



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING January 8, 2018

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m. by President Dr. Edward A. Tatro on January 8, 2018 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: President Dr. Edward A. Tatro, Vice President Linda Evans, Colette Loecke, Michelle Monbrod, Ann Podoba, Bonnie Ulstad.

Absent: Lou Broccolo

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

Visitors: Alex Vancina, Matthew Bruns

Minutes

- General meeting minutes from the December regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod.

Audience to Visitors

Matthew Bruns – Mr. Bruns presented the annual audit report and findings for the library. The report is an unqualified opinion, which means no financial information was changed. The general fund balance increased by \$180,000 and net assets increased by \$700,000, which is due to paying off the debt in a timely manner.

Staff Report

Mary Byford – Technical Services Manager: Mary presented some statistics detailing that we are traditionally #4 ranked library for quantity of items entered into the system. Karen is out for a period of time, so tech services is down some staff for the next month or so. As a result, Mary has worked with Circ to delegate tasks, such as cleaning CDs and covering books, to aid with the lack of tech service staff hours. Volunteers have also offered to come in more hours to assist with this situation as well. Mary explained that MarLite is being dropped due to PrairieCat and RAILS budget concerns.

Correspondence

- Daily Southtown – Ghoulish Makeover – November 2017

- New Lenox Patriot – Rotary Club of New Lenox, LWS, LWW students support Stars of Hope Program – December 21, 2017
- New Lenox Patriot – Letter to the Editor: Help the New Lenox Public Library shape its goals – December 14, 2017
- Trader Magazine – Homebound Delivery advertisement – December

email

- Good Morning!
12/20/17

I just wanted to send a note to let you know what a great job you guys are doing, in terms of the programs you have available for kids.

I run a mom's club in New Lenox, the MaMa's Group. Every month, I search the local libraries and park districts to find things to fill our calendar. The New Lenox Library is, by far, one of the most listed events. The people that you have working the groups and classes take a genuine interest in the kids, and when they see them out of class, always smile and say, "Hi."

My daughter is now three, and I have been bringing her there, since she was 3-4 weeks old, on an almost weekly basis. She took part on the 1000 books before kindergarten, and so many more programs. My mom intends on moving to New Lenox, next year, and I told her how much she will enjoy our library and all it has to offer.

I'm so appreciative of all the planning, work, and interest that go into your programs. Just wanted to say "THANKS!"

I'm headed there this afternoon, but I don't think you were there, when I stopped in last, so I thought I'd send this email instead :)

Have a great holiday!
-Kim Borsellino

- Special Events Galore article review – Liz Wetmore

Other

- Thank you Letter from Epilepsy Foundation
- Assorted Holiday cards

Director's Report

- Signatory board member needs to arrive 15 minutes prior to each board meeting to sign checks before the board meeting starts.
- **Christmas in the Commons:** This event was extremely successful thanks to the planning by Dana and Alissa. Afterwards, the Village was sent a hand-written thank you note for including us once again this year.
- **Chamber of Commerce Annual Dinner:** Director Krooswyk confirmed attendees for the Annual Dinner for the COC. Trustee Tatro, Trustee Monbrod, and Trustee Loecke will be attending along with the Director and Adult Services Manager Amy Hollis.
- **Community Engagement Networking Meeting:** We will be hosting this large group on February 1. Managers are working together to create a presentation focusing on assisting underserved populations.

- **Dominican University:** I have been invited to guest lecture at an MLIS level management class at Dominican University later this year.
- **IT Manager:** Philip Bormet started on December 20 and has been learning the system and getting to know staff.
- **Library Visits:** Met with the Mokena Director and have future meetings planned with DeKalb Director. DeKalb is a similar library to New Lenox due to staffing, population size served and building size.
- **Rotary:** Director will be presenting information about the library to the New Lenox Rotary on January 11.
- **Strategic Planning:** Over 750 responses which have been shared with the Management Team. Mike Kaplan was the randomly selected winner of the Amazon Kindle and was very appreciative. The final draft of the plan will be presented to the board.

Marketing/Outreach

- Christmas in the Commons December 3. We were stationed in the Santa line, where we did the wheel and gave out candy. We promoted 1000 books, winter reading and gave out postcards for holiday book selections. Michelle, Dana and Alissa attended this event.

News and Events:

- We pulled a winner for the IPO Tickets, we will continue to have 2 tickets to give out for each of the concerts through March.
- Community Survey was created and presented in the month of December. This will help us gain information from the community on their wants, needs, likes and dislikes.
- Held a holiday week, where we had something each day of the week from different departments. We had crafts, coloring, building a village, and bow making.

Advertising:

- We will be featured in a national publication for non profits highlighting our Mini Golf Event. This will be published from Special Events Galore sometime in Feb. or March.
- Ran a Facebook ad promoting our community survey, this was a small ad but it did go to 2,000 New Lenox residents.
- We had an ad in Trader Magazine the month of December to promote homebound. With the weather getting bad more people may need this service, so I wanted to highlight in the winter months.

IT Department

- Phillip Bormet started on December 20, 2017 as the new IT Manager. He is working to become familiar with our systems and met with Virtek to go over the information they had collocated and documented.

Adult Services Department

- Amy has been put in charge of the Membership Committee for the NL Chamber Board.
- Our new Teen Area got quite the workout with Finals week and us offering treats for the teens while studying. Monday, Dec. 18 had 187 teens by itself, with the rest of the week averaging about 75 teens per day.
- Amy attended Homeless Patron training with Ryan Dowd. She highly suggests purchasing his training video for staff training on how to deal with those patrons.

Circulation Department

- Unique Management report for December is not available yet.
- Circulation Staff has watched the Safety video we needed to watch.

Youth Services Department

- Alissa, Liz, and Jen conducted Introduction to Reference Resources to 6th grade students from Nelson Ridge.
- Dana and Alissa represented the Library at the Christmas on the Commons event. They saw over 900 people.
- Dana and Carolyn, with input from YS staff, worked on 2018 goals for the department.

Facility Department

Electrical: All electrical systems operating properly. No adverse conditions to report

General lighting: All lighting has been maintained as needed.

HVAC System:

- We are still experiencing some Computer Control problems with the Energy Management System in the Remote Mode. We have been and are still currently working with Precision Controls to resolve the problem.
- The building is NOT in any danger of losing heat as it is being run in a manual mode and monitored during this process.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.
- Water drains and supplies operating without incident.

Compliance/ Inspections: No activity to report.

Safety/Security: The AED (Defibrillator) was Tested and passed the monthly inspection.

Interior: Continue to rearrange 2nd floor shelving as directed.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for December 2018. Budgeted expenses should have been at 50% and the actual expenses were 43.35%.
- Trustee Evans moved and Trustee Podoba seconded to approve disbursements for December 2018 in the amount of \$83,053.16 and motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: None.

B. Finance: Will have to meet sometime in the next few months in preparation for the budget.

C. Building and Grounds: None.

D. Policy: None.

E. Fundraising: None

F. Other: None.

Old Business

None.

New Business

- APPROVE: Legal Updates to Sexual Harassment Policy per State Requirement – Director Krooswyk presented a state required update to our current sexual harassment policy that has been reviewed by legal counsel at Management Association. Trustee Ulstad moved and Trustee Monbrod seconded to the update to the sexual harassment policy.
- APPROVE: Strategic Plan 2018-2020 –Director Krooswyk presented the new Strategic Plan, the survey results and the year one tactics to the Board. Trustee Loecke moved and Trustee Monbrod seconded to approve the 2018-2020 Strategic Plan.
- REVIEW: Per Capita Grant Application – Director Krooswyk presented the completed per capita grant for review by the board.
- REVIEW: Serving our Public Chapter 9 – Programming. The library is adhering to the requirements of this chapter.
- REVIEW: Continuing Education Videos – Director Krooswyk presented future options for continuing education videos to be viewed by the board. It was agreed that choosing different videos rather than repeating the series of Short Takes for Trustees would be the best choice moving forward. A video will be planned for future meetings.

Executive Session

- None.

Trustee Comments

- Trustee Michelle Monbrod wanted to express her viewpoint regarding her vote on the choice of insurance carrier. Trustee Monbrod regretted her vote because the new vendor had allowed us to learn new aspects about our current billing with the existing carrier.

Adjournment

Trustee Evans moved and Trustee Podoba seconded that the meeting be adjourned at 8:06 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary