



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING June 16, 2014

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by President Broccolo on Monday, June 16, 2014, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Lou Broccolo, Linda Evans, Colette Loecke, Ann Podoba, and Bonnie Ulstad. Dr. Tatro was absent and Trustee Mondrod arrived at 7:15 p.m.

Staff present: Kate Hall, Library Director, Pam Anderson, Business Manager, Alex Vancina, IT Manager, and Cathy Weltsch, Recording Secretary.

Visitors present: Sara Jansen, New Lenox Patriot
Cathy Weltsch, Administrative Assistant

Minutes

Trustee Evans moved and Trustee Ulstad seconded that the minutes of the May 19, 2014 meeting be approved as read. The motion passed with a 4 Ayes and 1 Abstain.

Executive Session Minutes

Trustee Evans moved and Trustee Ulstad seconded that the Executive Session minutes of the April 21, 2014 and May 19, 2014 be approved as read. The motion passed with a 4 Ayes and 1 Abstain

Audience to Visitors

None

Executive Session

None

Correspondence

Thank you note from Colleen Waltman former Adult Services Dept. Head
Thank you note from Girl Scout Troop 70751 for amazing programs
Thank you for supporting the goals4all.org, Johan
Thank you for serving as a collection site during the Movers for Moms Program
Correspondence from Secretary of State presenting the library with a copy of the book, "Illinois State Library Heritage Project 1839-2013"
Receipt of a copy of the "New Lenox Chamber of Commerce 2014/2015 Community Resource Guide"

Treasurer's Report

Trustee Podoba moved and Trustee Evans seconded to approve disbursements in the amount of \$132,108.04 and motion passed by unanimous roll call vote.

Staff Reports

Personnel Committee (Trustee Evans, Trustee Mondrod, Trustee Loecke, and Dr. Tatro) has set a date to meet on Monday, June 23, 2014, at 5:30 p.m. Whole Board to meet at 7:00 p.m. to review the employee complaint received by Linda McNicholas against Kate Hall, Library Director and Colleen Waltman, former Head of Adult Services.

It was decided not to go into Executive Session re. employee complaint received by Linda McNicholas against Kate Hall, Library Director and Colleen Waltman, former Head of Adult Services. The investigator's report has not been received.

Admin News

Liz Wetmore will be joining us as the new Graphic Design Marketing Assistant. She will start on Monday, June 16th and will be working 18 hours a week.

Digital Media Lab News

The DML opened on Monday, June 2nd. So far we have had 13 people use the lab for the following: LP to MP3, VHS to DVD, Lynda.com, Adobe Creative Suite and the DSLR Camera. Ashley will be holding her first class this Saturday

Channel 6 interviewed Director Hall and it has been posted on the library website as well as on YouTube.

Café New

Then Café had its ribbon cutting on May 29th. The turnout was very good and the picture was posted on the website and Facebook.

Board Reports

Trustee Broccolo inquired about the roof leak. Director Hall said that the leak had been fixed. The cause was probably due to the hard winter we had this year.

Discussion re. truck parking in Library lot. Owner has been asked numerous times to move. He moves for a short time and returns. Director Hall is looking into a towing company. More information at next meeting

Amy Ingalls, Friends of the Library President, will be using a check for \$4,000 from the Spring Arts Festival.

Committee Reports

Personnel: None

Finance: None

Building and Grounds: None

Policy: None

Fundraising:

It has been decided that the Fundraising Committee will meet on Monday evenings at 6:15 p.m. before the monthly board meeting.

The Golf Outing Fundraiser will be held on November 2nd, 11 a.m. to 4:00 p.m.

The Theme is "Halloween", prices will need to set for sponsors and there will be snacks and treats. Seniors and children prices will be \$3 and adults \$5.

Old Business

A. REVIEW: Strategic Plan Action Items FY 2013/2014

Director Hall said that the \$4,300 energy grant was received from DCEO. The grant was used to replace the outdoor lights by the building. The parking lot Halogen lights will be replaced with LED bulbs next year.

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John Osborn of Image 360 will install the outdoor Library sign in about 4 weeks

New Business

A. ACTION: Adopt Prevailing Wage Ordinance

Trustee Evans motioned and Trustee Podoba seconded to adopt the Prevailing Wage Ordinance 14-01 An Ordinance of the New Lenox Public Library District Ascertainning the Prevailing Rate of Hourly Wages for Laborers, Workers, and Mechanics Employed on Public Works of Said District. Trustee Evans Aye;; Trustee Loecke Aye; Trustee Monbrod Aye; Trustee Podoba Aye; Trustee Ulstad Aye; Trustee Broccolo Nay. Motion passed.

B. ACTION: Set Date for Board Strategic Plan Workshop

The date has been set for the Board Strategic Plan Workshop on Monday, July 14th, at 7:00 p.m.

C. REVIEW: Serving our Public Chapter 2, Governance and Administration

Since the "Serving our Public" has been updated to version 3.0, each month the board will review a chapter to ensure the library is in compliance with the Illinois State Library recommendations.

D. ACTION: Set August Food for Fines Dates

Director Hall recommended that a second Food for Fines date be established for a week in August since it has such a success in the past

Trustee Evans motioned and Trustee Ulstad seconded to set the date for Food for Fines to be Monday, August 4th - Saturday August 9th. Motion passed by unanimous roll call vote.

E. ACTION: Approve Employee Educational Reimbursement

Emma Jankowski, Circulation Clerk, has requested Educational Reimbursement for her LTA (Library Technical Assistant) Certification from Joliet Junior College.

Trustee Loecke motioned and Trustee Monbrod seconded to approve Employee Education Reimbursement. Motion passed by unanimous roll call vote.

- F. ACTION: Closed Meeting Minutes review to determine that (1) the need for confidentiality still exists as to all or part of those minutes or recordings or (2) that the

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minutes or recordings or portions thereof no longer require confidential treatment and are available for public inspection.

Trustee Podoba motioned and Trustee Evans recommended that Closed Meeting Minutes remained closed. Motion passed by unanimous voice vote.

- G. ACTION: Employee Complaint

Because the report is incomplete employee complaint received by Linda McNicholas will be tabled at this time.

Adjournment

Trustee Podoba moved and Trustee Monbrod seconded that the meeting be adjourned. Motion passed by unanimous voice vote and the meeting adjourned at 8:10 p.m.

Colette Loecke, Secretary

Respectfully Submitted,

Cathy Weltsch
Recording Secretary