

MINUTES OF THE WOODSTOCK PUBLIC LIBRARY BOARD OF TRUSTEES

President, Mary Ann Lenzen, called the September 3, 2015 meeting to order at 7:02 p.m. in the Board Room of the library.

TRUSTEES PRESENT: Mary Ann Lenzen, Dan Lemanski, Robert Laurie, Lori Nerland, Gayle Hoch, Linda Warriner and Christy Johanson. (Betty Hopp arrived at 7:35 p.m. during the unfinished business)

ALSO PRESENT: Nick Weber, Library Director
Stephanie Palmer, Administrative Assistant
Roscoe Stelford, City Manager
Sarah Kaminski

ABSENT: Leslie Schubert

MINUTES:

Gayle Hoch moved that the minutes of the regular August 6, 2015 meeting be approved as presented. Lori Nerland seconded and the motion passed unanimously.

PUBLIC COMMENT ON NON AGENDA ITEMS:

Christy Johanson took a few moments to introduce herself at her first meeting with the board. The board and staff likewise introduced themselves to Christy.

COMMUNICATIONS: None

APPROVAL OF EXPENDITURES:

- **Building Fund expenditures:** Lori Nerland motioned to approve the building fund expenditures of \$39,727.97. Robert Laurie seconded and the motion passed unanimously.
- **Operating expenditures:** Robert Laurie motioned to approve the operating fund expenditures in the amount of \$20,866.70. Linda Warriner seconded and the motion passed unanimously.

LIBRARIAN'S REPORT:

August was a slower month overall since summer reading finished in July. Work on the front entryway was completed. On August 31 thru September 1 there was a system outage due to construction happening at Loves Park. Several people have come in to play the piano during the slotted times. Planning continues for the 125th anniversary.

UNFINISHED BUSINESS:

Building Projects: The progress on constructing the Art Bench has finished but we have run into some issues with the tiles. The tiles will now be installed inside the atrium area. Estimates are being done for what it will cost to clean out the air vents and duct work. The new cleaning service, Mega Commercial Services, has been given the contract with the city to clean its buildings, which includes the library. They begin on October 1st, 2015.

Logo: The new library logo is still in development, but is getting close.

125th Anniversary: Planning continues on the staff side of things as we try to fill up the events calendar.

Unattended Bag Policy: Lori Nerland made a motion to approve the unattended bag policy as presented. Betty Hopp seconded and the motion passed unanimously.

Disaster Plan: The library is looking into updating its security cameras to allow better coverage and visual accuracy. The library is also updating the current emergency plan. It will include an active shooter component.

Gift Spending: Currently only one display case has been purchased with the gift money. Another item of interest would be blinds for the south side to combat sun damage to materials on those shelves.

NEW BUSINESS:

PR Committee Report: The committee discussed the changes to the logo. Other parts of the discussion were about promotional programs, surveys, and the eventual need for an overall marketing strategy

Board Email Addresses: Discussion to continue.

Illinois Standards: Discussion to continue.

Rural Contract: Robert Laurie made a motion to accept the rural contract as presented. Dan Lemanski seconded and the motion passed unanimously.

FOIA Request: Library Director, Nick Weber, gave the board an update on a number of current FOIA requests.

Officers: The Library Board reviewed their current list of officers and have decided to maintain the current list as is.

President: Mary Ann Lenzen

Vice President: Betty Hopp

Treasurer: Dan Lemanski

Secretary: Lori Nerland

Committees: The Library Board reviewed and altered some committee assignments. Lori Nerland made a motion to approve these changes Mary Ann Lenzen seconded and the motion passed.

PR/Planning

Dan Lemanski

Robert Laurie

Betty Hopp

Leslie Schubert

Stacy Iwanicki

Nick Weber

Marth Hansen

Building

Linda Warriner

Lori Nerland

Gayle Hoch

Art

Gayle Hoch

Pam Moorhouse

Kirk Dawdy

Finance and Personnel

Mary Ann Lenzen

Dan Lemanski

Christy Johanson

ADJOURNMENT: Betty Hopp moved to adjourn the meeting. Mary Ann Lenzen seconded, and the motion passed unanimously. The meeting adjourned at 8:28 p.m.