

MINUTES OF THE WOODSTOCK PUBLIC LIBRARY BOARD OF TRUSTEES

Vice President, Betty Hopp, called the November 5, 2015, meeting to order at 7:01 p.m. in the Board Room of the library.

TRUSTEES PRESENT: Betty Hopp, Dan Lemanski, Gayle Hoch, Linda Warriner, Christy Johanson, and Robert Laurie. Mary Ann Lenzen joined the meeting at 7:32 p.m.

ALSO PRESENT: Nick Weber, Library Director
Roscoe Stelford, City Manager

ABSENT: Leslie Schubert and Lori Nerland

MINUTES: Robert Laurie moved that the minutes of the regular October 1, 2015, meeting be approved as presented. Dan Lemanski seconded, and the motion passed unanimously.

PUBLIC COMMENTS ON NON AGENDA ITEMS:

None.

COMMUNICATIONS: Nick Weber shared with the Board a letter and documents from the McHenry County Conservation District, which included an invitation for a member of the Board to serve as a delegate to the Conservation District.

Nick also notified the Board of a potential new library benefactor, the Wilkens Trust.

APPROVAL OF EXPENDITURES:

Building Fund: Robert Laurie moved to approve the October Building Fund expenditures of \$2470.00. Betty Hopp seconded, and the motion passed unanimously.

Operating Budget: Linda Warriner moved to approve the October Operating Budget expenditures of \$40,329.51. Gayle Hoch seconded, and the motion passed unanimously.

LIBRARIAN'S REPORT:

Former library director Margaret Crane presented her ongoing work with the Local History Project, a presentation that included online tours of Look at Illinois (lookatillinois.info and <http://www.idaillinois.org/>) a physical tour of the library's local history documents and files (which hold many Todd School archives), and descriptions of the work involved in scanning, preserving, and making available for public review many articles, files, documents, and photographs capturing many years of local history. Much of what has been done will be useful to

the library's 125th Anniversary celebrations and events. The Board thanked Mrs. Crane for her endeavors and passion.

Nick Weber noted that overall circulation for October was down slightly over last year, but circulation of Young Adult materials was up 13% over last year. It was noted that declining circulation statistics at Woodstock may reflect regional and national trends, and that circulation is just one measure of the library's contribution to a community. Online activity is hard to measure.

At a recent successful staff meeting one point of emphasis was the safety of patrons and staff; this issue will be an ongoing topic in current and future strategic planning. Plans are underway to expand the Spanish language section of holdings. The library entertained representatives from one of Woodstock's sister cities; Guadalupe, Mexico.

UNFINISHED BUSINESS:

Update on Building Projects:

- Tiles and glaze for the art project have been ordered.
- Estimates and bids for cleaning the air vents and ducts are being sought.
- The new cleaning service, Mega, is settling in and performing well.
- One proposal to replace 24 entryway lights with LED bulbs and fixtures has been received. Additional proposals have been solicited.
- Two proposals to replace the current boiler (installed in 1987) have been received, a third is being solicited.

Update on the 125th Anniversary:

- **Logo:** Nick Weber showed the latest version of the proposed new logo and indicated a couple of tweaks still to be made. The final logo will hopefully be approved at the next board meeting.
- **Calendar/Event Planning:** The Board reviewed the latest calendar of events for the library's 125th anniversary celebration.

Update on Gift Spending: While some items previously mentioned have been purchased (such as iPads and Surface Pros), a revised list with new items to better meet current and future needs was presented. The new items include Playaway Launchpads for younger patrons, blinds for the south-facing windows, and shelving and display cases for an expanded CD collection.

Update on Board Email Addresses: Each board member will receive a unique email account and address for library business, on the city's email server.

NEW BUSINESS:

Update on Wilkens Trust: The library received notification that it is a named benefactor of this trust. Requested signed forms will be returned promptly, but it is not known at this time when the trust will become active nor the amount of funds available.

Update on PR Meeting: Work at the most recent PR Meeting moved along the new logo project and the event planning for the library's 125th anniversary. A survey of the library district community is close to being finalized, for distribution in January, 2016, and progress was also made on the formation of a Citizens Advisory Committee.

Update on FY 2016/17 Budget: It was noted that preliminary work has already begun on next year's budget.

EXECUTIVE SESSION:

Director Evaluation: The library board decided not to go into closed session at this time and has moved the Directors Evaluation for the next regular scheduled meeting on December 3rd 2015.

ADJOURNMENT: Betty Hopp moved to adjourn the meeting. Mary Ann Lenzen seconded, and the motion passed unanimously. The meeting adjourned at 9:02 p.m.