



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING November 11, 2014

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by President Broccolo on Monday, November 11, 2014, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

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

Absent: Ann Podoba, Trustee; Pam Anderson, Business Manager

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

Minutes

Trustee Evans moved and Trustee Monbrod seconded that the minutes of the October 20, 2014 general and executive meetings be approved. Motion passed by a unanimous roll call vote.

Audience to Visitors

Nicole Swanberg is the new Youth Services Assistant. She graduated from Augustana College with a degree in Environmental Studies. She is also employed at Pilcher Park as a Naturalist. She is very happy to be at the library and looks forward to creating a monthly Science Club, a Family Reading Night and coordinating the upcoming Polar Express program.

Correspondence

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

The invitation to the Lincoln Way Breakfast which is November 18th was received late again. Trustee Broccolo will call the school and notify them of this.

Various SUGGESTIONS from the public

Treasurer's Report

Trustee Evans moved and Trustee Loecke seconded to approve disbursements for September 2014 in the amount of \$149,770.04 and motion passed by unanimous roll call vote.

Staff Reports

- Chamber of Commerce Holiday Party will be at the Village on Tuesday, December 9th; 6:00 – 9:00 pm and all trustees are invited to attend.
- The Staff in Service day will be Friday, December 19th from 9:30 a.m.-5:00p.m. The Holiday Lunch will be served t 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.

Digital Media Lab News

- October Registrations were 17 new patrons; 112 patron; 120 hours 40 minutes

IT News

- Installation of the new network switches has begun and will be completed this month.
- The new server has been delivered and will be installed next month

Circulation Department News

- Monies collected from Unique Management totaled \$490.30
- Returned materials valued at \$123.00
- Jennie Suttle will return to work on a part-time basis starting Monday, November 17th
- Cari Shelton will return to work in January 2015

Adult Services Department News

- Marge’s last day was October 9th

Youth Services Department News

- Liz conducted spooky story book talks at Haines School on October 19th and 27th
- Two new programs were introduced in October: Paper Bag Puppet Party and Let’s Play which will be held between the regular story time programs

Café News

- The café has changed their hours to closing at 5p.m. Monday – Thursday

Board Reports

- Friday, December 5th, at 12 noon, there will be a luncheon at Little Joes presented by the Intergovernmental Group.
- All board members are invited to the New Lenox Township Triad luncheon on December 11th at the Police Station

Committee Reports

Personnel:

None

Finance:

None

Building and Grounds:

-The code on the staff entry needs to be changed because the numbers are worn off for the current code. Dominick will look into replacing the cover/buttons.

Policy:

None

Fundraising:

None

Old Business

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

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

New Business

F. REVIEW: Serving our Public Chapter 7, Collection Management

-The required amount to spend on materials is 12%, but we are at 10%. This is an ongoing issue because of the budget.

G. ACTION: Set date for Food for Fines

-February 9th thru 14th

Trustee Tatro moved and Trustee Monbrod seconded to set the date for Food for Fines for February 9th thru 14th, 2015. Motion passed by unanimous voice vote.

H. ACTION: Review of Closed Meeting Minutes to determine if they should be opened

Trustee Loecke moved and Trustee Evans seconded to have the Closed Meeting Minutes remain closed.

I. ACTION: IMET Funds

Director Hall explained that IMET, where the library holds its reserve funds, has had some issues with one of their accounts. While our money is currently safe and there are no issues with the fund the library has its money in, there is the possibility that something could happen. As a result, Director Hall is recommending that the board move our funds out of IMET until the issue has been resolved.

Trustee Tatro moved and Trustee Evans seconded to move the funds currently held in IMET to local banks determined by Kate Hall, Library Director and Pam Anderson, Business Manager, and make all board officers and Pam Anderson, business manager, signers on the account. Motion passed by a unanimous roll call vote.

Executive Session

None

Trustee Comments

None

Adjournment

Trustee Evans moved and Trustee Monbrod seconded that the meeting be adjourned at 7:40 p. m. Motion passed by unanimous roll call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Cathy Weltsch
Recording Secretary