



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING November 14, 2016

*Prior to the opening of the regular Board meeting a hearing for the proposed Tax Levy was held from 6:45 to 7:00 pm in the Board Room.*

*In Attendance: Director and Recording Secretary Michelle Krooswyk, Board President Edward A. Tatro, Trustee Lou Broccolo, Trustee Bonnie Ulstad, Board Treasurer Ann Podoba, Board Secretary Colette Loecke, Trustee Michelle Monbrod*

*Absent: Board Vice President Linda Evans*

*Visitors: None*

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:02 p.m., by President Tatro on Monday November 14, 2016 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Edward A. Tatro, Colette Loecke, and Ann Podoba, Bonnie Ulstad, Michelle Monbrod, and Lou Broccolo

Absent: Board Vice President Linda Evans

Staff present: Michelle Krooswyk, Director and Recording Secretary, Michael Stubler, Business Manager

Visitors: None

### **Minutes**

- General meeting minutes from the October regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Broccolo.
- Policy Committee meeting minutes from October special meeting were approved on a motion by Trustee Broccolo, seconded by Podoba.

### **Audience to Visitors**

- Debbie Vejvoda of Just 4 You Café was unable to attend in-person last minute, so she provided a request in writing for the Just 4 You Café to stay open during the Christmas in the Commons event on Sunday December 4. The request was approved on a motion by Broccolo, seconded by Monbrod.

## **Correspondence**

- Board President passed around information on services of Edward J. Tatro and Louis Patrick DeBella. Board members attended services as representatives of the Board and library.
- Director Krooswyk shared articles from The Patriot newspaper that highlighted the Great Pumpkin Party, the Ghouls and Golf event and an article on the new Director. Patron comments were also shared from staff from the previous month.
- No comments were deposited in the Suggestion Box this month.

## **Treasurer's Report**

- Michael Stubler gave the Treasurer's Report explaining October 2016's income and expenses.
- Trustee Monbrod moved and Trustee Loecke seconded to approve disbursements for October 2016 in the amount of \$69,192.59 and motion passed by unanimous roll call vote.

## **Director's Report**

- Ghouls and Golf – Overall the program was a great success. Between 700-800 people attended, 220.75 hours were donated by volunteers (up 217% from last year) and the final profit was \$7,773.86. Discussion ensued regarding recommendations for next year's event including Board Member's desire to work shifts at the front ticket station, someone to monitor raffle tickets, more visible yard signs and more directionality between holes. The Board admitted that these were very minor suggestions and that the program was excellent and very well done.
- Per Capita Grant – Director Krooswyk mentioned that the per capita grant was recently made available and it will be due in mid-January
- FSLA Changes – All staff (with the exception of the Director) will become Non-Exempt starting with the November 20th payroll cycle
- Village Lighting Plan – Kurt Carroll, Village Administrator, informed that library that the lighting company would be going with the least intrusive decorating option. This will include 8-10 anchors in the mortar above the west library entrance. The Board wanted follow-up regarding whether the anchors would remain in place permanently and, if so, wanted to ensure that the anchors were made of a material such as aluminum that would not rust. If the anchors were to be removed, the Board wanted to know if the holes would be filled. Director Krooswyk said that she would speak with Kurt Carroll regarding this inquiry.
- Installation of Security Equipment – Contractors have visited the building and begun installation process in accordance with Village of New Lenox.
- 15<sup>th</sup> Anniversary Celebration – Staff has been hard at work to create a weeklong celebration for staff and patrons starting on Monday December 5. Festivities will culminate in an Open House event on Friday December 9 from 6:00-8:00 pm
  - Trustee Monbrod moved and Trustee Podoba seconded to approve a "Fine Free Day" on Thursday December 9 and motion passed by unanimous roll call vote.
- Chamber of Commerce Christmas Party - "Jingle and Mingle" will take place on Tuesday December 6 from 6:00-8:00 pm; Board Members expressed interest in attending.
- Holiday Hours – Reminders for upcoming holiday closings:
  - Close at 5:00 pm – Day before Thanksgiving
  - CLOSED – Thanksgiving and Day after Thanksgiving

- CLOSED – Saturday December 24 and Monday December 26 (Christmas on a Sunday – Board Policy)
- CLOSED – Saturday December 31 and Monday January 2 (NY on a Sunday – Board Policy)
- Tentative Post-Holiday Party – Due to the 15<sup>th</sup> anniversary celebration in December, the holiday party will be moved to January with a tentative date of Friday January 13<sup>th</sup>, 2017
- The Board expressed concern over the many cobwebs near the east entrance of the building and the pooling of water on the stairs of the west entrance. Director Krooswyk said that she would speak with Dominic about these concerns.

## **Staff Reports**

### **Marketing/Outreach News**

#### **Outreach**

- Pant for the Pantry: Old Plank Trail Bank- handed out granola bars, runners 220 Trunk or Treat with the Chambers- We gave out candy and had a mini golf hole set up for attendees to try their hand at. It was a nice day out and we had a great turn out. We promoted our mini golf event that day, handed out over 300 handouts.

#### **Mini Golf Event:**

- Mini golf about doubled from the previous year. We had around 700 attend the event. We made a profit of 7,233.00 (the credit card charges have not been added to this yet). We had all 18 holes sponsored this year. We advertised in the Patriot, and Trader Magazine. We promoted this at every outreach in September and October.
- This event is getting known in the community, and everyone tells us how much they look forward to it every year.
- Liz feels that having the event on the weekend of Halloween truly helped, and having the Trunk or Treat the day before was a great way to get the word out. *We would like to do this event next year on October 29<sup>th</sup>, as the trunk or treat will be on the 28<sup>th</sup>, and feel that made a huge difference.*

#### **IT News**

- Our new LibraryCalendar setup is in progress. The scheduled launch date is January 28th.
- By working with one of our vendors, we're changing the way we license Adobe Creative Cloud, which should save us about \$1,600 per year, almost 50% of the total cost.

#### **Adult Services Department News**

- Hayley and Amy attended ILA in October and were able to attend some really great sessions. Sue M. attended as an intern and was able to attain a free pass to all the sessions.
- Liz W and Amy met with The Cottages to talk about programming and a partnership with their residents. We are looking forward to a great partnership with them!
- We had logged 220.7 volunteer hours during our mini-golf event.

#### **Circulation Department News**

- Jennie and Emma decorated a hole for the mini-golf. Cari was on the planning committee, and worked the event.
- Delivery count for the system was October 10-14.
- Brenda, our new volunteer, is here on Tuesdays and Thursdays. She joins Kathy and Doris who volunteer other days.
- ECommerce payment (\$655.85) for the months of July-September was received.
- Unique Management--Four patrons paid \$ 130.60 in fees for the month of September. Six patrons paid \$ 91.75 in fees and returned materials valued at \$ 67 for the month of October.

#### **Youth Services Department News**

- Carolyn and Erin created a Coding Club for students in 4<sup>th</sup> – 8<sup>th</sup> grade. It's a three week series done monthly. It has been very popular; we will be running the program again in the winter.
- Liz conducted a series of spooky booktalks at both Haines and Nelson Ridge during October.
  - Alissa held meetings with principals at Haines and Cherry Hill to discuss outreach possibilities. Alissa and Dana met with Dr. Cucci, Curriculum Director for the District, to discuss ways the Department can assist the schools with its curriculum needs.

### **Facility Maintenance Highlights**

#### **Electrical:**

- All lighting including Emergency fixtures have been tested and maintained.

#### **HVAC System:**

- Systems have been maintained as needed.
- 1<sup>st</sup> floor Compressor replacement is in process.
- A Condenser fan motor was replaced on the 1<sup>st</sup> floor Condenser.

#### **Plumbing:**

- The Hot Water Tank was flushed to remove sediments.
- A new Hot Water Mixing valve was installed to replace a failed unit and maintain constant hot water distribution.

#### **Compliance/ Inspections:**

- The Elevator passed its annual Hydraulic Inspection and yearly Certification.
- All water supply Backflow Preventers have been tested and passed their annual certification

#### **Safety/Security**

- The AED (Defibrillator) was Tested and passed the monthly inspection.
- All Wireless Silent Emergency Transponders were tested and passed.

#### **Events:**

- Assist with Set up and tear down of Min Golf for fund raising event.

### **Board Reports**

- None

### **Committee Reports**

#### **A. Personnel:**

- None

#### **B. Finance:**

- None

#### **C. Building and Grounds:**

-None

#### **D. Policy:**

- Policy committee met to discuss changes to policies, which were voted on later in the meeting.

#### **E. Fundraising:**

- None

### **Old Business**

- IPLAR Update: Insurance or surety bond for protection against theft/embezzlement – According to Cook & Kocher, Board Members are covered in our policy. This information

was forwards by Director Krooswyk to the state and the IPLAR process is complete for this year.

- ACTION: Vacation policy - Trustee Broccolo moved and Trustee Monbrod seconded to approve update to the Vacation Policy and motion passed by unanimous roll call vote.
- ACTION: Digital Media Lab policy - Trustee Broccolo moved and Trustee Podoba seconded to approve update to the Digital Media Lab Policy and motion passed by unanimous roll call vote.
- ACTION: Homebound Service policy - Trustee Podoba moved and Trustee Broccolo seconded to approve the new Homebound Service policy and motion passed by unanimous roll call vote.
- ACTION: Alcohol in District library policy - Trustee Monbrod moved and Trustee Loecke seconded to approve the new Alcohol in District Library policy and motion passed by unanimous roll call vote.
- ACTION: Ordinance 16-04 – The final levy, Ordinance 16-04, was adopted on a motion by Trustee Broccolo and seconded by Trustee Podoba, it passed on a unanimous roll call vote of all trustees present.

### **New Business**

- REVIEW: Strategic Plan Goals – Director Krooswyk update the Board on the progress of the 2015-2017 Strategic Plan. Overall most goals have been met for the year.
- REVIEW: LIMRICC changes – Business Manager Michael Stubler reviewed 2017 rate increases for LIMRICC.
- REVIEW: Director recommendations for healthcare costs – Director Krooswyk recommended that the library move all staff to the Dental PPO, and absorb the costs of the 5% increase so that staff will pay the same amount as the current year.
- ACTION: 2017 Healthcare Cost Plan - Trustee Broccolo moved and Trustee Podoba seconded to approve the 2017 healthcare cost plan and motion passed by unanimous roll call vote.
- REVIEW: Serving Our Public Ch. 7 –Collection Management – Director Krooswyk reported that we adhere to the guidelines of Chapter 7 with the exception of 12% of the budget being allocated to the collection. This is something that we are striving towards; currently the library is at 8-9%.

### **Executive Session**

- The Board voted to enter executive session on a Motion by Trustee Podoba and seconded by Trustee Ulstad. Executive session was called to order by President Tatro at 8:09 pm. Items discussed were: Director's recommendation for closed meeting minute review. The Board voted to exit executive session on a motion by Trustee Podoba and seconded by Trustee Ulstad at 8:11 pm.
- The Board voted to keep the past 6 months of closed meetings minutes closed due to content concerning "the appointment, employment, compensation, discipline,

performance or dismissal of specific employees of the public body” on a Motion by Trustee Podoba and seconded by Trustee Loecke.

**Trustee Comments**

None

**Adjournment**

Trustee Broccoli moved and Trustee Loecke seconded that the meeting be adjourned at 8:17 p.m. Motion passed by unanimous voice call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Michelle Krooswyk  
Director, Recording Secretary