



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD POLICY COMMITTEE MEETING June 10, 2019

The meeting of the New Lenox Public Library District Board of Trustees Policy Committee was called to order at 6:31 p.m., by Trustee Tatro on Monday, June 10, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Louis Broccolo, Michelle Monbrod, and Bonnie Ulstad. President Tatro joined the meeting at 6:34 pm.

Absent: None.

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

Visitors: None

Audience to Visitors

- None.

New Business

Director Krooswyk provided a packet detailing what policies have been reviewed at the regular Board Meetings since the committee last met in October. These included General Policies 102, 103, 106, 204, 206, 209, 211, 214, 216, 219, 220, 304, 305, 400, & 508 as well as Personnel Policies 101, 102, 109, 202, 203, 205, 209, 304, & 310.

The following policies were discussed in more detail:

General Policy 201: Director Krooswyk brought up this policy due to discussion by both Board and staff, and she detailed her feelings on the matter. This included focusing on the word disruptive; for instance, if it has a strong odor, it is too loud, the patron is leaving a mess or damaging equipment. More and more people are using the library to study and frequently this happens during dinner time for most students. She added that the library offers refreshments and food for kids all the way up to senior programs, which is detailed in the policy. She asked the Board about their thoughts and opinions. Trustee Broccolo said that people are eating salads and full meals. He asked why staff are afraid to enforce it? Trustee Ulstad said that it is difficult to decide what smells bad from one person to another. She feels that staff providing food during programs is totally different than people bringing in their own food. She asked if we could open up the meeting room to eat. Trustee Tatro said that he agreed with the other trustees that if someone spills or messes up the carpet, that the library is absorbing the cost.

Trustee Monbrod said that we have tables outside that people can use during nice weather. Trustee Ulstad said that we need to enforce the current policy and doesn't see any reason to change it, and the rest of the trustees agreed. Trustee Broccolo suggested putting up signage that says food is not allowed in the library.

General Policy 206: Circulation Policy – Director Krooswyk reminded trustees that the DVDs are kept behind the circulation desk to control theft. As a result, it takes a lot of time for staff to pull DVDs for patrons, especially if they are checking out many copies. The library doesn't have RFID tags that will work with the gates. The main reason for this higher wait time is that the DVDs are stored behind the desk, but a bandaid solution for decreasing patron wait times is to limit the number of DVDs to 10 items to be checked out at one time. Director Krooswyk asked the Circulation Manager, Jolyce Abernathy-Morris, to research local surrounding libraries and their limits. Most were either no limit or 5 DVDs. Trustee Monbrod saw this first hand with a Mokena resident who checked out over 25 DVDs at once. Director Krooswyk said that it would be best to simplify things by limiting all patrons, and also our patrons can go to other libraries and be limited by the other libraries check out limits. Business Manager Michael Stubler asked for clarification in regards to how this applies to DVD series, and the group decided that this would be by each barcoded item.

General Policy 219: Director Krooswyk mentioned that the study room policy needs to be updated due to increased capacity of study room 4 since it accommodates up to ten people.

Personnel Policy 201: Dress Code – Director Krooswyk presented a staff suggestion to allow jeans without logowear since staff wear leggings that look far less professional and more casual. Trustee Broccolo and Ulstad said that we shouldn't allow leggings without coverings. Director Krooswyk said that she will contact HR Source to ask for suggested language for this issue. Also, the Trustees discussed that we should stick with the current rules that require logowear in order to wear jeans. Director Krooswyk also asked to remove open toed sandals as a restricted clothing item and the Trustees agreed.

These changes will be presented at the July Board Meeting for formal approval.

Executive Session

None.

Adjournment

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at 6:55 p.m. Motion passed with all in favor.

Michelle Krooswyk, Director

Respectfully Submitted,
Michelle Krooswyk
Library Director