



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING JUNE 13, 2016

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 13<sup>th</sup>, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Michelle Monbrod joined the meeting at 7:05

Absent: None

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

Visitors: None

### **Minutes**

- Meeting minutes from the May 09<sup>th</sup> regular meeting were reviewed, two errors were corrected; the minutes from the May 19<sup>th</sup> and June 6<sup>th</sup> Personnel meetings were reviewed, one error was corrected. The minutes from all three meetings were unanimously approved on a motion by Trustee Podoba, seconded by Trustee Broccolo.

### **Audience to Visitors**

- None

### **Correspondence**

- Director Shaker shared three patron comments that were received. The comments included a letter of praise from a patron regarding her experience working with Library Associate Ashley Middleton in the Digital Media Lab, an email from a Patron thanking Director Shaker for her work at NLPL and wishing her luck in her new position, and a suggestion for new library “shopping” bags.

### **Treasurer’s Report**

- Mr. Stubler pointed out some anomalies in the budget due to the new levy disbursement schedule.
- Developer Fees were inclusive of two months so the number is a bit higher than usual.
- Operating expenses are below budget at this point and we expect to come in below for the year.
- Payroll expenses include the timeclock bill which wasn’t reflected on past reports because we had to pay three months in advance.

- There are two IMRF payments reflected in the bills due to their billing cycle being slightly off.
- Trustee Evans moved and Trustee Loecke seconded to approve disbursements for May 2016 in the amount of \$82,623.48 and the motion passed by unanimous roll call vote.

### **Director's Report**

- Director Shaker shared notes from a recent meeting with employees of The Village. Kurt and Beth from the Village joined Director Shaker and Trustee Broccolo to discuss future plans for the Triple Play concerts and other events in the commons; it was established that Beth would communicate any events or closings to the Library in a timelier manner. Kurt agreed that the Library could try being open during regular hours during Triple Play concerts next year if the Board wishes. Director Shaker shared that the Village would be providing a traffic sign for the library directing patrons to the back road to access Library parking. Beth shared that the Village's insurance provider would be covering the Library in the event that the building was used as an emergency shelter during the Triple Play concerts.
- Director Shaker shared that the proposed bill allowing District Libraries to serve liquor at fundraising events passed and is awaiting the Governor's signature. The bill becomes effective upon signing.

### **Up-Coming**

- The B&A hearing date will be 7.25.16

### **Staff Reports**

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

- Lots of 5k races are planned for the Commons and around New Lenox, Liz Wetmore plans on attending as many as possible to do outreach for the Library. Liz attended the Joliet Hospice 5K on 5.25.16 and handed out granola bars with info about upcoming library events, we were listed as a sponsor on the race t-shirts.
- We did a plant swap in response to patron requests on 6.4.16
- A filmed commercial is airing on channel 6 to promote summer reading.

#### **IT News**

- There is new Digital Signage upstairs by the DML advertising services.

#### **Circulation Department News**

- Two pages have graduated from High School; they have received cards from the Department Manager.

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

- Nick Hyten has left the Library and Amy Ingalls has been promoted to Department Manager, Hayley Schommer will take over as Assistant Manager on 6.17.16, Ashley Middleton has been moved to full time and a part time Associate will be hired to share the weekend and evening shifts

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

- Summer Reading is underway and our numbers are up from last year, the yard signs are popular.

- A new part time Associate has been hired; Chris Ford takes over the hours for Rebekah Weiglos.

### **Building and Grounds**

- All of the monthly maintenance went as expected.
- Updates to the Reading Tree should be completed by the end of the month.

### **Meetings/Workshops**

- Many staff members and Board members attended the Loyalty Day Parade.
- Lots of staff visits for Summer Reading outreach.

### **Statistics**

- Director Shaker pointed out the dip in overall cards due to the patron purge.
- Director Shaker shared that the annual circulations and visits should surpass last year's numbers next month.
- Director Shaker pointed out that the wifi statistics are misleading as every time a wireless device automatically connects with our wifi the connection counts as a "use" regardless of whether or not the patron actually uses their device.

### **Board Reports**

- None

### **Committee Reports**

**A. Personnel:** Trustee Evans shared that the Director Search is ongoing. The committee met on the 6<sup>th</sup> to review applications received up to that point and will meet again on the 20<sup>th</sup>.

**B. Finance:**

**C. Building and Grounds:** Trustee Broccolo reported that the parking lot may need attention. Director Shaker agreed to discuss the issue with the Maintenance Manager and get some quotes.

**D. Policy:**

**E. Fundraising:** The Friends have passed along the check representing the proceeds from the Spring Gala. The check is in the amount of \$3,200.00. Susan will stop by the Personnel meeting on Monday so that we can take a picture for the paper.

### **Old Business**

- None

### **New Business**

- On a motion by Trustee Podoba and seconded by Trustee Mondbrod the Board passed the Prevailing Wage Ordinance (16-01) with a roll call vote of 6 AYES and 1 NAY from Trustee Broccolo.
- On a motion by Trustee Evans and seconded by Secretary Loecke the Board passed the Tentative Budget and Appropriations Ordinance (16-02) with a unanimous roll call vote.
- The Board unanimously agreed to set the hearing date for the B&A Hearing for 7.25.16 at 7pm
- On a motion by Trustee Broccolo and seconded by Trustee Evans the Board approved the 2% Levy Ordinance (16-3) on a unanimous roll call vote.

- On a motion by Trustee Evans and seconded by Trustee Podoba the Board approved the Estimate of Revenues for FY 16-17 on a unanimous roll call vote.
- On a motion by Trustee Broccolo and seconded by Trustee Podoba the Village's holiday lighting plan was unanimously approved.
- REVIEW: Serving Our Public Ch. 2 – The Library reviewed the requirements for Governance and Administration
- The Trustees watched and 8 minute video from RAILS on the process of self-evaluation for the Board.

### **Executive Session**

Trustee Broccolo moved to enter executive session at 7:59pm, the motion was seconded by Trustee Ulstad. Executive Session was entered to discuss personnel issues that led to the departure of the former Adult Services Manager and the Appointment of the New Adult Services Manager.

Trustee Broccolo moved to exit executive session at 8:11pm, the motion was seconded by Trustee Loecke.

### **Trustee Comments**

- Trustee Broccolo asked if hiring will be permitted during the Interim period. It was agreed that Managers would be allowed to replace staff that depart but no new positions would be created.
- Trustee Broccolo asked that Director Shaker make some notes on suggestions for future building projects for the Board before she goes.
- The Trustees will be taking Director Shaker to lunch on Tuesday the 21<sup>st</sup> at 1pm.
- Director Shaker shared that the ordinances and notices that require publishing will go to the paper this week and be published on the 23<sup>rd</sup>. Michael Stubler and Dana Russell will take over the processes from that point and should have everything they need to do so.
- Trustee Monbrod shared that her husband and children attended the BMX program and thought that it was very successful.

### **Adjournment**

Trustee Broccolo moved and Trustee Evans seconded that the meeting be adjourned at 8:17 p.m. Motion passed with all in favor.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary