



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING June 15, 2015

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by President Tatro on Monday June 15, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Ed Tatro, Linda Evans, Lou Broccolo, Ann Podoba (left meeting at 8:00 pm), Colette Loecke, Bonnie Ulstad, and Michelle Monbrod

Absent: None

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

Absent: Cathy Weltsch, Recording Secretary

Minutes

- Trustee Broccolo moved and Trustee Monbrod seconded that the minutes of the May 18, 2015 general meeting and executive meeting be approved. Motion passed by a unanimous roll call vote.
- Trustee Podoba motioned and Trustee Evans seconded that the minutes of the June 15, 2015 Finance Committee Meeting be approved. Motion passed by unanimous roll call vote.

Audience to Visitors

Arline Cunningham and Margie Macucanus, Library volunteers in the Bookstore spoke on behalf of the Friends of the Library. The space was designated to the Bookstore as part of the floor plans. They are concerned about the possible bookstore being moved into the closet. They feel that there would be a reduction in sales. The space proposed is smaller, and would not be convenient for patrons with wheelchairs. The Bookstore will lose its "personal touch" and the repeat business would stop. They requested to see the survey that led to this discussion – Director Shaker stated that a survey was not taken.

Director's Report

- Director Shaker requested vacation during the last week of July; the board approved. No vote was taken.
- 7 libraries are expected to attend the multi-library in-service on Friday, August 7th. This will be held at the Coal City High School. Part-timers cannot not be expected to attend. There will be a reception back at the NLPL after the in-service. All are invited to attend. Board also.

- Director Shaker and Trustee Broccolo visited the police department regarding the recent incidents at the library. The police chief explained that they will cooperate without FOIA requests on future incidents. Contact the police, not the Public Safety Officer in the future.
- Director Shaker and Marketing/Graphic Design Manager Wetmore, attended the Will County Foundation Breakfast and are looking into applying for a Foundation Grant in the coming year.
- Notification has been sent out to the board from Joliet that they are annexing 2.5 acres of land near Gouger Rd.

Correspondence

- News articles regarding the various library programs that were offered during the Month of April was shared with the board.
- Various SUGGESTIONS from the public.

Treasurer's Report

Trustee Evans moved and Trustee Podoba seconded to approve disbursements for May 2015 in the amount of \$195,770.29 and motion passed by unanimous roll call vote.

Staff Reports

Marketing/Outreach News

- Liz Wetmore attended a 5K race on May 23rd in the commons for Joliet Hospice. NLPL was a granola sponsor and Liz handed out granola bars at the finish line with a brochure about the library summer events. We plan to be a presence at all of this summer's 5Ks on the Commons.

IT News

- N/A

Circulation Department News

- Twelve patrons with accounts in collection paid \$284.50 and returned materials (\$95) the month of May.
- Patrons paid \$94.60 in late fees by Ecommerce to the library. This allows the library to receive late fees from patrons with other libraries in the system.
- Two Pages, Noel Boland and Ellie Foster graduated from high school. Noel has currently been attending JJC as well, and Ellie will start classes in the fall at JJC. The department is pleased both will continue to work at the library.

Adult Services Department News

- Hayley is going through training for her dual role in Adult and Technical Services. Amy continues to do programming for the Lincoln Way Special Recreation Association. Denise has coordinated summer reading this year and it is more successful than last year thus far. Ashley is developing more Digital Media Lab programing. Monica continues to perfect the ILL loan advisory lists for patrons. Dawn will do 8 different genres quarterly to improve our readers advisory. Liz Wetmore will do the design aspect for these genre lists.

Youth Services Department News

- Rebekah Wielgos and Scott Jones have joined the department.

- Summer Reading visits to schools were conducted in May. They presented to over 3,900 students and shared our annual Summer Reading video, which was organized and put together by Tanya.
- Erin conducted several training sessions for the 48 volunteers that will be assisting the department with the summer reading registrations and check-ins.
- Dana participated in Spencer Pointe School's Career Day. She made a short presentation on library careers and read a story to first graders.

Building and Grounds

- An Emergency Lighting Test was performed and revealed the need to replace battery/ballast of all 2nd floor Emergency Lights, approx. 36 fixtures. This was predicted last year and was put in the upcoming budget.
- Repaired 6 exterior doors that would not easily latch closed. Electric Lock on the Adults Office door failed and was replaced. Loose Masonry Lentil caps were re-cemented on the tops of the trash/recycling enclosure.
- Ice maker in the Café is no longer working. It was decided to replace it due to repair costs and parts.
- Met with the Building and Grounds committee about projects to replace concrete entrances and various landscaping projects. (UPDATE – Dominic has met with three concrete contractors; we have received one quote and are waiting for the other two. We are also waiting for the landscaper to quote.
- On May 11th while the building was vacant, an emergency alarm went off. The police responded and determined it was not an imminent building or security threat. It was later determined that a Failed Smoke Detector was the cause. It was immediately repaired and the elevator and alarm system back in order.

Café News

None

Board Reports

None

Committee Reports

A. Personnel:

- Monday, July 20th at 6:15 pm will be the Personnel Meeting

B. Finance:

- None

C. Building and Grounds:

- None

D. Policy:

- None

E. Fundraising:

- None

Old Business

A. REVIEW: Plans for Book Sale space

- Arline Cunningham and Margie Macucanus, volunteers spoke on behalf of Friends of the Library. See Audience to Visitors.

B. REVIEW: Discuss plans for Director's Review and set date for meeting of Personnel Committee

- Personnel Committee meeting will be Monday, July 20th at 6:15 p.m.

C. REVIEW: Meeting with Police Chief regarding PD response to the library

- See Director's Report regarding "Director Shaker and Trustee Broccolo visited the police department regarding the recent incidents at the library".

New Business

F. REVIEW: Serving our Public 3.0 CH.2

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G. REVIEW: Strategic Plan: Goal 4 review

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H. ACTION: Approve recommended cost adjustments for DML

- Trustee Broccolo motioned and Trustee Loecke seconded the approval of recommended cost adjustments for DML. Motion passed by unanimous roll call vote.

I. ACTION: Adopt Prevailing Wage Ordinance

- Trustee Evans motioned and Trustee Podoba seconded the adoption of Prevailing Wage Ordinance. Motion passed by a vote six ayes to one nay.

J. ACTION: Approve FY 15-16 Working Budget

- Trustee Evans motioned and Trustee Ulstad seconded the approval of the FY 15-16 Working Budget. Motion passed by unanimous roll call vote.

K. ACTION: Approve In-Service closing date

- Trustee Evans motioned and Trustee Podoba seconded the approval of In-Service closing date. Motion passed by unanimous roll call vote.

L. ACTION: Approve recommendation for release of closed session meeting minutes following closed session discussion

- None at this time

Executive Session

Trustee Monbrod motioned and Trustee Broccolo seconded to go into Executive Session at 8:58 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 Evans motioned, Trustee Ulstad seconded to come out of Executive Session at 9:00 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

- Book sales dropping in revenue. Space needs updating
- Space use is lessened
- Weed control (Trustee Broccolo) who is doing it.

Adjournment

Trustee Evans moved and Trustee Monbrod seconded that the meeting be adjourned at 9:16p.m. Motion passed by unanimous voice call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michael Stubler
Acting Recording Secretary