



# NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING JULY 11, 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, July 11<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 7:02 p.m.

Absent: None

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

Visitors: None

## **Minutes**

- Meeting minutes from the June 13 regular meeting, and the June 20 Personnel Committee meeting, were reviewed, and the minutes from both meetings were unanimously approved on a motion by Trustee Podoba, seconded by Trustee Evans.

## **Audience to Visitors**

- None

## **Correspondence**

- Interim Director Russell shared two comments from the Suggestion box, one regarding the visibility of the carpet patterns on our stairs for people with low vision and one regarding renewal limits for borrowed material. Both comments were anonymous and responses were posted on the Suggestion Board.

## **Treasurer's Report**

- Mr. Stubler noted that since Director Shaker's departure the Library's credit cards and Square account are now in his name.
- Some bills for the 2015-2016 fiscal year are still coming in and will continue to do so through July and August.
- The Library received an unusually large \$1.04 million tax distribution from Will County due to a change in the County's disbursement schedule.
- A new budget line has been added for money received on behalf of the Friends of the Library.

- The Library is currently about \$183,000 under budget for the 2015-2016 fiscal year due to money received from the Wilhelm fund and the Hoagland donation. The remaining FY 2015-2016 funds will be transferred to the Special Reserve fund.
- Trustee Evans moved, and Trustee Ulstad seconded, to approve disbursements in the amount of \$97,607.97 for June 2016. The motion passed by unanimous roll call vote.

### **Director's Reports**

- Interim Director Russell shared that, before her departure, Director Shaker had a conversation with the Village regarding the use of Library's external water supply during Triple Play concerts. According to Beth Alderson, an agreement was established with the library when the Triple Play's first started and the Village Maintenance Manager turns the water on and off for the event.
- We received our Per Capita Grant for the current fiscal year in the amount of \$28,000.
- Our Budget & Appropriations Hearing will be held on Monday, July 25, at 7:00 p.m.

### **Staff Reports**

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

- Plant exchange on June 4th. We had a good turnout and the people that came were very happy the library would sponsor this event for the community. We plan on doing this again next spring with more promotion behind it.
- June 23rd- Trinity Race, the Library handed out granola bars to the racers. They had over 220 racers signed up.
- Food for fines was June 6-11, and we had \$729 in saved fines.
- Friends of the Library brochure is being created, this will be a tri-fold filled with information on how to join our friends of the Library. I will also be putting up a web slider on our homepage in August after summer reading, and will promote on Facebook, and Twitter.
- Facebook statistics are up with Summer Reading 60% more likes for our page, views are up 10% and actions on page are up 300% (meaning more people are interacting with our page) and our average engagement is 2,700 a week.

#### **IT News**

- None

#### **Circulation Department News**

- Circulation issued 265 cards for the month of June.
- Patrons paid \$197.95 by Ecommerce this month.
- Staff was busy with Food-for-Fines, collecting donations for the food pantry and waiving \$729 in fines.
- Clerks and Pages are doing a great job of getting the summer reading returns back on the shelf.

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

- Hayley Schommer began her duties as Assistant Manager of Adult Services on June 20.
- Adult Services has been accepting applications for a part time reference assistant and will be conducting interviews in early July.
- Our Summer Reading Challenge currently has 135 Teen and 188 Adult participants.

### **Youth Services Department News**

- The Summer Reading kickoff event was Matt Wilhelm, BMX biker, at the Spencer Schools' gymnasium. We had nearly 200 people attend.
- Erin and Denise planned and hosted a Teen Lock-in on Friday, June 24. Attendance doubled from last year. They had help from additional staff and teen volunteers.
- Alissa is conducting a storytime designed specifically for children on the spectrum or who are more sensory-sensitive. This is the first time we have offered a program of this type.
- YS is also offering a modified version of the Summer Reading Challenge as an outreach service to Kindercare, Tiny Treasures, Triple R, Camp Sunshine, and Camp Rainbow (through the Park District).

### **Building and Grounds**

- Routine maintenance was performed, including flushing the hot water tank and minor HVAC repairs. There were no major problems.
- A new AC unit has been ordered for the server room.
- Repairs to the Elevator were required to correct a failed emergency lighting back-up circuit board. The charges were covered under our current contract.
- The AED was tested and passed its monthly inspection.
- The new bench has been completed around the tree in the children's area.
- A sinkhole was discovered and repaired on the east side of the parking lot near a storm drain.
- The parking areas are scheduled to be evaluated by contractors to determine what repairs are recommended to preserve their integrity.
- The Adult Services office is being reconfigured to make better use of available space.
- Dead shrubbery was removed behind the children's area to make room for a new sensory garden. Supplies for the raised planter boxes were donated by Lowes.
- Our mini golf equipment was rented to the Joliet Public Library and returned in good condition.

### **Statistics**

- Program attendance was up for every department during the past fiscal year.
- Visitor count and circulation were slightly down, compared to previous years, but fairly steady overall.

### **Board Reports**

- Trustee Broccolo shared a list of possible building projects that he discussed with Director Shaker prior to her departure. These will be revisited in the future.

### **Committee Reports**

**A. Personnel:** The Personnel committee has selected three candidates for Library Director to be interviewed by the Board and management team on Wednesday, July 13.

**B. Finance:** None

**C. Building and Grounds:** None

**D. Policy:** None

**E. Fundraising:** None

### **Old Business**

- None

### **New Business**

- Trustee Ulstad moved, and trustee Broccolo seconded, that Trustees Podoba and Evans be appointed to audit the Secretary's Report before the August Board meeting. The motion passed with all in favor.
- Trustee Evans moved, and Trustee Loecke seconded, that the Victims' Economic Security and Safety Act (VESSA) policy and certification forms be added to the Library's Personnel Policy. The motion passed with all in favor.
- REVIEW: Serving Our Public Ch. 3 – Personnel Standards. The Library meets all of the recommendations.
- After reviewing a trustee training video on Board Ethics, provided by RAILS, President Tatro directed the Policy Committee to consider the adoption of a formal Board Ethics policy and bring a recommendation to the Board.

### **Executive Session**

- None

### **Trustee Comments**

- Trustee Monbrod commended Liz Wetmore for the quality of our marketing material compared to what she has observed from other libraries.

### **Adjournment**

Trustee Podoba moved and Trustee Broccolo seconded that the meeting be adjourned at 7:58 p.m. Motion passed with all in favor.

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Colette Loecke, Secretary

Respectfully Submitted,  
Alex Vancina  
Interim Recording Secretary