



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING November 16, 2015

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:02 p.m., by President Tatro on Monday November 16, 2015, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: Bonnie Ulstad

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

Visitors: Debbie and Mark Vejvoda, Just 4 U Café owners

### **Minutes**

General meeting minutes from the October regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Evans.

### **Audience to Visitors**

- Debbie and Mark Vejvoda, owners of the Just 4 U Café, presented 2014 financial information to the Board. Mark pointed out that the Café had lost money in its first year and would likely lose money again this year. Mark and Debbie are interested in continuing to operate the café but feel that a reduction in rent would be necessary if they were going to be able to do so. Mark requested a reduction of \$100.00 per month.

### **Correspondence**

- Director Shaker passed around Thank You notes written from Prairie school children who thanked the Library staff for providing library tours.
- Director Shaker extended an invitation from the Chamber of Commerce to their annual Holiday Party for members. Director Shaker plans to attend with the Library's Chamber Liason, Amy Ingalls. Board Member Ed Tatro, Lou Broccolo and Michelle Monbrod also plan to attend.
- Director Shaker shared the Ghouls for Golf ad.

### **Treasurer's Report**

- Michael Stubler gave the Treasurer's Report explaining the month's (October) income and expenses. The Board inquired about our CD rates and Michael shared that it was

quite low at the moment. We will explore better rates after our bank moves are complete.

- Trustee Podoba moved and Trustee Monbrod seconded to approve disbursements for October 2015 in the amount of \$54,879.21 and motion passed by unanimous roll call vote.
  - Discussion Trustee Broccolo asked if it was safe to keep holding the Wilhelm estate check. Michael Stubler confirmed that it could be replaced if it was destroyed and that it is kept locked. Michael Stubler confirmed that we were still well under the 90 day limit for cashing the check.

### **Director's Report**

- Director Shaker shared a letter received from a patron who had concerns about moving the book sale area. The patron had some questions about why this decision was being made. Director Shaker shared her response to this patron and also shared that the patron seemed pleased with the response.
- Director Shaker confirmed the Holiday Party date and extended an invitation to the Board.
- Director Shaker asked the Board how they would like to hear staff ideas for spending some of the Wilhelm estate donation. President Tatro requested a printed presentation at the next Board Meeting.
- Director Shaker shared concerns regarding storage spaces in the Library, we are currently storing large items like chairs and shelving in the Maintenance area that houses our HVAC unit which Director Shaker doesn't think is safe. The Library currently has shelving that is empty on the 2<sup>nd</sup> floor and our Maintenance Manager doesn't feel comfortable taking it down because we don't have anywhere to store it. Director Shaker asked the Board to allow her to sell some of our excess shelving and chairs to other libraries in the state to free up some space. The Board agreed to this plan so long as no end-panels were sold and that we kept enough for future use.
- Director Shaker shared that at the recent PrairieCat Delegates meeting the Delegates voted to eliminate the requirement that all PrairieCat members subscribe to the RAILS supported eBook platform, eRead Illinois. This means that those that do subscribe will not get the additional group discount; it also means that we can decide not to participate if we don't think our patrons value that service.
- Director Shaker shared that the Library had received a shipment of office supplies from a company who offered free samples in hopes of gaining our business in the future. After receiving that shipment we received an invoice in excess of \$2500.00 and were unable to get ahold of the company. After doing some research we learned that this company has a long history of scamming organizations with this ploy. Director Shaker contacted our Lawyer who advised that we send a certified letter to the company informing them that the supplies were accepted as unsolicited free samples per our conversation and that we did not intend to pay for them. This letter also indicated that if they wanted the samples back they should send pre-paid shipping materials. After sending this letter Director Shaker did hear back from the company and was informed

that they would send UPS to pick up the items at their expense. After shipping the items back Director Shaker received a second invoice for a very small number of items that were missing. Director Shaker feels that although we aren't legally obligated to pay for unsolicited items, it may cost less to pay this second 250.00 bill than to deal with the legal ramifications of not doing so. Director Shaker also pointed out that Business Manager, Michael Stubler, was opposed to paying as he was fearful of setting precedence. Director Shaker asked the Board how they would feel about the Library intentionally not paying the second invoice. The Board unanimously agreed that we shouldn't pay. The Attorney General's office is involved and we believe that they have been in contact with this company regarding our complaint.

- Director Shaker filled the Board in on the IDOL recommendation that the FLSA change the minimum amount that an exempt employee earns in order to be classified as exempt. This minimum amount is recommended to be 50,400, significantly higher than our starting salary for employees currently classified as exempt. It is currently unknown when this change will take effect or if the proposed 50,400 will be the amount settled upon. Director Shaker wanted the Board to be aware that if this change takes effect all of our exempt employees, with the exception of her, would become non-exempt and that may affect how we operate. If we plan to make those staff members exempt in the new fiscal year the Board will need to approve a new salary schedule. No action needs to happen now but the Director wanted the Board to have the opportunity to ask questions and feel informed before the change happens.

## **Staff Reports**

### **Marketing/Outreach News**

- The annual Mini Golf Fundraiser raise approximately **\$5940.00** this year and Director Shaker pointed out that this was an increase over last year's total although we had fewer business sponsors. This indicates that we had significantly higher attendance this year.
- We will be doing our Trivia Night program at Beggars Pizza in January. Beggars will be stapling a Library flier to every Pizza box that goes out between now and then.
- We will be at Christmas in the Commons this year and have a great location
- We received over five hundred responses from our patron survey asking what they want to have in our new Adult Services area on the first floor. The overwhelming majority voted for all of the NEW materials. Director Shaker is in discussions with the Adult Services Manager about increasing the budget for DVDs and High Demand items so that we can increase our Browse (not hold-able) collection in an effort to ensure that the new area is well stocked.

### **IT News**

- Alex Vancina is working with Director Shaker to get a new cash register set-up for use in Circulation. The register will be composed of an iPad that the library already owns that will have free register software loaded onto it, an automatic and lockable cash drawer and a Wi-Fi printer.

### **Circulation Department News**

- Circulation has two new pages as we split a position after the last page left

### **Adult Services Department News**

- The magazine collection is being shifted into the new acrylic holders and look great

### **Youth Services Department News**

- Lots of Halloween related programs happened last month and our new outreach librarian is doing tons of new outreach

### **Building and Grounds**

- The Air Frequency Drive on our HVAC unit keeps tripping out and the Maintenance Manager has been working with the HVAC maintenance company to rectify the problem. It is possible that the part will need to be replaced in the near future but we are hoping to get to the new fiscal year with the one we have as the part is approximately \$5000.00. Director Shaker pointed out that the unit is 14 years old and it would be unfortunate to have to put too much money into it at this point.

### **Board Reports**

#### **Committee Reports**

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

- None

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

- Finance committee met ahead of the Board Meeting and they reported to the Board that they recommend dropping two of our current health coverage options and only offering the high deductible PPO at 30.00 per month

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

-None

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

- None

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

- None

### **Old Business**

- The Board reviewed the revised food policy

### **New Business**

ACTION: Adopt health care plan as proposed by the Finance Committee – The Finance Committee recommended that the Library only offer staff the high deductible PPO option at a cost of 30.00 per month. The proposal passed on a motion from Trustee Mondbrod and seconded by Trustee Podoba, it was approved by a unanimous roll call vote by all present.

ACTION: Approve Directors Recommendations for closed sessions to be released – Director Shaker presented the Board with current closed session notes in closed session and recommended that all closed session minutes remain closed. The recommendation was approved on a motion by Trustee Evans and seconded by Trustee Broccolo, it passed on a unanimous vote of all Trustees present.

REVIEW: Strategic Plan Goals – Director Shaker presented the Board with a copy of the Strategic Plan and pointed out that in spite of not starting until April (due to lack of a Director) we have nearly completed all year one goals. Director Shaker also shared that she is just about ready to begin offering home-bound services, one of the strategic goals. We are just waiting for the Lawyer to review our volunteer policy and for PrairieCat to get our home-bound patron type set up.

REVIEW: Serving Our Public Ch. 7 – The Library answers “yes” to all of the questions on the Collection Management and Resource Sharing Checklist.

### **Executive Session**

The Board voted to enter executive session on a Motion by Trustee Monbrod and seconded by Trustee Broccoli. Executive Session was legally entered into for the discussion of closed minutes and rental space pricing.

Executive session was called to order by President Tatro at 8:10 pm

Items discussed were: Director’s recommendation for release of closed minutes and lease agreement of the café space.

The Board voted to exit executive session on a motion by Trustee Broccoli and seconded by Trustee Loecke at 8:25

### **Trustee Comments**

### **Adjournment**

Trustee Evans moved and Trustee Broccoli seconded that the meeting be adjourned at 8:26 p.m. Motion passed by unanimous voice call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary