

## MINUTES OF THE WOODSTOCK PUBLIC LIBRARY BOARD OF TRUSTEES

President, Mary Ann Lenzen, called the October 1, 2015 meeting to order at 7:04 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.

ALSO PRESENT: Nick Weber, Library Director  
Stephanie Palmer, Administrative Assistant

ABSENT: Leslie Schubert and Betty Hopp

### MINUTES:

Lori Nerland moved that the minutes of the regular September 3, 2015 meeting be approved as presented. Gayle Hoch seconded and the motion passed unanimously.

### PUBLIC COMMENT ON NON AGENDA ITEMS:

COMMUNICATIONS: None

### APPROVAL OF EXPENDITURES:

- **Building Fund expenditures:** Robert Laurie motioned to approve the building fund expenditures of \$2,501.29. Linda Warriner seconded and the motion passed unanimously.
- **Operating expenditures:** Lori Nerland motioned to approve the operating fund expenditures in the amount of \$16,677.54. Mary Ann Lenzen seconded and the motion passed unanimously.

### LIBRARIAN'S REPORT:

Circulation was down 10% from 2014, however this does not reflect the e-material checkout since the number was not available "at press time". The library has started an English conversation club where people who are trying to learn English as a second language can come in to practice. Last week was banned books week and the library had many different displays on the topic to allow patrons a chance to see why certain books were banned.

### UNFINISHED BUSINESS:

**Building Projects:** The tiles for the art project will be installed inside the front entryway. There have been no updates on cleaning the air vents and duct work. The new cleaning service, Mega Commercial Services, will start tonight.

**125<sup>th</sup> Anniversary:** The logo is still being reviewed, budgeting for the celebration is underway, and a tagline "125 years of ..." will be used to promote the library's anniversary.

**Gift Spending:** Gift spending is continuing with the purchase of iPads and Surface Pros. Another possible gift item would be blinds for the windows on the southern exposure of the building.

**Board Emails:** Lori Nerland made a motion to implement the use of email addresses for library board business only. Dan Lemanski seconded and the motion passed unanimously.

**NEW BUSINESS:**

**FOIA Requests:** The library has received three FOIA requests. The Director would like to report that all three were fulfilled and sent out in a timely manner.

**PR Committee Report:** The PR Committee discussed the details of sending out a survey to the community about the library and forming a Community Advisory Committee.

**Community Advisory Committee:** Some feedback was given and discussion will continue pending further information on the committee's responsibilities.

**Survey:** Discussion will continue

**Update on Unattended Bag Policy:** After talking the library staff the policy will implemented slowly at first to allow patrons time to get used to new rules.

**Chapter 5 Illinois Standards for Libraries:** The library board discussed chapter 5 of the Illinois standards and discussed how it applies to the library today.

**ADJOURNMENT:** Mary Ann Lenzen moved to adjourn the meeting. Gayle Hoch seconded, and the motion passed unanimously. The meeting adjourned at 8:18 p.m.