



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING December 21, 2015

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 December 21, 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, Bonnie Ulstad and Lou Broccolo

Absent:

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

Visitors:

### **Minutes**

- Meeting minutes from the November 16<sup>th</sup> regular meeting were approved on a motion by Trustee Evans, seconded by Trustee Broccolo.
- Meeting minutes from the November 16<sup>th</sup> Finance Committee meeting were approved on a motion by Trustee Ulstad, seconded by Secretary Loecke.

### **Audience to Visitors**

### **Correspondence**

- Director Shaker passed around an ad that was published in The New Lenox Patriot about the donation left by the Wilhelm Estate
- Director Shaker extended an invitation from the Chamber of Commerce to their annual Dinner Celebration to be held on Thursday, January 28. The Board agreed that a presence would be nice and Director Shaker indicated that she would send out a follow-up email to Trustees so that they could indicate their availability after checking their schedules.
- Director Shaker shared three comments submitted in the suggestion box: a suggestion for a teen coloring program, a suggestion that we extend lending limits on materials, and a suggestion that the café extend their hours. Director Shaker discussed the response that she provided regarding lending limits being tied to the consortium mandates, Trustee Broccolo and President Tatro suggested publicizing this periodically as it is a fairly regular complaint/suggestion.

- Director Shaker shared a thank you note from a patron who appreciates the play kitchen that was added to the children's department.

### **Treasurer's Report**

- Michael Stubler gave the Treasurer's Report explaining the month's (November) income and expenses.
- Trustee Loecke moved and Trustee Podoba seconded to approve disbursements for October 2015 in the amount of \$63,753.32 and motion passed by unanimous roll call vote.

### **Director's Report**

- Director Shaker updated the Board regarding the impending FLSA changes. New information was shared regarding the projected date of the change which is now projected for the second or third quarter of 2016 and the news that the new minimum wage requirement will be adjusted up annually making it difficult for libraries with limited budgets to commit to, particularly if a tax freeze happens.
- Director Shaker shared the advice of the Library's lawyer regarding homebound patrons. The lawyer recommended that we not collect information regarding why a patron needs homebound services. We can inform patrons that we have limited staff/volunteer hours for this program and so we require that participants not utilize this service as a "convenience service." Trustee Broccolo asked about the liability of having volunteers do the homebound service; Director Shaker shared that she had checked in with our insurance representative and our lawyer and confirmed that volunteers would be covered for injury under our general liability but their vehicles would be covered under their own car insurance policies.

### **Staff Reports**

#### **Marketing/Outreach News**

- Liz Wetmore, Marketing Manager, has created a new Youth Services page/section on the website and has branded it with a new look that ties in with our new branding. Liz also created some new materials for distribution for Youth Services that carries the new branding through.
- Marketing continues for our off-site trivia night program at Beggars Pizza
- The Ice Princess outreach program was a great success and attracted first-time visitors, we even got some new card sign-ups at the event.

#### **IT News**

- Alex Vancina has upgraded many of the computers in Administration and all of the computers in Circulation to Windows 10

#### **Circulation Department News**

- Former Page Michelle Frank has returned to train our two new pages.

#### **Adult Services Department News**

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

- Collection evaluation and planning work continues for the move of New materials to the first floor – the new Book Store space looks great and is proving to be quite spacious now that the deep shelves have been removed and the paint has been lightened up.
- Biographies have been moved from perimeter walls into the main non-fiction collection.

#### **Youth Services Department News**

- Storytime is on break right now, holiday programs are underway!
- Alissa has written a grant for funding of a collection to support patrons with autism. This grant requires a partnership which has allowed Alissa the opportunity to reach out to Trinity services who have been very supportive.

#### **Building and Grounds**

- In addition to regular maintenance Dominic has had to partially rebuild components of the AC compressor.
- Dominic has spent lots of time reconfiguring shelving on the second floor to accommodate the new magazine holders and allow for the Biography shift.

#### **Statistics**

- Director Shaker asked that the Board allow her to revise the statistics being shared with the Trustees monthly; she will provide a new template at the January meeting.

#### **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: Approve the Rental Space Lease Agreement – The Board approved the addendum to the lease indicating that the rent for the Just 4 U Café will be paying \$100 less monthly. The motion was made by Secretary Evans and seconded by Trustee Broccolo and passed by unanimous roll call vote of all Trustees.

ACTION: Approve Insurance Renewals – Director Shaker presented the renewal policy for 2016 as it was presented by Cook & Kocher. The Board agreed to approve the policy on a motion by Trustee Broccolo and seconded by Trustee Monbrod and passed by unanimous roll call vote.

REVIEW: Staff Proposal for Wilhelm donation distribution – Director Shaker presented five project proposals for Board consideration.

- Project 1 – Refresh the Adult Services New Materials section being designed for the first floor as well as the new Friends Book Store area. Project cost – \$3275.00
- Project 2 – Create an in-library use pop-up book collection. Project cost – \$1, 975.00
- Project 3 – Update Youth Services Tree Structure. Director Shaker has not yet received the quote from the artist for this project and recommends that The Board table the vote on this project until we have a confirmed project cost.
- Project 4 – Create mobile maker space to make better use of the “purple wall” area in Youth Services. – Project cost – 5000.00

ACTION: Approve Wilhelm Estate Distribution proposal – The Board approved the distribution for four projects totaling 12,000.00 on a motion by Secretary Loecke and seconded by Trustee Monbrod it passed on a unanimous roll call vote.

REVIEW: Serving Our Public Ch. 8 – The Library answers “yes” to most of the recommendations with exception of the provision of reader’s advisory requests via instant messaging, texting and/or virtual reference.

REVIEW: Per Capita Grant Submission – The Board reviewed the Per Capita Grant document that was submitted by Director Shaker. Director Shaker shared that the state has received some funding for some of the grants made available to libraries but there is still no knowledge of how much (if any) money will be distributed for the Per Capita grants.

ACTION: Approve next step action for our current CD investment. The Board asked Business Manager Michael Stubler to investigate CD options at other local banks and asked that he go ahead and move the CD to any bank that he could find that offers more than 1% interest so long as it is a New Lenox bank.

### **Executive Session**

#### **Trustee Comments**

- The Board noted that the Staff Holiday party was a lot of fun.
- Trustee Monbrod mentioned that some friends have donated four Park Hopper Passes to The Friends of the Library Spring Arts Festival. Trustee Monbrod has discussed auctioning this gift off separately at the event as that might raise more money than the silent auction.
- President Tatro suggested putting some of Sue Hoaglund’s memorial documents in a frame near her plaque.

**Adjournment**

Vice President Evans moved and Treasurer Podoba seconded that the meeting be adjourned at 8:00 p.m. Motion passed by unanimous voice call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Pilar Shaker  
Director, Recording Secretary