



NEW LENOX PUBLIC LIBRARY  
DISTRICT  
BOARD MEETING  
September 15, 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, September 15, 2014, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Lou Broccolo, Linda Evans, Michelle Mondrod, Ann Podoba, Bonnie Ulstad and Ed Tatro

Absent: Colette Loecke

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

Visitors present: Nicole DeVries, Youth Services Assistant

### **Minutes**

Trustee Evans moved and Trustee Podoba seconded that the minutes of the August 18, 2014 general and executive meetings be approved as read. Motion passed by a unanimous roll call vote.

### **Audience to Visitors**

Nicole DeVries, recently promoted to Youth Services Assistant  
Nicole was a Page for 6 ½ years. She is a recent graduate from Western Governor's University. Her degree is in Elementary Education.

### **Correspondence**

- News articles in the *New Lenox Patriot* regarding the various library programs that were offered during August were shared with the board.
- Patron Suggestion regarding having more Playaways available.
- An *Lincoln Way Trader* ad that was placed for the Cafe

### **Treasurer's Report**

Trustee Tatro moved and Trustee Monbrod seconded to approve disbursements for August 2014 in the amount of \$167,030.75 and motion passed by unanimous roll call vote.

### **Staff Reports**

- Mezz Stork is officially retired.
- Jenny Suttle has had a successful knee surgery and is recovering fine. She will return to work for 2 weeks and then have a second knee surgery.

### **Admin News**

- Thursday, September 18<sup>th</sup> will be the Business After Hours to be held from 5:00-7:00 pm in the A/B Program Room. The café will be serving food, and we will provide the beverages
- Tours of the new Media Lab will be given.
- The Friends of the Library will be holding their Yard Sale in the Library Parking lot on Saturday, September 20<sup>th</sup> from 9:00 am-4:00 pm. Friends and the café will also have tables
- The Library and Chamber will have a joint Business Leaders Book Discussion Group starting next month.

### **Digital Media Lab News**

- August Registrations: 20 new patrons
- Total Registrations: 80 patrons
- August Hours Used: 107 hours, 20 minutes

### **IT News**

- Two new computers for Youth Services have arrived and have been installed.
- New OPAC Server has been installed and is working fine.

### **Circulation Department News**

- Monies collected from Unique Management came to \$251.50
- New Page, Erin Collins and new Clerk, Kim DiVito

### **Adult Services Department News**

- Adults Services is in the process of updating procedures and restructuring the department. There will be cross training so that each person will be able to perform any tasks in the department.

### **Youth Services Department News**

- Tanya Van Ham has been promoted to fulltime.
- Denise Wargowsky will take 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:**

- Dominic and Director Hall discussed the carpeting for Adult Services. They will be meeting with a couple companies to see how to replace the carpeting without interrupting the patrons.
- The leak in the meeting room has been repaired.
- Looked at options for repairing the cracks in the concrete. Originally thinking about this Fall but better to repair in Spring. Also a tree with Emerald Ash, the village will be taking down. We will put stone around the trees and shaded areas to eliminate the mud.

### **Policy:**

None

### **Fundraising:**

- Letters to local and Illinois Politicians asking for their support for the Mini Golf Fundraiser have been sent. (September 11<sup>th</sup>)

### **Old Business**

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

No changes from last meeting. Will be completing for next meeting (September 15, 2014)

### **New Business**

A. ACTION: Approve New Strategic Plan for 2015-2017

Do we want to keep with the monthly Strategic Plan or switch to quarterly? Yes, switch to quarterly Strategic Plan.

Trustee Podoba motioned and Trustee Monbrod seconded to Approve New Strategic Plan for 2015-2017. Motion passed by unanimous voice vote.

B. REVIEW: Illinois Public Library Annual Report

No action needs to be taken

C. ACTION: Approve Per Capita Grant

Trustee Tatro motioned and Trustee Monbrod seconded to Approve New Per Capita Grant. Motion passed by unanimous roll call vote.

D. ACTION: Approve Holiday Schedule

Trustee Tatro motioned and Trustee Monbrod seconded to Approve Holiday Schedule for FY 2015. Motion passed by unanimous roll call vote.

E. REVIEW: Serving Our Public Chapter 5, Technology

The Board reviewed the checklist for the technology requirements for libraries. We do not comply with ERate funding, but do comply with everything else. The eRate funding is based on free and reduced school lunches and we do not qualify.

F. ACTION: Set TITA Hearing

Trustee Tatro motioned and Trustee Ulstad seconded to vote on set TITA Hearing on Monday, October 20, 2014 at 6:55 pm prior to the Regular Board Meeting. Motion passed by unanimous voice vote.

G. REVIEW: Tentative Tax Levy Ordinance

Officially vote on next month

**Trustee Comments**

None

**Adjournment**

Trustee Tatro moved and Trustee Monbrod seconded that the meeting be adjourned at 8:05 p. m. Motion passed by unanimous roll call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Cathy Weltsch  
Recording Secretary