$8049.00 to The Friends of NLPL, money we collected on their behalf from the Spring Gala and book sale.
- Trustee Loecke moved and Trustee Monbrod seconded to approve disbursements for April 2016 in the amount of \$44,576.71 and the motion passed by unanimous roll call vote.

Director's Report

- Director Shaker verified that all Board members had filed their Statements of Economic Interest to the County.
- Food for Fines is coming up and the Circulation Manager has suggested June 6-11 coinciding with Summer Reading. The suggested limits are \$5.00 per item up to a maximum of \$15.00.
- Director Shaker shared that she had submitted her name as a candidate for the RAILS Board and that she has been asked to serve as the LACONI Administrator's Vice President.

Up-Coming

- The Director's evaluation should be completed by June 30th and Director Shaker has her Goals report prepared for the committee and will provide that once the committee has set a meeting date.

Staff Reports

Marketing/Outreach News

- Liz is focusing on preparing for summer reading in both departments but has made some very unique and fun marketing materials for YS.
- Yard signs have been ordered as a promotional prize for YS Summer Reading, the first 250 registrants will get a yard sign.

IT News

- Alex is evaluating event registration software to see if there is a better option available for us. Trustee Monbrod inquired about Alex building his own software and Alex shared that doing something like that would require several additional employees.

Circulation Department News

- The annual patron purge was completed so we have eliminated long expired cards from our total, we dropped about 2000 cards.

Adult Services Department News

- We did not win the Graphic Novel grant that we applied for and we were not able to get a response to an inquiry requesting feedback on our application
- Ashley Middleton has received a scholarship to attend a Design for Learning program, the scholarship is worth \$1000.00 and we're very proud of her.

Youth Services Department News

- A fun new program called Tinker Lab has started with Carolyn Boyer in YS, this month the kids took apart old electronics to see how they work.

Building and Grounds

- All of the monthly maintenance went as expected

Meetings/Workshops

- Director Shaker pointed out all of the visits being made for summer reading preparations and the Directors meeting she's been attending. Dana Russell met with a Lowes representative to discuss a donation for our Summer Reading children's garden.
- Trustee Broccolo asked about the last Trivia Night, Director Shaker shared that one of the regular teams was absent and there was some controversy over scoring.

Statistics

- Director Shaker made corrections to the Patron Interactions statistics so that it is now showing accurate numbers
- Director Shaker pointed out the dip in overall cards due to the patron purge
- Director Shaker pointed out that the unexpired cards report is holding steady and our unique monthly users is strong

Board Reports

- President Tatro shared that he thinks that the display case looks very nice. The display is by the new Orthodox Church. Director Shaker shared that the Priest and one of his parishioners came in to discuss what should go into the display and the purpose of making the displays available for all community groups including religious groups. The Priest was very supportive of the idea of all different religious groups taking advantage of this resource.

Committee Reports

A. Personnel: The committee agreed to meet on Thursday, May 19th at 2:30

B. Finance:

C. Building and Grounds: Trustee Broccolo reported that some of the flowers have been planted and mulch will need to be laid. Dominic will be provided with the mulching directions

D. Policy:

E. Fundraising: Trustee Monbrod suggested that Sunday October 30th is a by-week for the Chicago Bears so that would be an ideal date for the Mini-golf fundraiser. Director Shaker shared that Dominic is working on an official 18th hole. Trustee Podoba suggested that we think

of a new location for the 18th hole or build the hole in a way that guides the ball down the stairs more slowly so that the ball doesn't shoot across the lobby.

Old Business

- None

New Business

- On a motion by Trustee Podoba and seconded by Trustee Ulstad the new Non-Resident fee of \$230.00 was approved by a unanimous roll call vote. The fee is calculated using a formula provided by the state
- On a motion by Trustee Loecke and seconded by Trustee Monbrod the Board unanimously approved the Food for Fines dates of June 6-11 and rate of \$5.00 per item up to \$15.00 per person.
- REVIEW: Serving Our Public Ch. 1 – The Library reviewed the introduction to the handbook
- The Trustees watched and 8 minute video from RAILS on the process of evaluating the Director. The Board agreed to watch the video on Board self-evaluation next month.

Executive Session

Trustee Monbrod moved to enter executive session at 8:09pm the motion was seconded by Trustee Ulstad. Executive Session was entered to review the closed meeting minutes for the past six months.

Trustee Monbrod moved to exit executive session at 8:12pm, the motion was seconded by Trustee Podoba

- Following executive session Trustee Loecke moved that the Board release the suggested closed session minutes along with the minutes from the current closed session, the motion was seconded by Trustee Podoba and passed unanimously

Trustee Comments

- Trustee Broccolo shared that the fundraiser he mentioned at April's meeting raised 18,000.00 for the family in need.
- Trustee Broccolo asked about the plans for the old Assistant Director's office. Director Shaker shared that the room would be made into a large group study room.
- Director Shaker shared that she was taking some unplanned time off to attend to an emergency situation with a friend from 5/11-5/15.

Adjournment

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at 8:15 p.m. Motion passed with all in favor.

Colette Loecke, Secretary

Respectfully Submitted,
Pilar Shaker
Director, Recording Secretary