



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
January 14, 2019

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 6:59 p.m. by President Dr. Edward A. Tatro on January 14, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: None

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

Visitors: Alex Vancina, Matthew Bruns

Minutes

- Meeting minutes from the regular Board Meeting on December 10, 2018, Finance Committee Meeting on December 10, 2018 and Building and Grounds Committee Meeting on December 12, 2018 were approved on a motion by Trustee Podoba, seconded by Trustee Ulstad. Motion passed by unanimous vote.

Audience to Visitors

- Matthew Bruns: Mr. Bruns presented his final findings for the audit on fiscal year 2018, which are in compliance with generally accepted accounting principles. Basic highlights included an increase on general fund balance (\$256,000, which is larger due to paying off bond this year). Also, with upcoming major capital fund expenditures, this is good to have this surplus. Overall, everything was in good standing and there were no glaring concerns or issues.

Staff Report

Liz Wetmore: Marketing Manager – Liz presented on the list of accomplishments for 2018 that are mentioned in the Director’s Report below.

Correspondence

Newspapers

- New Lenox Patriot – December 27, 2018: *Election 2019*, pg. 8

Suggestion Box

- “If the lights that light the flags do not work the flags should be taken down nightly. This is a respect issue and with New Lenox being the home of “Proud Americans” this practice should be followed.”
U.S. Army Veteran
Desert Shield/Storm 1989-1995
 - Dear Anonymous,

First of all, thank you for your service to our country. I appreciate you expressing your concerns about this matter of respect, and know that our flag pole situation isn't ideal. In order to repair the wiring under the front walkway, we would need to break up and pour new concrete, which is thousands of dollars. We do have plans to install proper lighting once the weather warms up come spring. In the meantime, the halyard and hardware on our flagpoles are reaching the end of their lifespan. Our new Maintenance Manager is planning to replace these in the spring as well, but frequent raising/lowering of the flags would cause undue hardship on the remaining use of these components. Please know there is a plan in place to fix our flagpoles; we appreciate your understanding in these matters.

Regards,
Michelle Krooswyk
Library Director

Other

- New Lenox Neighbors – December 2018: Important Phone numbers, listing of events

Director's Report

Administration

- **Year in Review:** Director Krooswyk updated the Board on Strategic Planning, staffing and important initiatives that were accomplished over the last year.
- **Dominican University:** In April, Director Krooswyk will be guest lecturing to a Leadership in Libraries class. This is the fourth time she has been asked to return to present due to positive reviews and requests for additional topics by both staff and students.
- **January Community Conversations:** A conversation starter script to assist with initiating discussion was created by Director Krooswyk. John Chrastka reviewed and edited the document, and then it was given to the Board. The Director and Board Members are required to meet with a minimum of 8 individuals to discuss how they feel about the asking for increased funds once the bond is paid off at the end of 2019. Deadline to complete these conversations will be the February 11 Board Meeting.
- **Job Descriptions:** Director Krooswyk attended a class from HR Source (our contracted human resources company) in December. The class taught about the legal requirements for job postings, in addition to best practices. It was recommended that a staff Position Analysis Questionnaire be distributed to staff to query the subject matter experts about what they do day to day. This questionnaire will be due January 25, and then the Director and Management Team will update all job descriptions by the end of February.
- **Lease Agreement Update:** Legal Counsel has provided a new one-year contract. Once approved by the Board, Director Krooswyk and Maintenance Manager Brian Goebel will meet with current Lessee to review and sign contract.
- **March Board Meeting:** Tentatively, John Chrastka will be visiting our March Board meeting to follow up with the Board regarding future funding plans.
- **Per Capita Grant:** Illinois State Library confirmed that the grant was successfully received and completed; funding should be the full amount this year.
- **Post Holiday Staff Party:** Friday, January 19 will be the third annual staff post holiday party. Board Members are welcome to attend, but must make Director Krooswyk aware so that adequate food can be available.

- **Printing Services:** The new printer vendor, COTG, has taken over. There have definitely been some growing pains, and at the same time representatives from COTG have been here frequently to address training and technical concerns.
- **Staff Intranet:** The new staff intranet was launched. This internal website allows staff to easily find frequently used documents, sites, procedures and information organized in a well structured and branded format.
- **Staffing:** Sue Mountford's last day was Monday, January 7. Kelli Svancarek was promoted into her position due to consistently excellent performance and specific skillset that will work well in the Adult Services Program Coordinator position. We will be hiring for a 20 hour per week Adult Reference Assistant position to replace Kelli's hours. We are also in the process of hiring for a 15 hour per week circulation clerk.
- **Strategic Plan Tactics:** The Management Team has finalized their version of the year two tactics for the 2018-2020 Strategic Plan. These tactics will be presented for approval by the Board at the January Board Meeting.
- **Technical Services:** Erin Collins is doing very well with her transition to Technical Services from Circulation. As a result, Tech is already attacking long overdue projects to ensure the collection is up to date and easy to navigate.
- **TRIAD:** After multiple emails, the library was asked to present on a panel focusing on activities and fitness for older adults in May. This is a great opportunity to connect with other community organizations.

Upcoming:

- **Next Board Meeting:** Monday, February 11, 2019 at 7:00 pm

Marketing Department

Marketing: a year in review

Continuing Education:

- Completed an online course on live streaming at the library, this course was through Rails.
- Attended Laconi Event at Elmhurst Library about creating large scale events for all ages.
- Attended Guerrilla branding all day seminar in March in Aurora
- Monthly courses on Illustrator and Indesign
- Marketing research for small business one on ones 5 hours a month.
- Plainfield and Peotone library came for a one on one marketing session
- Attended webinar on branding your library May

Partnerships with the community:

- Red Cross, pillow case project March 2018
- New Lenox Safety Committee last week of every other month - over 50 partnerships within this group
- One on One marketing sessions with small business did one per month for year. Next year doing a roundtable event for all the businesses that have partnered with us on events.
- Chicago Shakespeare Theater
- Trader Magazine
- Illinois Philharmonic Orchestra
- Small Businesses though out the community
- Channel 6 - did 3 videos with them
- Patch Newspaper
- Patriot Newspaper

Outreach events:

- Chamber home business expo

- Health and Safety Fair
- High school visits with Melissa (we went to both Central and West x2)
- Touch a Truck Chambers event
- Loyalty Day Parade
- Joliet Hospice Race
- Door to door with Survey
- Door to door with library card sign up month
- Chasing the Sun 5K race with Chambers
- Trinity 5K Race
- Play Day in Commons hosted by the Village
- Proud American Days
- Chamber Golf Event
- Fire Department Open House
- National Night Out Police Department
- Ladies Night Out Village
- Health and wellness fair and blood drive with the VFW
- Safety Fall prevention week event
- Suicide prevent week presentation
- Business after hours with the Chamber
- Trunk or Treat
- Voting booth in Lobby of Library
- Christmas in the Commons
- Meeting businesses to discuss each others event, held at Trinity
- Senior Breakfast at VFW (we were co-sponsors on this event)
- The Cottages Senior home

Large Events at the Library:

- Makers Day
 - ✓ 250 attended
- Bicentennial Celebration
 - ✓ 170 attended
- Teen Art Contest
 - ✓ 22 submissions and 65 attended the opening
- Mini Golf
- 998 attended event, 23 sponsors last year we had 17.
- To promote we did paid ads on facebook, newspapers donated ads, 3 different videos on channel 6, our videos generated over 10,000 views.
- Summer Reading
 - Video created for channel 6
 - Paid ads in Facebook and numerous post
 - Posters and handouts
 - Newsletter promotion

Social:

- Facebook Live Stream campaign we live streamed one to times per month. Each department took turns to highlight programs, information, and events within their area. For our videos we have 70.8 K minutes viewed, we were up 477% from last year. We did 34 videos.
- Facebook we reached on average 4,000 a month. Posted at least 1-3 post per day.

- Fans to the page are 2,399, and we reached 13,317. People engaged that wrote on our post 330. Our page response time is 2 hours. with a 100% responsive rate.
- Followers went from 1,884 to 2,399 this year.

Campaigns:

- Facebook Live Streams (see above) gave presentation at staff day
- Mango, created graphic, displays, handouts, created a video, had a Mango month in December.
- Teen Scene awareness (One of my Pillars for strategic plan)
 - Created a survey to see what programs they would like, we had over 200 teens take the survey.
 - Teen raffle if they visited the new department
 - Visited high schools twice this year
 - Made new contacts within the schools
 - New teen signing on back wall
 - New Signing for teen new releases and display books 12" x 36"
 - New layout of department
 - Teen art contest and exhibition, as well as displayed art after contest on our walls.
- Library Card sign up month
 - Created a raffle to be entered if you refer, open or renew your card
 - Door to door campaign
 - Table set up at voters registration
- Food for Fines

Fun Facts:

➤ 2600 guides printed and handed out this year. ➤ Classes I gave for adults: 3 with over 20 attending each time ➤ One on One business sessions: 10 ➤ Graphics Designed: over 900

Information Technology Department

- In December we finalized our new printing contract with COTG.
- All of the new copiers and printers where installed and the old leased machines were returned to Proven.
- The new copiers have had good feedback from patrons on being easier to use.

Adult Services Department

- **Programs:** Tana Petrov met with all staff in the department to discuss ways of increasing program attendance in 2019. We will follow a more structured program model where we will concentrate on quality of programs rather than on their quantity. We will continue to offer variety of programs on different topics targeting a wide population of patrons: teens, adults and older adults. We will also concentrate on advertising our programs a little bit more through displays, social media and outreach.

Melissa Leggero did an outstanding job with planning and hosting several programs for teens. Teen After Hours Study was a huge success with more than 80 teens attending.

- **Outreach:** Tana Petrov and Melissa Leggero attended the kick-off celebration for Christmas in the Commons where they promoted the library's services and programs. This was a great event as we got to know the community and to talk about what the library offers. Tana Petrov, Julie Perenchio and Liz Wetmore visited the Senior Living Center in New Lenox, where they did a holiday craft with the residents and brought audiobooks.

- **Collection Development:** Tana Petrov and Monica Waligorski continued to weed and shift the Fiction collection. Mystery, Christian Fiction, Westerns and Large Type Collections have been fully weeded. Huge thanks goes to Mary Byford for her help with weeding and merging genres into fiction project!
- **Homebound Delivery Services:** Monica Waligorski dropped off books, program guides and homebound brochures at the New Lenox Food Pantry. Going forward, Monica will be doing this once a month. Tana Petrov brought promotional flyers to Meals on Wheels in Joliet to promote homebound delivery services.
- **Displays to promote the collections:** Baking and Superhero graphic novels (Melissa), Large Print Cozy Mystery (Monica), Winter Sports (Dawn), Holiday Books (Kelli), Adult Programs (Sue).
- **Volunteers:** Julie Perenchio utilized SignUp Genius - a free, online software tool for volunteer management, which will save us time in recruiting and communicating with volunteers, and it will allow them to select tasks they are interested in.
- **Continuing Education:** Julie Perenchio and Melissa Leggero attended the Vertical Team Meeting with school librarians at Lincolnway West High School. This was a great networking opportunity and both Julie and Melissa report that they got great ideas about how to market our programs and resources for Teens/Tweens in the schools!
- Monica Waligorski continues to work on her MLIS.
- **Teen Scene:** Thanks to Melissa Leggero, our Teen Scene has a fresh look. Melissa decorated the area with art pieces donated to the library by teens. She also moved Teen Audiobooks to different shelving, created new, interactive displays and updated the marketing materials for teens.

Circulation Department

- Throughout the holidays, **11,692 items** came through the Circulation department! This month we completed **25,294** transactions for our Patrons. These transaction types include checking in and checking out library items, placing holds, and item renewals.
- Unique Management Services collected **\$434.25** in collection fees during the month of December.
- In December, Circulation manager, Jolyce Abernathy-Morris completed the Department of State Passport Acceptance Agent Training. During the month of December I have been working with previous program agent Sue Mountford and Adult Services staff member Dawn Szostak to learn the inner working of this service. Upon Sue Mountfords resignation, I will now be the point of contact for this service.
- Circulation is also in the process of filling a 15 hour circulation clerk position.

Youth Services Department

- Youth Services once again had the Holiday Village set up in the Makerspace and had families create wonderful buildings from Dec. 1 through the new year.
- Jen Thompson prepared us all for the Winter Reading Challenge to kick off Jan. 2 by coordinating with the Chicago Wolves organization for logs, prizes and a special visit by a player.
- All of our potty training books were pulled out into a separate, easy-to-find collection for parents.
- In December, all YS staff members chose one of our online resources to become an “expert” at, and will be presenting to other staff members at the next YS meeting.
- We have seen an increase in usage of our Spanish language materials since relocating them to their own collection, and allowing patrons to browse all the Spanish books in one spot.

Maintenance Department

The beginning of the new year brings about several annual inspections including the following:

- Elevator operation certification inspection was performed by Thompson Elevator Inspection Service on December 6th. The elevator passed in good condition and is approved for a renewed certificate.
- Illinois now also mandates a separate full mechanical/hydraulic system safety test to be performed annually which will be scheduled through our current service provider, Thyssen Krupp, and performed later in January. Disruption of elevator service will be limited to the time needed to perform the test, generally less than 30 minutes.
- Fire alarm system inspection and testing is also due to be performed in January by our current service provider, Commercial Electronic Systems (CES). No disruption to our patrons is expected.

Building & Grounds:

- Information desk in the front has been removed to open up that area of the Lobby. It creates a more inviting area for the Friends of the Library Book Sale, plus adds much needed flexibility to reconfigure the space for our various large events (Ghouls & Golf, Bicentennial Celebration, etc.).
- Work will continue to patch and paint the drywall and to patch the carpet with attic stock leftover from original construction. All demolition, data rewiring, drywall repair, and painting is being performed in-house by Maintenance and IT in order to keep costs to a minimum. A contractor estimate attained last year set the total cost of demolition and repair at \$3,500. We're doing much of the work ourselves for a lot cheaper.

Preventive Maintenance Performed:

- Emergency lighting tested
- Water heater flushed
- HVAC filters checked
- A.E.D. inspected
- Floor drains flushed

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for December 2018. Budgeted expenses should be at 50%, and the actual expenses were 40.59%
- Trustee Podoba moved and Trustee Evans seconded to approve disbursements for December 2018 in the amount of \$63,809.64; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: Trustee Evans reviewed what was discussed in the meeting regarding staffing levels and position analysis questionnaires to be completed by staff.

B. Finance: None

C. Building and Grounds: The desk removal process was reviewed by Brian Goebel.

D. Policy: Decided to meet prior to the next regular Board Meeting on February 11, 2019 at 6:30 pm.

E. Fundraising: The Friends Spring Gala Fundraiser is scheduled for May 18, 2019 and the theme will be Sherlock Holmes.

F. Intergovernmental Meeting: Trustee Broccolo and Vice President Linda Evans will attend the next meeting on Friday, January 25, 2019.

Old Business

- REVIEW: RAILS Membership Standards: Content/Collections – With the exception of collection funding levels, the library is exhibiting exemplary status in the Content and Collections standards.
- REVIEW: Serving Our Public Chapter 1 - The library meets all the requirements for this chapter.
- REVIEW: Regular Policy Review Schedule – General Policy 102, 209 & Personnel Policy 102 - The Board reviewed these policies and there were no recommendations for changes.

New Business

- APPROVE: Year Two Tactics for 2018-2020 Strategic Plan – Year two tactics were presented for the second time to the Board. A motion was made by Trustee Evans and seconded by Trustee Monbrod to approve year two tactics for the 2018-2020 Strategic plan, and motion passed by unanimous vote.
- APPROVE: Contract for One Year Lease of Rented Space – The License Agreement/contract was authored and reviewed by legal counsel. Director Krooswyk reviewed the lease agreement with the Board. A motion to approve the one year contract/license agreement for the lease of café space with an update of inventory to be included in section 8.1.1 was made by Trustee Podoba and seconded by Trustee Evans. Motion passed by unanimous roll call vote.
- APPROVE: Adjusted hours for Upcoming Special Events – No vote was taken on this agenda item.
- APPROVE: Usage of Library Parking Lot for Upcoming Special Events – Discussion ensued regarding the upcoming protest scheduled for Saturday, January 19 from noon until 3:30 pm and taking place in the Commons. The organizer of the Women’s March contacted the library to request use of the library’s parking lot. A motion was made by Trustee Evans and seconded by Trustee Broccolo to allow use of the library’s parking lot for the Saturday, January 19, 2019 event, and motion passed with one “no” vote by Trustee Ulstad.
- APPROVE: Board Meeting Dates for 2020 – Motion was made by Trustee Evans and seconded by Trustee Ulstad to accept and approve the Board Meeting Dates for calendar year 2020. Motion passed by unanimous vote.
- APPROVE: Closure of Library on September 27, 2019 Fall Staff In-Service Day – Motion made by Trustee Evans and seconded by Trustee Loecke to close the library for a Fall Staff In-Service Day on September 27, 2019, and motion passed by unanimous roll call vote.

Board Continuing Education: The Director and the Board reviewed the next section (pages 47-52) of the Illinois Public Library Trustee Manual.

Executive Session

- None

Trustee Comments

- Trustee Monbrod wants a library themed filter created for snapchat.
- Trustee Tatro wants to know how much the tax rate will drop off per \$100,000 of home value after the bond is paid off. Director Krooswyk will contact the County and verify this amount.

Adjournment

Trustee Broccolo moved and Trustee Evans seconded that the meeting be adjourned 8:40 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,

Michelle Krooswyk
Director, Recording Secretary