



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING

December 16, 2013

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:01 p.m., by President Broccolo on Monday, December 16, 2013, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois. Present were Trustees Michelle Monbrod, Ann Podoba, Dr. Ed Tatro, Bonnie Ulstad, Lou Broccolo, and Colette Loecke. Trustee Linda Evans was absent. Staff present: Kate Hall, Library Director; Pam Anderson, Business Manager, Alex Vancina, IT Manager, and Donna Rinker, Recording Secretary. Visitors Present: Debbie and Mark Vejvoda.

Minutes

Trustee Podoba moved and Trustee Ulstad seconded that the minutes of the November 18, 2013 meeting be approved as read. The motion passed by unanimous voice vote.

Audience to Visitors

Debbie and Mark Vejvoda gave a presentation to the board, on the Café, offering their qualifications and business plan and exited the meeting at 7:17 p.m.

Correspondence

The library received several news articles on various programs, and a write-up on the Mini-Golf event was noted.

Treasurer's Report

Trustee Ulstad moved and Trustee Tatro seconded to approve disbursements in the amount of \$122,413.55 and the motion passed by unanimous roll call vote.

Director's Report

Director Hall will be on vacation from December 23-31. The staff will be visiting several other libraries to look at their Digital Media Labs at the beginning of January and board members were invited to come. Trustees Ulstad, Loecke, Broccolo and Tatro all expressed interest in visiting the other digital media labs.

Board Reports

Intergovernmental Meeting:

Dr. Tatro stated that the Menards is on hold. The Township is busy. The food pantry is always in need of food. They will also be doing a training called, Slips, Trips, and Falls.

Meeting Procedures:

The board welcomed Donna Rinker as recording secretary. Trustee Loecke will continue to do roll call.

Trustee Podoba will continue to go over the Treasurer's report as a measure of checks and balances.

Committee Reports

Personnel: Dr. Tatro met with Director Hall. The results of that meeting can be found in the New Business section. The Personnel Committee will meet at an earlier time this year, so the Director's evaluation will be in line with the fiscal year.

Dr. Tatro requested job descriptions be added to the Board's personnel filing cabinet once they have been updated.

Finance: did not meet.

Building and Grounds: did not meet. Trustee Broccolo commented on the new flag purchased.

Policy: did not meet.

Old Business

Director Hall gave an update of the Strategic Plan. At the All Staff meeting, she gave a list of technology competencies to the staff. An assessment will be done in mid-January in order to have a baseline of how staff is doing. Staff will then be doing training, and a reassessment will be done next fall. Director Hall said that many job descriptions will be revised.

Director Hall is applying for a \$50,000 Sparks Grant for the Digital Media Lab. Grant is due February 2, 2014.

New Business

Review of Serving Our Public Chapter 8, Reference and Readers Advisory Services. The New Lenox Library provides everything that they recommend. They will be revising Serving our Public and adding a section on safety.

Review: Director Goals

1. Implementing staff wide training on customer service as it relates to technology.
2. Rewriting job descriptions to align with the needs of the library based on the results of the Staffing Analysis.
3. Through federal funding and local grants, secure an additional \$10,000 in funding for the library, and further review and streamline the budget.
4. To create and open a Digital Media Lab.

Action: Discussion and Action on Café Space:

Trustee Broccolo stated that the public overwhelmingly would like to see a café in that space based on the 2013 survey done by the library. Director Hall mentioned the trouble that the library has had keeping a tenant in the space. After further discussion, the board decided more information was needed and tabled the discussion until the next meeting on Monday, January 20, 2014.

Adjournment

Trustee Monbrod moved and Trustee Broccolo seconded that the meeting be adjourned. The motion passed by unanimous voice vote and the meeting adjourned at 8:30 p.m.

Colette Loecke, Secretary