



# NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING August 18, 2014

The Budget and Appropriation Ordinance Hearing of the New Lenox Public Library District Board of Trustees was called to order at 6:55 p.m. by President Broccolo on Monday, August 18, 2014, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Louis Broccolo, Colette Loecke, Ann Podoba, Ed Tatro, and Bonnie Ulstad

Absent: Linda Evans and Michelle Mondrod

Staff present: Kate Hall, Library Director; Pam Anderson, Business Manager

ORDINANCE 14-20

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2014 AND ENDING THE 30TH DAY OF JUNE 2015

Trustee Tatro moved and Trustee Podoba seconded to approve the Budget and Appropriation Ordinance as presented and the motion passed by unanimous roll call vote.

Trustee \_\_\_ moved and Trustee \_\_\_ seconded that the meeting be adjourned at 7:00 p. m. Motion passed by unanimous roll call vote.

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### **Regular Meeting**

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:05 p.m., by President Broccolo on Monday, August 18, 2014, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Lou Broccolo, Colette Loecke, Ann Podoba, and Bonnie Ulstad and Ed Tatro

Absent: Linda Evans and Michelle Mondrod

Staff present: Kate Hall, Library Director, Pam Anderson, Business Manager, Alex Vancina, IT Manager, and Cathy Weltsch, Recording Secretary.

Visitors present: Hayley Schommer, Instruction & Technology Librarian

## **Minutes**

Trustee Tatro moved and Trustee Podoba seconded that the minutes of the July 21, 2014 general and executive meetings be approved with corrections as read. Motion passed by a unanimous roll call vote.

## **Audience to Visitors**

Hayley Schommer is the new Instruction & Technology Librarian. Hayley just finished Graduate School at Dominican and is very busy the eReader Lists, and creating a bulletin board with information re. eReader availability. She is looking a grant through the ISL History Grant. If obtained, the library will have the ability to have the New Lenox historical information that is currently on microfilm, added to the state archives.

Hayley would also like to meet with the New Lenox Historical Society to include this information.

## **Correspondence**

News articles regarding the various library programs that were offered during the Month of July were shared with the board.

A Thank You card from Amy Walsh, who completed her library practicum in the Youth Services Department.

Various SUGGESTIONS from the public ranging from "Handicap Parking", "Thank you for doing a great job", Computer difficulties, Automatic door opening for Handicap access, Cell phones and children, Seating in the Youth Services Dept. for parents, and a Box for Community Coupons.

A bookmark that was created to remind patrons that new books, eBooks, eAudiobooks, and DVDs can be renewed.

## **Treasurer's Report**

Trustee Podoba moved and Trustee Tatro seconded to approve disbursements for July 2014 in the amount of \$93,427.30 and motion passed by unanimous roll call vote.

## **Staff Reports**

The Circulation Department will be changing how CD's and DVD's will be shelved. CD's will be stored in clear slim plastic cases so that more can be shelved in the cases in Circulation. The regular plastic cases that they are now stored in will be offered to other libraries. This conversion will take a while to complete, probably in the spring.

## **Admin News**

- September 20 the Friends of the Library will be holding their first Yard Sale. The cost of each space is \$10 (each space is one parking space in the library parking lot). Amy, president of the Friends is working on the details. The Yard Sale can sell used clothing and food.
- Trustee Broccolo complemented Ashley Middleton, Digital Media Lab, on her presentation at the Genealogy Program.

- Don at Channel 6 taped Director Hall's "Meet Your Neighbor" program and wants to make it a monthly series. Director Hall interviewed Laura Enright author of both Adult nonfiction and fiction and our own Gina Linko, who has written 2 successful Young Adult books. Director Hall will be searching for more talented New Lenox folks to interview in the future.
- Director Hall and her husband also made a guest appearance on "In the American Kitchen". Jon made a scallops dish and Director Hall gave a brief discussion about books on seafood available at the library.
- Food For Fines was a success, over 800 items donated, over \$1,400 in fines were waived.
- Pictures were submitted to the library website, TV monitor in main area of the library, and on the library Facebook page.

### **Digital Media Lab News**

- July Registrations were 28 patrons, July hours used 98 hours, 50 minutes
- Patrons are using the Lab even when Ashley is not in.

### **IT News**

- Two new computers for Youth Services have arrived and will be installed next week
- The new Server for our OPAC thin clients has been installed and is working well. This takes the place of two older servers.

### **Circulation Department News**

- Monies collected from Unique Management totaled \$251.50
- Three items borrowed from the Mokena Library returned to them
- Advertising has been done for the FOOD FOR FINES which ran August 4-9

### **Adult Services Department News**

- Adults Services Department is in the process of updating procedures and restructuring the department. They will be working in a team environment where one person will be able to perform any tasks in the department.

### **Youth Services Department News**

- Tanya Van Ham has been promoted to full time.
- Denise Wargowsky took the full time teen/programming position in Adult Services.
- The two half-time positions were filled by Nicole DeVries and Nicole Swanberg.

### **Café News**

None

### **Board Reports**

None

### **Committee Reports**

#### **Personnel:**

None

**Finance:**

None

**Building and Grounds:**

- Café ice machine in the Café broke on Weekend. Repairperson came on Monday and repaired
- Dish washer motor needed to be repaired on the dishwasher in the Café.
- The current lawn maintenance contract will be terminated at the end of this season. We will be looking to replace them.

Director Broccolo mentioned that a patron brought to his attention the front middle railing is very loose. Dominic has someone coming out to take care of. There is also a very large hornets' nest in a tree on the library property. Dominic will also call someone to come out and take care of it.

**Policy:**

None

**Fundraising:**

Mailings have gone out requesting sponsors for the 2<sup>nd</sup> Annual Mini-Golf Fundraiser. Liz is working on pamphlets with information that the Trustees can use when they go out to the businesses. The Trustees received a copy of the lists of Sponsors.

**Old Business**

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

No changes from last meeting. Will be wrapping up for next board meeting.

**New Business**

A. REVIEW: Serving our Public Chapter 4, Facilities

We are in complete compliance with the Facilities checklist laid out in Chapter 4.

B. ACTION: Approve Budget and appropriation Ordinance

Trustee Ulstad motioned and Trustee Podoba seconded to approve Budget and Appropriation Ordinance. Motion passed by unanimous roll call vote.

C. ACTION: Approve Estimate of Revenues

Trustee Podoba motioned and Trustee Loecke seconded to approve Estimate of Revenues. Motion passed by unanimous roll call vote.

D. ACTION: Approve Maintenance Levy Ordinance.

Trustee Tatro motioned and Trustee Ulstad seconded to Maintenance Levy Ordinance. Motion passed by unanimous roll call vote.

E. ACTION: Approve Cleaning Contract

Trustee Podoba motioned and Trustee Tatro seconded to approve Cleaning Contract. Motion passed by unanimous roll call vote.

F. REVIEW: Library Director Goals.

Trustee Tatro recommended a specific number for exercising goal. Director Hall said that 5 times a week would be an accurate number.

**Executive Session**

None

**Trustee Comments**

None

**Adjournment**

Trustee Podoba moved and Trustee Loecke seconded that the meeting be adjourned at 7:55 p. m. Motion passed by unanimous roll call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Cathy Weltsch  
Recording Secretary