



NEW LENOX PUBLIC LIBRARY  
DISTRICT  
BOARD MEETING  
July 21, 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, July 21, 2014, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Lou Broccolo, Linda Evans, Colette Loecke, Michelle Mondrod, Ann Podoba, and Bonnie Ulstad and Ed Tatro 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: Liz Wetmore, Graphic Design Marketing Manager  
Amy Ingalls, President of the Friends of the Library  
Kelly Beallis Member of the Friends

**Minutes**

Trustee Evans moved and Trustee Podoba seconded that the minutes of the June 16, 2014 general and executive meetings be approved as read. Motion passed by a unanimous roll call vote.

**Audience to Visitors**

Amy Ingalls, President of the Friends of the Library and Kelly Beallis, Member of the Friends presented the library with a check for \$4,500 from the Spring Arts Festival. A picture of the check, Amy, Kelly, and Trustee Broccolo was taken for the paper and the website.

Liz Wetmore, Graphic Design Marketing Manager introduced herself and spoke to the board about her educational and profession background. Her experience is graphic design, Web design, and marketing. She also has consulted for small business owners for the last 2 years.

Liz has been very busy updating and developing brochures and flyers for each of the library departments and has been keeping the library website current. Liz would like to give a seminar for small businesses and build up a network/partnership with them.

The Board broke for picture taking in the Media Lab at 7:16 p.m.  
Returned to open session 7:28 p.m.

### **Correspondence**

News articles regarding the various library programs that were offered during the Summer Reading Program were shared with the board.

### **Treasurer's Report**

Doctor Tatro moved and Trustee Podoba seconded to approve disbursements for July 2014 in the amount of \$121,848.86 and motion passed by unanimous roll call vote.

### **Staff Reports**

None

### **Admin News**

- Director Hall will be on vacation from August 1-6, returning on August 7. If anyone needs anything, please see Pam.
- The Library is once more partnering with the Village and Chamber to offer a Job and Resource Fair to the community during Sharefest. The Library will be hosting one-on-one resume reviewing and informational talks, while the Village will host the Job Fair and Trinity Services will also be providing a Dress for Success event where attendees can get free interview clothing.
- Our new outdoor sign was installed and looks great. Dominic is working with the landscapers to come up with some ground cover for the base.
- As part of the technology assessment, we are launching a new initiative to encourage staff to participate in more CE. We will be holding a series of classes at the library and will be providing staff with more information on online classes, in person workshops, and other locations and conferences.
- We have started working with the Chamber of Commerce to offer more targeted programming to businesses. We will be holding a series of informational classes and will also be starting a monthly book discussion group for business leaders. There will be a Business-After-Hours on September 18 from 5-7 p.m. and a Chamber luncheon program where we will introduce the Digital Media Lab in October.

### **Digital Media Lab News**

- Rose is working with Ashley on reworking her schedule based on when people are using the lab. Ashley has held two successful classes thus far and plans to do more this fall.

### **IT News**

- The backup batteries in the UPS System for our networking equipment and servers have been replaced.
- Two new desktops were ordered for the YS office, and a new iMac was ordered for the DML service desk.
- We have licensed Faronics Power Save software to help manage and reduce electricity usage by our staff and public computers.

- We received a donation of Windows Server 2012 licenses from Microsoft, and will be using them to upgrade our services later this year.
- Three LTA students from JJC interviewed with Alex for a technology report on local libraries.

#### **Circulation Department News**

- Eighteen patrons with accounts submitted to Unique Management returned materials (\$228.95) and paid fees (\$582.75) this month.
- Circulation Clerks issued 225 new cards and annual patron records were purged. 1,715 patron records were purged. Staff is discarding the patron registration card.

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

- Rose Gilman has been promoted to the Head of Adult Services.
- Hayley Schommer will start as the Instruction and Technology Librarian on Monday, August 4. She has experience with being a Digital Lead for Barnes and Noble.
- Denise Wargowsky will join the Adult Services Department from the Youth Services Department as the Teen and Programming Coordinator.
- Linda McNicholas has returned to work full time.
- Mary Beth Stork will be retiring August 31, 2014.
- Marge Fennelly will be retiring as October 10, 2014.

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

- The summer reading kick-off program was held at one of the Spencer schools with Dave DiNasso's Traveling World of Reptiles.
- Our first "Frozen" Ice Cream Party was so successful that we needed to add two additional programs. Jen provided activities and games related to the Disney film, "Frozen". Attendees also built their own ice cream blizzards
- Caitlin Loizon accepted a full-time position at Shorewood-Troy Library

#### **Café News**

- The Café was closed from July 8-16 when Debbie and Mark were on vacation.

#### **Board Reports**

None

#### **Committee Reports**

#### **Personnel:**

- ACTION: Library Director Annual Review

Trustee Evans made a motion to give Kate Hall, Library Director, a raise in the amount of 3.5%. Colette Loecke seconded. Motion passed by a unanimous roll call vote.

**Finance:**

None

**Building and Grounds:**

Trustee Broccolo inquired as to the maintaining of the landscaping on the library grounds. He has noticed that weeds that have been weed wacked are still lying on the ground. Trimmings from trees and bushes have not been removed. There is a gap between the grass and the peninsula that needs to be filled in and some kind of ground cover. There is a "Red" object out front by the new sign – can it be camouflaged.

Trustee Evans mentioned the sidewalks out front are cracked and need repair. The problem with the water is no longer since the gutters have been repaired.

Director Hall suggested that it might be beneficial to set a time when Trustee Broccolo, Dominic, Director Hall and any of the trustees can meet to tour the grounds and point out what improvements need to be addressed. Director Hall will coordinate a meeting time for the Building and Grounds Committee to meet.

**Policy:**

None

**Fundraising:**

The name of the mini golf fundraiser will be "Ghouls and Golf". The staff winner of the contest is Emma Jankowski and she will receive two free tickets to the event.

The letters to area businesses have been sent. (July 28)

**Old Business**

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

**New Business**

A. REVIEW: Friends of the Library Presentation of Springs Arts Festival Proceeds. Amy Ingalls, President of the Friends of the Library and Kelly Beallis Member of the Friends presented the library with a check for \$4,500 from the Spring Arts Festival. A picture of the check, Amy, Kelly, and Trustee Broccolo was taken for the paper and the website.

B. REVIEW: Serving Our Public Chapter 3, Personnel  
Director Hall discussed the criteria for the Personnel Checklist.  
The library has met the standards in most areas. We are currently just above the minimum number of staff needed to function for a community our size. We are currently at 72% of our total budget for salaries and benefits which is 2% higher than recommended. This is largely due to our high IMRF rate of 15.7%.

C. REVIEW: Events in the Commons

Director Hall explained that events in the commons impact the Library. With more runs, it has been difficult for the staff to access the parking lot. Patrons are complaining about not being able to access the library. Communication/a meeting with the Chamber, Village, and Library would be helpful to come to a consensus on how to make access to the Library easier. Per the Board's direction, Director Hall will schedule a meeting with all the properties in the Commons to discuss our common goals and objectives.

D. ACTION: Checkout Periods

Several board members wondered about changing our loan periods from two weeks to three weeks. Director Hall explained that the library uses the guidelines from Prairie Cat, our Library Consortium, which limits us to two different checkout periods. The library's current circulation policy indicates that Books, DVD's, CD's, have a loan period of two weeks. Renewable twice if there is not a hold on the item. New books have a loan period of two weeks and one renewal if there is not a hold. After great discussion by the board it was decided that the current lending policy should remain as it is.

Director Hall also mentioned that she will be creating a Collection Development Plan to help make better decisions regarding the turnaround time of books and materials. And she will again notify the patrons of the policy through the website, newsletter, etc.

No action was needed because there were no changes to the policy.

E. ACTION: Approve Dick's Towing Contract

Director Hall discussed the need for a towing contract in the library parking lot. One sign will be posted and the towing company will be called as needed. Hopefully, this will deter people living in the area from using the lot for private parking.

Trustee Loecke felt that it was not necessary for the towing company and signage.

Trustee Evans motioned and Trustee Monbrod seconded to approve Dick's Towing Contract. Motion passed by Aye 6, Nay 1 roll call vote.

F. ACTION: Appoint two board members to review minutes from previous year.

Trustee Monbrod and Trustee Podoba agreed to review the minutes from previous year.

Trustee Podoba motioned and Trustee Evans seconded the appointment of two board members to review minutes from previous year. Motion passed by unanimous voice vote.

G. REVIEW: Tentative Budget and Appropriation Ordinance

Director Hall gave a brief explanation of the preparation of a Tentative Form of the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2014 and ending June 30, 2015 which will be published in the New Lenox Patriot.

H. ACTION: Set date for Budget and Appropriation Ordinance Hearing  
The hearing has been scheduled for Monday, August 18 at 6:55 p.m. prior to the Regular Board meeting.

Trustee Podoba motioned and Trustee Evans seconded the hearing to be scheduled for Monday, August 18 at 6:55 p.m. prior to the Regular Board meeting. Motion passed by unanimous voice vote.

**Executive Session**

Executive Session pursuant to 5 LICs 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 by Trustee Podoba moved to go into Executive Session at 8:30 p.m. and Trustee Broccoli seconded. Motion passed by a unanimous roll call vote.

Motion by Trustee Podoba moved to reopen the meeting at 9:17 p.m. and Trustee Evans seconded. Motion passed by a unanimous roll call vote.

**Trustee Comments**

Board wished Michelle Monbrod a Happy Birthday.

**Adjournment**

Trustee Podoba moved and Trustee Monbrod seconded that the meeting be adjourned at 9:20 p. m. Motion passed by unanimous roll call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Cathy Weltsch  
Recording Secretary