



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING

February 8, 2010

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m. by President Evans on Monday, February 8, 2010, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois. Present were Trustees Janet Ballerini, Louis Broccolo, Linda Evans, James Lauterbach, Colette Loecke, Ann Podoba, and Dr. Edward A. Tatro. Staff present: Pam Anderson, Business Manager; Cindy Hostert, Recording Secretary. Jo Ann Potenziani, Library Director was absent.

### **Minutes**

Trustee Ballerini moved and Trustee Tatro seconded that the minutes of the January 11, 2010 meeting be approved as presented. The motion passed by unanimous voice vote.

### **Treasurer's Report**

Trustee Tatro moved and Trustee Ballerini seconded to approve disbursements in the amount of \$149,543.78 and the motion passed by unanimous roll call vote.

### **Director's Report**

The Board reviewed Director Potenziani's report, as she was absent due to illness. Note that we've been awarded a Per Capita Grant of \$35,782.41, although we have not yet received it, and that Victoria Tracy has accepted a full-time professional position at Prairie State College; her last day is February 11, 2010.

### **Personnel Report**

Trustees Ballerini and Loecke met last Thursday to work up a Director Evaluation. They feel we need to focus more as a board, that it might be helpful if each committee had a mission statement. Trustee Loecke presented the beginnings of a "staff survey" that will help with creating a Director Evaluation. Questions such as "qualities you'd like to see in a director" vs. an evaluation of our present director will hopefully help generate some ideas. The Personnel Committee feels the Director Evaluation should align with the Strategic Plan, which is not finished. Trustee Loecke distributed the "staff survey" as well as a "board and staff responsibilities" form, which each trustee should complete and return next month. An evaluation of this meeting would also be helpful, and Trustee Loecke distributed a form for that evaluation. Trustees Tatro and Broccolo voiced concerns that an "employee survey" not become an evaluation of Director Potenziani, as this would be pointless since she is retiring at the end of 2010. The Personnel Committee welcomes input from the board on the "employee survey" and will email a revised version of it for everyone's approval. Additionally, we are waiting for a proposal from Kepner + Associated to help with an evaluation of library services and an action plan for implementation.

### Personnel Report (cont.)

Trustee Podoba distributed a proposal to extend operating hours and began highlighting her points. Trustee Ballerini said that we really do not have time for this now, that it might require its own meeting. Trustees Ballerini and Broccolo asked if it was the board's responsibility to rearrange hours. Trustee Lauterbach said that it is the board's job to consider any way to extend hours. Trustee Loecke thinks Director Potenziani was pulling together some details in this regard as requested of her at the last Strategic Planning meeting; we should wait to see what she has.

### New Business

After some discussion Trustee Tatro moved and Trustee Podoba seconded to adopt a "Resolution Authorizing Intervention in Proceeding Before the State Property Tax Appeal Board (PTAB)" Resolution No. 10-82 and the motion passed by unanimous roll call vote. This is in collaboration with other local taxing bodies. Trustee Lauterbach would like to see what the Library's share of costs might be involved in this.

The board discussed the needed Freedom of Information Act Resolution. Trustee Podoba moved and Trustee Lauterbach seconded to adopt "An Annual Freedom of Information Act Resolution for the New Lenox Public Library District" Resolution No. 10-83 and the motion passed by unanimous roll call vote.

The board discussed a proposed rewording of the Meeting Room policy. Trustee Broccolo moved and Trustee Ballerini seconded to reword from "*Groups may not use the Library's address or phone number as the organization's contact point.*" to "**Individuals and** groups may not use the Library's address or phone number as ~~the organization's~~ **their** contact point." And the motion passed by unanimous roll call vote.

### Trustee Comments

Trustee Podoba suggested that the library obtain CD copies of the various Village and Township meetings recorded by Channel 6 for patrons to borrow.

Trustee Ballerini suggested 7 p.m. on February 22 for the next Strategic Plan meeting and the board agreed.

### Adjournment

Trustee Broccolo moved and Trustee Loecke seconded that the meeting be adjourned. The motion passed by unanimous voice vote and the meeting adjourned at 8:12 p.m.

Respectfully submitted,  
Cindy Hostert, Recording Secretary

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Colette Loecke, Secretary