



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING December 15, 2014

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:03 p.m., by President Broccolo on Monday, December 15, 2014, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Louis Broccolo, Colette Loecke, Michelle Monbrod, Ed Tatro, and Bonnie Ulstad

Absent: Trustees Ann Podoba and Linda Evans

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

Minutes

Trustee Loecke moved and Trustee Monbrod seconded that the minutes of the November 17, 2014 general and executive meetings be approved. Motion passed by a unanimous roll call vote.

Audience to Visitors

Michael Stubler, Adult Services Assistant was introduced. He is working in the Adult Services Dept., Media Lab, and tutors. His position is an 18 hours position.

Correspondence

News articles regarding the various library programs that were offered during the Month of November were shared with the board.

Various SUGGESTIONS from the public

Treasurer's Report

Trustee Tatro moved and Trustee Monbrod seconded to approve disbursements for November 2014 in the amount of \$131,104.63 and motion passed by unanimous roll call vote.

Staff Reports

-The Staff in Service day will be Friday, December 19th from 9:30 a.m.-5:00 p.m. The Holiday Lunch will be served at 1:00 p.m. after the staff returns from visiting libraries in the area and all trustees are invited to attend

-The library will be partaking in the Celebrate and Shop New Lenox event. Each department will create a “book” tree and decorate it. The patrons will be asked to vote on which tree is their favorite. The winners will be announced at the Staff in Service Day.

Digital Media Lab News

-November Registrations were 15 new patrons; 127 patron; 102 hours 40 minutes

IT News

-We have upgraded our program calendar software through Evanced to a new system. Alex is working through a few glitches in the system but all in all everything is going well.

Circulation Department News

- 15 patron accounts in collection paid in December
- Monies collected from Unique Management totaled \$543.50
- Returned materials valued at \$39.00 and fines waived \$71.45
- Cari Shelton is still on medical leave. Son, Conner and family are doing well
- Jennie Suttle returned to work of November 17th. Cindy Bennett, interim manager and staff did an excellent job during this time

Adult Services Department News

- Michael Stubler started as a Reference/Digital Media Lab Assistant
- Staff was trained in the upgraded Program Registration Calendar
- The Book Tree project/competition was a great success. The Staff showed their competitive side.

Youth Services Department News

- The Youth Services snowman book tree and Frozen table will remain up all winter as a part of our winter reading program. These will be used as a photo op for the patrons
- The winter reading program starts on January 3 through February 28. Prizes will be awarded based on the number of hours read.
- The department will also hold a winter gear drive to collect coats, gloves and hats for the needy

Café News

-The Cafe will be closed **Dec 26, 27 and Jan 2, 3**. Alex can post them on the Website.

Board Reports

- There are still some issues with the copier implementation. The manufacturer is waiting for an update so that faxing and the copy machines. This should free up circulation.
- The library hosted its annual Volunteer Brunch on November 15. Thanks to all who attended.
- Denise and Erin planned and organized the event. Great job!
- Director Hall did the final taping of Meet Your Neighbor as host. Ed Tatro was this month’s guest and spoke about antique clocks. Denise Wargowsky co-hosted and will be taking over as host when Director leaves.

Committee Reports

Personnel:

-The Board of Trustees held a Special Meeting on December 8th with Lynn Elam Consulting. It was decided that Lynn Elam Consulting would be hired to perform the search for hiring a new director. The Personnel meeting will be held on Feb 2nd to plan how interviews will be conducted. Feb. 9th applications will be accepted, Interviews will be held the week of Feb. 9th

Finance:

None

Building and Grounds:

None

Policy:

None

Fundraising:

None

Old Business

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

- Table until new person comes in.

-The dates will change to January to coincide with the Calendar year

New Business

F. REVIEW: Serving our Public Chapter 8, Reference and Readers Service

-All are YES except "Staff members who are responsible for reader's advisory services in their library join at least one community organization, club, or council." **There is not enough staff to implement this at this time.**

G. ACTION: Mini Golf Recognition – Trustee Loecke motioned and Trustee Monbrod seconded that a gift card for \$100 will be purchased and given to Dominic Anco in recognition of his going above and beyond in the building and setting up of the golf holes for the Mini Golf Fund Raiser. Motion passed by a unanimous roll call vote.

H. ACTION: Approve Library Insurance – Cook & Kocher Insurance Group presented their Library Insurance package. They presented a coverage comparison between their insurance, and an "apples to apples" comparison, with the existing library's insurance which expires December 31, 2014. They gave recommendations to the board to consider. Trustee Tatro motioned and Trustee Ulstad seconded to choose the middle recommendation which would not include earthquake and flood insurance. Motion passed by a unanimous roll call vote

I. ACTION: Appoint Interim Director – Motion was made by Trustee Tatro and seconded by Trustee Loecke to appoint Dana Russell, Youth Services Manager and Rose Gilman, Adult Services Manager to become Interim Co-Directors until a new Director is hired. Motion passed by a unanimous roll call vote

Executive Session

Trustee Loecke motioned and Trustee Monbrod seconded that the Executive Session minutes from November 21, November 24, and December 8, 2014 be approved. Motion passed by a unanimous roll call vote

Trustee Comments

None

Adjournment

Trustee Tatro moved and Trustee Monbrod seconded that the meeting be adjourned at 8:20 p. m. Motion passed by unanimous roll call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Cathy Weltsch
Recording Secretary