



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING September 21, 2015

- Prior to the opening of the regular Board meeting a hearing for the proposed Budget and Appropriations was held from 6:45 to 7pm in the Board room. Director Shaker outlined the details of the B&A. No visitors were in attendance.

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 September 21, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Ed Tatro, Colette Loecke, and Ann Podoba, Bonnie Ulstad via Phone, Trustee Michelle Monbrod joined the meeting at 7:33pm
Absent were Trustees: Linda Evans and Lou Broccolo

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

Minutes

General meeting minutes from the July and August regular meeting and meeting minutes from the August Fundraising Committee meeting committee were approved on a motion by Trustee Podoba, seconded by Trustee Loecke.

Correspondence

- President Tatro passed around the Memorial card and note that was sent by Robert Hoaglund, husband of former Board member Susan Hoaglund. Susan passed away in August and listed the Library as a place to send memorial donations in her name.

Treasurer's Report

- Business Manager Michael Stubler gave the Treasurer's Report explaining the month's (August) income and expenses.
- Trustee Loecke moved and Trustee Podoba seconded to approve disbursements for August 2015 in the amount of \$84052.03 and motion passed by unanimous roll call vote.

Director's Report

- Holiday party – Director Shaker advised the Board to consider whether or not they would like to contribute to the staff holiday party as they have done in the past but it was decided that no decision should be made until the full Board is present.

- Staff Day #2 – Director Shaker pointed out that unlike past years we held the first Staff day in August rather than May so it seems premature to schedule the second staff day for December; we are considering doing the second staff day in February.
- Per Capita Grant Applications are not yet available – the due date has been moved to January 15 of 2016 and applications will be made available on October 1. We have been advised by RAILS to go ahead and fill those applications out regardless of whether or not we think it is likely that the Per Capita Funds will be provided by the State so that the State can see our need. The Per Capita Grant cannot be paid out without Illinois passing a budget and even if the budget is passed we are unsure of how the new budget will impact the funds made available to libraries.
- Talking with Pinnacle libraries about their consortium – Director Shaker has had several conversations with Directors of Pinnacle libraries about the possibility of joining them. This change is not imminent and Director Shaker feels that it would be prudent to see what the impact of the Rivershare libraries joining PrairieCat will be before making a decision on the issue.
- Future of Business Assistant Position - This position was created prior to the retirement of our previous Business Manager at her request. Our current Business Manager, Michael Stubler, has advised the Director that he doesn't have a need for a Business Assistant at this time. Director Shaker still feels that it is in the Library's best interest to cross train a staff member to do some of the time sensitive duties that the Business Manager is responsible for so that he can take vacation without concern and so that we have a back-up plan in the case of an emergency.
- Susan Hoaglund Memorial Donations – At this point we have received over \$2,500.00 in donations in the memory of Susan Hoaglund. Director Shaker has spoken with Susan's family and they have stated that they are happy to let the Library use any donations that come in without specifications for use in the way that we feel is in the Library's best interest. We will make decisions about the use of those funds once we feel confident that the donations have finished coming in. All donors have been personally thanked by the Library and a list of donors has been forwarded to the Hoaglund family.
- Friend's Book Sale update – Director Shaker met with the Friend's President and we agreed that we will push the timeline back to allow our new Adult Services Manager an opportunity to evaluate what collection he feels is best suited for that space so that he doesn't have to inherit the decision of the previous manager. Director Shaker will work with our Marketing Associate to create some signage and public statements to communicate to the patrons what is going on with the space.

Staff Reports

Marketing/Outreach News

- Liz Wetmore and Denise Wargowski attended Ladies Night out on August 28th. We set up a table, made a gift basket to raffle off, and did the prize wheel as a trivia game, it was hugely popular. We have over 200 people register to win our basket, and we got a lot of positive feedback. We used this event to market our mini golf event, and our fall programs.
- Liz Wetmore and Pilar Shaker attended the Friends of the Library rummage sale on Saturday, Sept. 12. We handed out book bags as well as our golf flyers to attendees.
- Sharefest was held on Sept. 19th and we arranged to have our flyers (mini golf) at the check-in table on the day of the event. Liz attended in the morning to promote mini golf.

- Mini Golf promotion is going well, ten holes are spoken for and lots of tickets already sold.

IT News

- Our new MobilePrint service is now available to patrons
- 14 new computers will be ordered later this month. Nine will be replacing the Youth Services Internet stations, and five will replace staff computers in the Adult Services office. The price should be about 16% less than was budgeted for the project, saving \$1,750.

Circulation Department News

- The Circulation Department welcomed Diane Cochran as our new Page this month. Applications are still being accepted for the second page position.
- Food for Fines was August 10-15, and the library forgave \$ 905.05 in fines during this time.

Adult Services Department News

- Denise and Hayley (along with YS staff) held a very successful and fun Lock-in for the Teens at the beginning of the month. Everyone had a ton of fun and the teens were excited to be here.
- Rose Gillman's last day was August 14.
- Nick Hyten joined the staff as the new Manager on Monday, September 21st.

Youth Services Department News

- Erin Hunter, and Scott Jones participated in hosting a Teen/Tween Lock-in. They had 35 teens attend and a half dozen teens that volunteered to assist with the program. They had stations of activities and games set up in all areas of the library. Everyone had a great time.
- Dana interviewed for the opening left by Tanya's departure. Carolyn Boyer was selected and her start date was September 8. She formally worked at Matteson Public Library.

Building and Grounds

- Major improvements include new concrete on the East entry walkway and new paint on the railings, tables and benches at the West entry.
- Director Shaker pointed out to the Board that the painters who cleaned and repainted the railings at the West entrance reported significant rust damage to several locations of the railing and the Maintenance Manager feels that replacing the railings altogether may need to be in the Library's not-to-distant future. The existing railings are custom and replacing them as-is may be beyond the limitations of our budget so we are contemplating less expensive and more long-lasting options for the future.
- Trustee Podoba asked if a Sealer was used on the new concrete; Director Shaker was unsure and will follow-up with the Maintenance Manager.

Café News

The Café was a presence at the Friend's Rummage Sale

Board Reports

Committee Reports

A. Personnel:

- None

B. Finance:

- None

C. Building and Grounds:

-None

D. Policy:

- None

E. Fundraising:

- None

Old Business

- Trustees Monbrod and Ulstad came in and Audited the Secretary's Report – no issues were found
- Director Shaker and the Maintenance Manager met with the concrete company and decided to move forward with the work as previously reported.

New Business

ACTION: Adopt final B&A – The Final Budget and Appropriations was adopted on a motion by Trustee Podoba and seconded by Trustee Loecke, it passed on a unanimous rollcall vote of all Trustees present.

REVIEW: Serving Our Public Ch. 5 – Director Shaker pointed out that Board review of this chapter is a requirement from the state for the Per Capita Grant application along with a technology assessment (The Edge Assessment) which has been completed. We meet all items on the checklist except item 18 (E-Rate) which we don't participate in by choice as it doesn't provide a significant benefit to our library.

REVIEW: Tentative Tax Levy Ordinance – Director Shaker outlined the Levy and how she came to the numbers presented, she pointed out that she met with several area Directors and had the levy reviewed by both our lawyer and the Will County tax extension officer in order to ensure accuracy of her first levy for this district. The levy represents a 9% increase and requires a Truth in Taxation Hearing. Director Shaker pointed out that one of the changes is that we are levying 1000.00 in our special levy and the remaining amount for those levy's is included in the General Fund. This allows a bit more flexibility.

ACTION: Set TITA Hearing date – The Board approved the Truth in Taxation Hearing date set for October 19th at 6:45pm on a motion by Trustee Mondbrod, seconded by Trustee Podoba and approved by a unanimous roll call vote of all present.

REVIEW: IPLAR – Director Shaker shared the IPLAR report that was submitted to the State Library as required.

ACTION: Adopt holiday schedule – Director Shaker presented the proposed holiday schedule which follows our standard holiday policy as outlined in our General Policy. There will be one additional holiday in 2016 due to Christmas falling on a Sunday so the following Monday will be the holiday. The Board approved the holiday schedule as presented on a motion by Trustee Monbrod and seconded by Trustee Loecke and passed on a unanimous rollcall vote of all present.

Executive Session

NONE

Trustee Comments

- President Tatro asked if anyone could attend the Leadership Meeting on Friday, September 25th at Little Joe's.
- Trustee Podoba thanked Trustees Ulstad and Monbrod for joining the meeting in spite of preexisting conflicts.

Adjournment

Trustee Ulstad moved and Trustee Loecke seconded that the meeting be adjourned at 7:47p.m. Motion passed by unanimous voice call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Pilar Shaker
Director, Recording Secretary