



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING July 20, 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 July 20, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Ed Tatro, Linda Evans, Lou Broccolo, Colette Loecke, and Michelle Monbrod

Absent: Ann Podoba, Bonnie Ulstad

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

### **Minutes**

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

### **Audience to Visitors**

Susan O'Donnell, Friends President, presented a check in the amount of \$5,500.00 to the New Lenox Public Library District Board of Trustees on behalf of the Friends of the New Lenox Public Library Friends Organization. The check represents the proceeds from the 2015 Spring Art's Festival. Susan shared that the 2016 Spring Art's Festival will have a theme related to the 400<sup>th</sup> anniversary of William Shakespeare's death. Director Shaker thanked Susan on behalf of the Library and its staff and shared with the Board that the money would be spent to purchase a new AWE Learning Station for the Youth Services department along with sewing machines to facilitate adult programs as an extension of the Digital Media Lab. Board President Tatro thanked Susan on behalf of the Board and accepted the check.

### **Director's Report**

- Staff Day is August 7<sup>th</sup>, we will be attending the group staff in-service organized by Lauren Offerman of Three Rivers Library and hosted by Coal City. Staff will reconvene at our Library at 2pm to hear a presentation on the branding and marketing strategy by Liz Wetmore and Director Shaker. At 3:30 staff is invited to enjoy a staff reception hosted by the Staff Appreciation and Recognition Committee. Director Shaker shared that the Library's previous Director, Kate Hall, will be in attendance at the reception and extended an invitation to Board members.
- Director Shaker asked what this Board's standard procedure for the Budget and Appropriation's hearing is and President Tatro indicated that in past years they held the

hearing just before the Board Meeting at which the B&A was scheduled to be adopted. Director Shaker indicated that this would be Monday, September 21 and stated that she would advertise that date as required.

- Director Shaker reminded the Board that she would be on vacation from 7/26-8/2.
- Director Shaker reports that she, with the help of Liz O'Neill and Alex Vancina, donated hundreds of copies of books that were taking up space in our delivery bay to the Pilcher Park Book Recycling Program. This cleared room on the shelves in the bay for use by the staff and the Friends to better sort book donations.
- All Library staff has received an annual evaluation and Managers have had goal setting meetings with Pilar.
- The Library was used as an emergency shelter for the June 20<sup>th</sup> Triple Play Concert. Staff in attendance and Denise Wargowski reported that the emergency plan didn't go as hoped and had lots of feedback for Safety Officer Dan Martin. Director Shaker reached out to Dan Martin who was very receptive to the feedback and agreed that there was room for improvement. Officer Martin reported that for future emergencies he would commit more uniformed officers and Community Safety Officers for the building. President Tatro and Trustee Broccolo suggested that for future emergencies we have the library representative discourage those taking shelter from using spaces other than the Meeting Room.
- Director Shaker reported that she had a meeting with the Friends regarding their concerns about the Book Store plans. Director Shaker reports that the meeting was very positive and that the Friends were open to participating in the move and asked that we approve a timeline that will allow for them to slowly weed the collection and have a summer sale. The timeline that Director Shaker is shooting for will allow for a summer sale followed by a slow move of items from the current store room to the closet behind Circulation. After the store room is empty Dominic can update the space and ready it to become a Book Store. After the Book Store room is completed we will move the sale items into that room and ready the current book sale area for use by the Adult Services department. The timeline is long and allows for a slow transition which is more appealing to the Friend's group. Liz Wetmore is working with the Friends to build a logo and signage that tie in with the Library brands. Trustee Loecke asked about the process that will be in place to eliminate the display of items that are not suitable for sale. Director Shaker shared that there is a new process in place for the selection of books that are going to be handed over to the Friends for sale. President Tatro asked about the recycling of books. Director Shaker shared that she would like to find a company that will take large quantities of books for recycling.

### **Correspondence**

- A new notice of annexation from the City of Joliet was delivered; this notice is not representative of an additional annexation but is a reprint with a new hearing date.
- Trustees received a letter from the Fire Department inviting them and the Library to their Family Picnic and Fun Day. Trustee Broccolo asked Director Shaker to consider having representation at the event.

## **Treasurer's Report**

- Business Manager Michael Stubler gave the Treasurer's Report explaining the month's income and expenses.
- Trustee Evans moved and Trustee Podoba seconded to approve disbursements for May 2015 in the amount of \$73,298.91 and motion passed by unanimous roll call vote.

## **Staff Reports**

### **Marketing/Outreach News**

- Marketing Manager Liz Wetmore reports that we have been publicizing our Summer Reading program and other programming and events extensively with Trader Magazine (she negotiated this for free), the Patriot Summer Fun Guide, on the Website, via Facebook and Twitter and through press releases.
- Liz has been working with Denise Wargowski, Teen Services Associate, to develop a marketing campaign directed at teen users. This campaign includes highlights in the ENewsletter and website along with the creation of a teen logo and a style/theme for the ads, posters and signs being used to market teen programs and news. Liz and Denise have also opened an Instagram account and will be posting photos and videos of the events.
- Liz has been attending the 5k runs that happen in the Commons; The Trinity race was June 25<sup>th</sup> and the Chamber race was June 11<sup>th</sup>. Liz created a new library T-shirt template that was available to staff for purchase, the new shirt ties in with our new branding. Liz will do a long-sleeve version for the fall and will make it available to Trustees.
- The Fire Fighter Foundation has their Controlled Burn Beef Cook-off trophy on display in the lobby area and we set up a corresponding book display that has been quite popular.
- Liz attended an In Our Community luncheon to hear the pitch being made by representatives from that company. Director Shaker and Trustee Broccolo attended one of these luncheons several months ago and were a bit hesitant to sign-on due to the advertising of business that is tied to the web pages. Liz went on July 7<sup>th</sup> to get a feel for how things were going and to reassess the program. Liz reported that the number of users is quite low at 1,300 for the whole community and that the participation by users in Orland Park is also low and that community has been participating for significantly longer. Liz felt that the time taken to participate would not be worth the pay-off at this point. Liz will reevaluate the program in 2016.

### **IT News**

IT Manager Alex Vancina reports that the server migration project is complete with no problems.

All of the Library's training laptops are scheduled to be replaced; four of them will be replaced with MacBook Pros to facilitate additional programming.

The Library will be rolling-out wireless printing that will allow patrons to print from their laptops, mobile devices or from home. Alex expects this to be available sometime in August.

### **Circulation Department News**

- A record number of new library cards were created by the Circulation staff in June, Director Shaker explained that this is a direct result of the Summer Reading Program and encouraging the kids to get cards when they sign-up.
- Rose Lenz, a long-time Circulation Clerk, is going into semi-retirement and Fran Burdelik will be picking up additional hours to off-set this change. Trustee Broccolo asked if the staff guide will be updated to reflect these staffing changes and Director Shaker reported that we will be holding off on the printing of new Staff Guides as additional staffing changes are expected in the month of July.

### **Adult Services Department News**

- The number of registrants for the Adult Summer Reading program is a bit lower than we would have liked; Rose Gilman and Director Shaker have discussed changing the program for next year to make it more family friendly.
- Haley Schommer continues to train for MARC certification. Director Shaker explained to the Board that it is very difficult for PrairieCat libraries without MARC certification to add unique items to the catalog; this inhibits our ability to achieve certain strategic goals, like purchasing unique requests instead of using ILL.

### **Youth Services Department News**

- Summer Reading numbers are where we expected them to be and, after a slow start, program attendance is strong. Director Shaker highlighted the Daddy Daughter Dance and Summer Reading kick-off event and particularly fun for attendees.
- Youth Services Manager, Dana Russell, feels that the slow start to Summer Reading was the result of school staying in session longer to make up for snow days and is considering moving the start date for next year to avoid this problem.
- Tanya Van Hamm will be leaving the Youth Services Department to pursue her graduate degree so there will be a full time position available.

### **Building and Grounds**

- The concrete work on the West Side of the building is underway and should be completed in the next couple of days. Trustee Broccolo asked if it would be cured by Wednesday evening when the Commons movie night happens, he hoped to avoid having kids mar the new concrete. Director Shaker stated that she couldn't make any promises at this point but that if things go as planned and the weather cooperates, the concrete should be fully cured by Tuesday evening.

### **Café News**

None

### **Board Reports**

President Tatro asked for an official Resolution commending Pamela Anderson's 20 years of service; Trustee Broccolo moved and Trustee Monbrod seconded, the motion passed by unanimous vote. Director Shaker will write the resolution for approval at the August Board meeting.

### **Committee Reports**

#### **A. Personnel:**

Personnel committee met prior to the Board Meeting to review the Director. The Board will go into executive session to discuss the Committee's recommendation.

**B. Finance:**

- None

**C. Building and Grounds:**

The cement project is underway. Trustee Broccolo reports that a patron (himself) will be donating flowers to the West entry areas flanking the stairs in the spring. Director Shaker has asked the Maintenance Manager to prep the soil per the patron's request for the fall. Trees will be taken down on our property by our landscapers. We have asked the Village to take down a dead tree in the parkway just in front of the West entrance but we were told that we are on the bottom of a long list so it may be a long wait.

**D. Policy:**

- None

**E. Fundraising:**

- None

**Old Business**

- None

**New Business**

**F. REVIEW: Serving our Public 3.0 CH.3**

- We meet all requirements

**G. REVIEW: Tentative B&A**

- Reviewed

**H. ACTION: Set Date for B&A public hearing**

- The Board asked to have this date changed to the date of the Board meeting at which they intend to adopt it. The date is set for Monday, September 21 at 6:45.

**I. ACTION: Approve Estimate of Revenues for FY15-16**

- Trustee Evans motioned and Trustee Monbrod seconded the adoption of Estimate of Revenues. Motion passed by a unanimous roll call vote.

**J. ACTION: Adopt Maintenance Levy Ordinance**

- Trustee Evans motioned and Trustee Monbrod seconded the Maintenance Levy Ordinance. Motion passed by unanimous roll call vote.

**K. ACTION: Set Date for Mini Golf Fundraiser**

- Board agrees to the same Halloween theme and the date suggested was October 25<sup>th</sup>. Director Shaker and Liz Wetmore will meet with the Committee prior to the August Board meeting to discuss marketing and details.

**L. ACTION: Set Dates for Food for Fines**

- The Suggested dates are 8/10-8/15; the Circulation manager asks that the Board approves changing the dollar amount to \$5.00 per item up to a total maximum fine forgiveness of \$15.00. Trustee Evans motions to accept the suggestions and Trustee Mondbrod seconded. Motion passed by unanimous vote.

**M. ACTION: Appoint 2 trustees to audit the Secretary's report**

- Michelle Monbrod, Bonnie Ulstad and Louis Broccolo will audit the Secretary's report

### **Executive Session**

Trustee Broccolo motioned and Trustee Monbrod seconded to go into Executive Session at 8:11 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 Broccolo seconded to come out of Executive Session at 8:25 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**

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### **Adjournment**

Trustee Evans moved and Trustee Monbrod seconded that the meeting be adjourned at 8:27p.m. Motion passed by unanimous voice call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary