



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING January 9, 2017

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by President Tatro on Monday January 9, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Edward A. Tatro, Linda Evans, Lou Broccolo, Colette Loecke, Ann Podoba, Bonnie Ulstad.

Absent: Michelle Monbrod

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Alex Vancina: IT Manager, Mary Byford: Technical Services Manager

Visitors: None

Minutes

- General meeting minutes from the December regular meeting were approved on a motion by Trustee Evans, seconded by Trustee Loecke.
- Special meeting minutes from the January Personnel Committee meeting were approved on a motion by Trustee Evans, seconded by Trustee Podoba.

Audience to Visitors

- None

Staff Report

- Mary Byford, Technical Services Manager, presented information about herself and the responsibilities of her department. She apprised the Board that the Tech department entered over 8700 items in 2016, which includes books, magazines, DVDs, CDs, etc. She also spoke of entering items, changing location of items, receiving purchased items, packaging items and creating records. Mary shared that she would be pursuing Marc Lite status for the library, which will require 10-15 hours of her time per week for approximately six months. Once this is accomplished, NLPL can create unique first-time records instead of waiting for another library to create it. Alex Vancina explained further that these records would need to be sent to a PrairieCat Service Center for \$10 per item for libraries that are not Marc Lite certified. The Board thanked Mary for teaching them about the responsibilities and duties of Tech Services.

Correspondence

- Director Krooswyk shared three articles:
 - The Patriot: Cover Article on December 15, 2016
 - The Patriot: Election 2017 on December 29, 2016
 - The Patriot: Year in Review on January 5, 2017
- Director Krooswyk also shared responses to comments from the suggestion box, which are posted in the lobby near the elevator for the public to view:
 - Response to comment1:

Thank you for your kind words. The library staff pride themselves on excellent customer services and treating every patron as a respected member of our community.
 - Response to comment 2:

The library is delighted to offer all materials free of charge to all of our patrons. We encourage any patron that is struggling to return their items on time to speak with our Circulation Services department. The library understands that life can become busy and hectic, which is why we provide the ability to check your due dates by calling us over the phone, checking your account online as well as printing out a slip with due dates upon checkout. Renewing items to prevent fines can also easily be done in-person, over the phone or online.
 - Response to comments 3 and 4:

Thank you for your suggestions. An Adult Services staff member is looking into the possibility of adding these items to our collection.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining December 2016's income and expenses. Budgeted expenses should be at 50% and the actual expenses are 42.53%.
- Trustee Loecke moved and Trustee Podoba seconded to approve disbursements for December 2016 in the amount of \$86,081.79 and motion passed by unanimous roll call vote.

Director's Report

- Exterior Maintenance: Windows were cleaned and one of two stains removed from front bench. Dominic needs to wait until warmer weather arrives to remove the other stain. He will have to use a strong acid compound that will pull the paint off and then have to repaint the surface.
- Per Capita Grant: Jeanne Urbanek from State of Illinois emailed back on December 30, 2016 to say everything looked great with the application.
- Consolidated Election: The Certification of Ballot was mailed to Will County and included the following names in order: Dr. Edward A. Tatro, Linda Evans, Dale Hauser III
- Staff Day: Planning Staff Day for Late April/Early May
- Annual Staff Evaluations: Streamlined annual staff evaluation forms and working with managers to meet with staff quarterly to discuss one area of appraisal. Assistant managers will start conducting appraisals for staff as well.

- Program Guide: Currently there are 4 separate program guides for our patrons. We are working towards combining these into one quarterly program guide that will also feature information about the Friends of the Library, spotlight online resources, and include special interest articles from various departments.
- Teamwork: Working on re-focusing staff to a more library-wide team perspective to encourage teamwork, consistency and communication. Supporting staff efforts to work across departments to provide best possible programming for all patrons.
- Getting to Know You: Currently on track for Director meeting with all staff individually within the first 6 months of employment.

Upcoming

- Post-Holiday Party – Friday January 13th
- Chamber of Commerce Annual Dinner – January 26 from 6:00-8:30pm
- 2017 Legislative Meet-Up
 “This year our regional advocacy efforts expand with seven legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your Facebook page or to invite them to visit your library!”

Tuesday, 14 February 2017

South Suburban Library Legislative Breakfast

Tinley Park Public Library, 7851 Timber Dr., Tinley Park, IL 60477

7:45 a.m. doors open and breakfast is available

8:30 a.m. program begins, 10:30 a.m. program concludes

Price: \$25

Marketing/Outreach News

Outreach events:

- December 4th attended Christmas in the Commons with Alissa Raschke-Janchenko. This event is well attended, we are placed in the Santa wait line and we play a game and have a raffle. This event was 5 hours with never a lull in the line.

Events:

- 15th Anniversary Event, this was a afterhours party that was held at the Library, for our patrons and the residents of New Lenox. We have over 200 attend, and we received many positive comments. The public loved this event, we are considering holding a event like this again next year, to show our appreciation for our patrons.
- Attended a New Lenox Safe Communities America Coalition meeting held at village hall. This is a committee participate bi-monthly.
- In January we will be promoting Lynda.com, handing out bookmarks, signing, and Facebook post weekly. This is a service that our patrons can use here in the library or at home.

- Visited the Cottages Retirement Village with Amy Ingalls, we had a craft class for the seniors. We are working with the Cottages to have programs for those that are unable to get out. The seniors seemed to love that we came out and visited.

Advertising:

- Patriot spotlighted on the front page our Anniversary event along with a story, (see attached).

IT News

- Nothing Pressing to report

Adult Services Department News

- The Cottages visit went well. The residents loved the craft we brought and asked that we come back.
- The old Friends room is available to use as a study room. We have already gotten use out of it with some of the teens studying for Finals.
- We purchased a new camera for patron use out of the DML. Our other one stopped working.
- The Adult Dept had a very positive meeting with Michelle.

Circulation Department News

- The Circulation Department was busy during the week of December 5-9 with the Open House activities. Circulation demonstrated how to make trees out of books and magazines. Also, many patrons took advantage of the fine free of \$ 5 on December 8th.
- Patrons paid \$ 128.60 in late fees by ECommerce in December. Eleven patrons paid \$ 378.85 and returned materials valued at \$ 127.00 in November with accounts in collection.

Youth Services Department News

- Alissa conducted tours and did a scavenger hunt for all sixth grade classes from Bentley who visited the library on December 7th, 8th and 14th. Adult services staff was available to assist with any questions the students had.
- Alissa also conducted library database demonstrations at Oakview School in December.
- During the school break in December, YS offered movies in the mornings for families to come in and enjoy. Erin also conducted craft sessions for tween-age students Tuesday-Thursday during the last week of the month.

Facility Maintenance Highlights

Electrical:

- A temporary power disruption has caused several lighting fixtures to fail. Most have been repaired. The section over the stairway is scheduled to be repaired early January.

HVAC System:

- The Boilers have been cleaned and checked. Parts are on order to repair #3 Boiler. (Minor)

- Repairs and descaling of the Central Humidifier are in process. A new Power supply is on order and expected early January at a cost of approx. \$1700.00.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.
- Water supplies, fixtures and drains have been maintained as required..

Compliance/ Inspections:

- The Elevator has undergone and passed a Hydraulic Inspection and Certification.
- The Central Fire Alarm passed its Annual Inspection and Certification.
- The Fire Sprinkler System has also passed its annual inspection and Certification.
- A Five Year “Obstruction Sprinkler Inspection and Certification” is due and scheduled for late January.

Safety/Security

- The AED (Defibrillator) was Tested and passed the monthly inspection.

Interior/Exterior

- An office has been converted to an additional study room on the 2nd floor.
- Shelving is being relocated on the 2nd floor as directed by the Department Manager.
- Fabric Chairs have been cleaned and deodorized in the children’s Department.
- Carpeting has been spot cleaned on the 2nd floor.
- The 1st floor exterior windows have been cleaned.

Board Reports

- None

Committee Reports

A. Personnel:

-The Personnel committee is planning to met on Thursday January 5, 2017 at 2:30 p.m. Content of the meeting will be discussed during executive session later in the meeting.

B. Finance:

- None

C. Building and Grounds:

-The Building and Grounds committee is planning to meet on January 19, 2017 at 2:00 p.m.

D. Policy:

-Director Krooswyk recommended that the Policy Committee meet sometime in February or March to discuss updates to the Personnel Policy. Director Krooswyk will contact the committee members to schedule a meeting date.

E. Fundraising:

- Spring Friends Gala will be held April 8, 2017

Old Business

- REVIEW: Strategic Plan Goal 1 – Director Krooswyk summarized the three parts of this goal for 2017. A copy of the Collection Development Policy was handed out; this will continue to be implemented throughout the year. The second part will be discussed with the management team to see if we can start a preferred author list. The third part is already in

place with a “Request for Purchase” form and the Management Team will also see if this part can be taken further.

New Business

- REVIEW: Serving Our Public Ch. 9 – Programming: NLPL fulfills all items in the checklist.
- REVIEW: Short Takes Video – Library Policies – As a result of viewing this video, Board Members suggested we should start reviewing one policy every month, starting with the Display Case Policy next month.
- ACTION: Trustee Evans moved and Trustee Podoba seconded to approve vacation disbursement for Michelle Krooswyk and motion passed by unanimous roll call vote.
- ACTION: Trustee Evans moved and Trustee Broccolo seconded to approve 2018 Board Meeting dates.

Executive Session

- Trustee Evans moved, seconded by Trustee Loecke, at 8:10 pm that the Board enter executive session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- Trustee Broccolo moved and Trustee Ulstad seconded to exit Executive Session at 8:27 pm

Trustee Comments

- Trustee Broccolo mentioned that the Intergovernmental meeting will be occurring soon and will email the information to Director Krooswyk after the meeting.
- Trustee Tatro asked the Board if they would like pictures of the Board Members displayed somewhere in the library. Director Krooswyk said that she would ask a staff member to add the Board Members’ pictures to our staff board pictures. Trustee Tatro also requested updated copies of the Staff and Board Directory at the next meeting.
- Trustee Loecke requested updated staffing levels in the next board packet. The information she had in her binder is from 2010 and out of date. Request to discuss job descriptions was made during a future Personnel Committee meeting.

Adjournment

Trustee Evans moved and Trustee Ulstad seconded that the meeting be adjourned at 8:35 p.m. Motion passed by unanimous voice call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary