



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING October 19, 2015

- Prior to the opening of the regular Board meeting a hearing for the proposed Tax Levy was held from 6:45 to 7pm in the Board room. Director Shaker outlined the details of the Levy.

In Attendance: Director and Recording Secretary Pilar Shaker, Board President Edward A. Tatro, Board Vice President Linda Evans, Trustee Lou Broccolo, Trustee Bonnie Ulstad, Board Treasurer Ann Podoba, Board Secretary Colette Loecke, Trustee Michelle Monbrod

Absent: None

Visitors: None

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 October 19, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Edward A. Tatro, Colette Loecke, and Ann Podoba, Bonnie Ulstad, Michelle Monbrod, Linda Evans and Lou Broccolo

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

Visitors: Andrea Justin of Old Plank Trail Community Bank

### **Minutes**

General meeting minutes from the September regular meeting were approved on a motion by Trustee Evan, seconded by Trustee Loecke.

### **Correspondence**

- Director Shaker 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**

- Director Shaker gave the Treasurer's Report explaining the month's (September) income and expenses.
- Trustee Monbrod moved and Trustee Evans seconded to approve disbursements for September 2015 in the amount of \$187,491.46 and motion passed by unanimous roll call vote.

## Director's Report

- Mini Golf – Director Shaker asked Board Members if they planned to be present at the Mini Golf Fundraiser on the 24<sup>th</sup> and if they would be willing to volunteer their help. All Trustees stated that they would be present and willing to help.
- Trunk & Treat – Amy Ingalls and Liz Wetmore will be representing the Library at the Chamber's Trunk & Treat event doing last minute promotion for the golf event
- Staff Holiday Party – Director Shaker informed Trustees that the staff Holiday party is tentatively scheduled for December 18<sup>th</sup> after closing here at the library, Trustees are invited to attend.
- Wilhelm Estate – Director Shaker informed the Trustees that she intends to reach out to the Patriot to invite them to do a story on the Wilhelm donation as a way of thanking the estate and informing the community. Director Shaker anticipates that the Journalist will inquire about how the library intends to use the funds and asked the Trustees for their input on that response. Trustees suggested that we inform the paper that much of the money will be put into reserves in anticipation of a loss of state funding. We will share that specific decisions about how to spend the money haven't been made yet but we hope to spend some money in the Children's department as that was an area of particular interest to the Wilhelms and we would like to keep our goal of expanding our collections in mind as we make decisions pertaining to spending those funds.
- Director Shaker shared her plans to use some of the remaining unspecified donations from the Hoaglund memorial donations on new Mag Boxes for the Adult Services periodicals area. This will be done in conjunction with streamlining the back catalog collection to eliminate the back catalog of titles that didn't circulate well in the past year. Trustees requested that once the project is completed we put a small plaque up in recognition of Susan Hoaglund.
- Creativity Grant – Director Shaker shared that Dana Russell and she had submitted a grant proposal that would provide funds for building out the large unused purple wall area in the Children's department. We did not win the grant and heard that our community was not diverse enough.
- Lending Library Grant – Director Shaker shared that she had come upon a Grant opportunity for a Lending Library. This would provide a large vending-machine-like product that would help to provide services beyond the library's hours. Director Shaker asked for the Board's input on whether or not they thought that the patrons of our community would respond well to a product like this. Trustees determined that the time spent on the grant was likely not worth the effort as they weren't convinced that the community would embrace it and the likelihood of receiving the grant are low.
- Just 4 You Café – The proprietor of our café space has concerns about continuing to operate on Saturdays as she is currently losing money by being open that day. Director Shaker has asked that if she does decide to close that day she should give us as much notice as possible.
- Changes to our Illinois Funds Accounts – Director Shaker shared that Illinois Funds will no longer be allowing participants to use their funds as checking accounts. NLPL relies on writing checks from our Illinois Funds accounts so we need to move those funds to new accounts. Illinois Funds is working with US Bank and has sent rates for us to consider if we elect to use US Bank for the transfer. Business Manager Michael Stubler did some comparison shopping on rates and determined that we would be better served by Old Plant Trail Community Bank where many of our other accounts are currently housed. Andrea Justin of Old Plank Trail joined the meeting to give the Trustees a presentation on the services they would be offering and how they would be aiding us in the transition process.

- March Board Meeting – Director Shaker shared with the Board that she is hoping to travel for a family event in March and asked the Board about their preference for that month’s Board meeting. Trustees were comfortable with keeping the March date intact and agreed that we could assign a Manager to represent the library at the meeting as the date draws nearer.
- Cintas Medical Cabinet – Director Shaker pointed out that the Library has purchased a medical cabinet from Cintas, this cabinet will be evaluated monthly by Cintas staff at no cost to the library to ensure that we have all of the supplies that we are required to have.
- Records Room – Director Shaker asked the Trustees if they were comfortable having their files moved from the Records Storage room to the Board Room closet as she is attempting to clean that closet out. Trustees agreed.
- Per Capita update – Director Shaker shared that the Per Capita Grant application has finally been made available and is due in mid-January. We are still not hopeful about the actual funding of the grant but we will complete the application.

## **Staff Reports**

### **Marketing/Outreach News**

- Liz Wetmore and Denise Wargowski attended the Fire Fighters Open House and had lots of interest in the golf event.
- Liz continues to attend 5ks in the community and shared that the Library appears on the t-shirts of the most recent race.
- The mini-golf event has already raised over 3000.00 without considering ticket sales so we’re in good shape.
- Liz and Nick Hyten constructed a survey asking our patrons what collection they would like to see moved to the first floor area and we’ve already received over 100 responses.
- Liz and Director Shaker constructed a letter to our patrons explaining the upcoming Book-Sale area changes and why they are happening. The letter was sent as an e-Blast to our e-Newsletter recipients. We received many lovely and informative responses and Liz shared them in a packet provided to Trustees.

### **IT News**

- New computers were ordered per the usual replacement cycles and Windows 10 is being slowly introduced to existing computers.

### **Circulation Department News**

- We’ve welcomed a new Page, Cindy Burian, to replace the departing Michelle Frank

### **Adult Services Department News**

- Nick Hyten’s first month as Department Manager is going well, he’s had meetings with individual staff members as well as a general department meeting.

### **Youth Services Department News**

- YS continues to do school outreach and training for students which is going well.

### **Building and Grounds**

- Aside from usual updates and facility care we’ve had some expenses with repairs in the Café.

- Gutters have been cleared of tree growth
- Lots of work on the exterior maintenance including the railing and concrete projects

### **Board Reports**

#### **Committee Reports**

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

- None

##### **B. Finance:**

- None

##### **C. Building and Grounds:**

-None

##### **D. Policy:**

- None

##### **E. Fundraising:**

- None

### **Old Business**

#### **New Business**

ACTION: Adopt final Levy – The Final Levy was adopted on a motion by Trustee Monbrod and seconded by Trustee Podoba, it passed on a unanimous rollcall vote of all Trustees present.

ACTION: Approve Recommendations for Banking Changes – Business Manager Michael Stubler wrote a letter to the Board outlining his recommendations for the changes to be made to our accounts in light of the Illinois Funds changes and taking into account the recommendations of Andrea Justin of Old Plank Trail Community Bank. Stubler recommends that we transition all of our Illinois Funds accounts over to Old Plank. The recommendations were approved on a motion by Trustee Evans and seconded by Trustee Tatro, it passed on a unanimous roll call vote of all Trustees present.

ACTION: Adopt LIMRiCC Ordinance accepting changes to LIMRiCC By-Laws and Intergovernmental Agreement – Director Shaker outlined the changes that the LIMRiCC Board approved. The changes are driven by ACA changes and requirements. The ordinance was adopted on a motion by Trustee Evans and seconded by Trustee Podoba, it passed on a unanimous roll call vote of all Trustees present.

ACTION: Approve 2016 healthcare costs – Director Shaker outlined the various possible offerings we could make to the staff. Trustees recommended that the issue be tabled until the Finance Committee can meet and make a recommendation to the Board.

ACTION: Approve the updated Behavior Policy – Director Shaker shared the policy on food in the library that she constructed with the input of Library managers. The Board voted to reject the policy as written but to approve an amended policy that prohibits food in the library aside from library sponsored events and covered beverages on a motion by Trustee Ulstad and

seconded by Trustee Broccolo, it passed on a rollcall vote as follows: Evans – Y, Loecke – Y, Monbrod – Y, Podoba – Y, Tatro – Y, Ulstad – Y, Broccolo – N.

ACTION: Review Serving Our Public Ch. 6 – The Library currently meets all standards outlined in Ch. 6 of Serving Our Public 3.0.

### **Executive Session**

The Board voted to enter executive session on a Motion by Trustee Podoba and seconded by Trustee Monbrod.

Executive session was called to order by President Tatro at 8:34pm

Items discussed were: Employment status of a current employee and lease agreement of the café space.

The Board voted to exit executive session on a motion by Trustee Evans and seconded by Trustee Ulstad at 8:44

### **Trustee Comments**

- President Tatro asked if anyone could attend the Leadership Meeting on Friday, October 23<sup>rd</sup> at Little Joe's. – Trustee Broccolo and Director Shaker will attend.
- Trustee Monbrod pointed out that she thinks it would be more cost effective to print on both sides of the yard signs for next year because many people took two due to the fact that they weren't double sided so no money was really saved by going with one-sided printing. She also suggested less information be printed for ease of reading.
- Trustee Broccolo suggested that the Business Manager not read the numbers as printed on the Finance Report as Trustees are supposed to read the reports ahead of time and so it's redundant.
- Finance Committee agreed to meet ahead of the November Board Meeting to make a recommendation for the Medical Benefits package offered to staff.

### **Adjournment**

Trustee Broccolo moved and Trustee Loecke seconded that the meeting be adjourned at 8:51p.m. Motion passed by unanimous voice call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary