



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING February 13, 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 February 13, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: Bonnie Ulstad

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Alex Vancina: IT Manager, Jennie Suttle: Circulation Services Manager

Visitors: Dale Hauser III

Minutes

- General meeting minutes from the January regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Evans.
- Special meeting minutes from the January Building and Grounds Committee meeting were approved on a motion by Trustee Evans, seconded by Trustee Podoba.

Audience to Visitors

- Our visitor did not want to make a statement.

Staff Report

- Jennie Suttle, Circulation Services Manager, presented to the Board. The focus of her report was interesting facts about the staff members in the circulation department.

Correspondence

- Director Krooswyk shared one article:
 - Daily Southtown: "Libraries branch out with technology"
- Ms. Patricia Healy mailed a hand written letter to commend Hayley Schommer on her excellent customer service. Director Krooswyk responded with a mailed letter:

Dear Ms. Healy,
I wanted to express my gratitude for the time you took to write down your kind words and send them to us. The library prides itself on excellent customer service delivered by our staff, and Haley is no exception. Thank you for letting Amy Ingalls and me know

about the positive interaction you experienced here at New Lenox Public Library District. We hope that this level of service will become an expected and consistent feature here.

- Director Krooswyk also shared her response to a comment from the suggestion box, which is posted in the lobby near the elevator for the public to view. A patron submitted his concern regarding icy sidewalks on January 12. Director's response:
Thank you for your comment. Safety of both staff and patrons is of paramount concern here at the New Lenox Public Library. As you may recall, the ice began as pouring rain the night before and turned to solid ice the following morning, which made ice removal a challenge. Our contracted company came a total of 3 times that day to spread salt and our staff occasionally salted the front walkways as well. If you experience slippery sidewalks in the future, please tell a staff member in person as soon as possible so we can remedy the situation.
Thank you for your concern,
Michelle Krooswyk
Director
- An update was created for the State of the Village Address.
- Director Krooswyk contacted Kurt Carroll, Village Administrator, to inquire about the future of the Triple Play concerts. Carroll was optimistic that this year would be a true Triple Play with only three concerts and that the library would be able to stay open the entire time due to the new driveway behind the police station. He will keep the Director updated whenever he hears anything further.
- Director Krooswyk contacted Beth Alderson to request an email or phone call once any event to take place in The Commons had been finalized. This will allow the library to be more prepared.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining January 2017's income and expenses. Budgeted expenses should be at 58.33% and the actual expenses are 53.23%.
- Michael has been working on combining our actual library budget vs. what is allocated for the Budget and Appropriation.
- Trustee Evans moved and Trustee Podoba seconded to approve disbursements for January 2017 in the amount of \$96,509.87 and motion passed by unanimous roll call vote.

Director's Report

- Flags: The American flag out front will be replaced due to wear and tear from the outdoor elements. Director Krooswyk suggested that we also install an Illinois state flag on the empty flag pole. The Board agreed and also recommended that we proceed with purchasing from a flag company that produces their flags in the USA.
- Post-Holiday Party: Thank you to the Board Members who attended this event. A fun time was had by all!
- Program Guide: The new format of the Spring Guide has been completed; staff and patrons have expressed many positive comments.

- Board Room Closet: Dominic had a new light installed in the closet per the request from Ed Tatro.
- Intergovernmental Meeting: Trustee Lou Broccolo and Director Krooswyk attended the Intergovernmental meeting on Friday January 27 at the Country Charm. Updates regarding the Village, Township and Will County were shared.
- Friends: I am meeting with Sue O'Donnell from the Friends at least once a month to keep the lines of communication open between the Library and the Friends group.
- Getting to Know You: January I met with all of the Youth Services staff one on one and February will be the circulation staff's turn. In addition, I regularly cover the Circulation, Adult Services and Youth Services desks.
- PrairieCat: Carolyn Coulter, PrairieCat's new Director, visited our library and staff on January 20.
- Illinois Certification: Our yearly certification forms were submitted to the Illinois State Library on January 26.
- Board Statistics: It is sometimes a challenge for staff to obtain statistics in a timely manner due to short time period between end of previous month and the first Monday Board Meeting. The Board agreed that those statistics could wait until the next month if staff is unable to secure those statistics in time.
- Dram Shop Insurance: Cook and Kocher verified that we are able to secure Dram Shop insurance for the Friend's Gala on April 8, 2017.
- Outdoor Maintenance: Director Krooswyk walked the exterior of the building with Dominic to point out broken tree limbs and needed leaf clean up. As a result, the maintenance company will be coming tomorrow to do a pre-spring clean-up throughout the library grounds.
- Personnel: Hayley Schommer has accepted a position at Barrington Area Library and her last day will be March 10.

Upcoming

- State of the Village Address: Friday February 17, 7:00am-10:00am at Silver Cross Hospital. Trustee Tatro and Trustee Loecke are planning to attend.
- Intergovernmental Meeting: Friday February 24, 12:00pm at The Country Charm
- New Lenox Chamber Community Expo and Home Show: Saturday March 11, 9:00am-1:00pm at Lincoln-Way Central
- Policy Committee Meeting: Thursday March 16, 2:00 pm

Marketing/Outreach News

Events:

- In January we had a post Christmas staff party.

Advertising:

- Created banner for lunchroom, on a service to promote this month was Lynda.com.
- Posting weekly Facebook post on Lynda.com explaining some of the classes that are offered.
- Added Lynda.com to our January newsletter that goes out to the patrons.

IT News

- Our new event calendar and registration system launched on January 23. Feedback from staff and patrons has been positive. The system also includes self-service study room booking and meeting room request functions that will be enabled in the future.

Adult Services Department News

- We had 24 teens attend our Teen After Party. Everyone had fun and it was a successful event.
- Amy has been elected to the New Lenox Chamber's Board of Directors for this year.
- Ashley has been awarded a \$1000 grant from D4L for a conference of her choice.

Circulation Department News

- Thank you to the board for the staff get-together on January 13th.
- Cornerstone scheduled a client to learn how to organize library carts on January 25th.
- Patrons paid late fees of \$ 343.80 to the library through ECommerce for the month of January.
- Seven patrons with accounts in collection paid \$ 266.00 in late fees and returned materials valued at \$ 39.00 for the month of December. For January, eleven patrons paid \$ 407.95 in late fees and returned materials valued at \$ 140.00.

Youth Services Department News

- The Chicago Wolves hockey organization does a winter reading program and any library that uses its program is supplied with Wolves giveaways, including tickets to games. YS decided to use its program this year.

Facility Maintenance Highlights

Electrical:

- Repair/Replace lighting on 1st and 2nd floors.

HVAC System:

- Look into increasing heat capacity in 2nd floor New Study Room.
- Replace Main Power Supply on Central Humidifier and put online.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.
- Cleared plugged drains and commodes 4 times in 2nd floor Men's Room.

Compliance/ Inspections:

- Complete the 5 Year Fire Compliance Sprinkler Obstruction Test and Certification. "All Passed with no compliance violations."
- All Fire Extinguishers were inspected and Certified Compliant as per Annual Fire Code Requirements.

Safety/Security

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

Other:

- Troubleshoot and repair the Ice Maker in Café not making adequate amounts of ice.
- Repair Dishwasher pump in the Café.

- Removed, packaged and stored all Seasonal Holiday Decorations.
- Repaired the Electronic Lock on the Adults Service Office Door.
- Remove and relocate shelving in Adults. (Ongoing Project)
- Repair 6 Laminate Tops in Children's and Adults.
- Work on fabrication and installation of Children's Interactive Wall.

Board Reports

- None

Committee Reports

A. Personnel:

-President Tatro met with Director Krooswyk to review personal goals that she has created.

B. Finance:

- None

C. Building and Grounds:

-The Building and Grounds committee met on January 19, 2017 at 2:00 p.m. Minutes have been approved from that meeting.

D. Policy:

-The Policy Committee will be meeting Thursday March 16 at 2:00 pm.

E. Fundraising:

- Spring Friends Gala will be held April 8, 2017

Old Business

- REVIEW: Strategic Plan Goal 2 – Director Krooswyk summarized the four parts of this goal for 2017. So far we are on track to fulfill all four aspects of these goals. Krooswyk met with Marketing Manager Liz Wetmore to go over this year's marketing plan already.

New Business

- REVIEW: Serving Our Public Ch. 10 – Marketing: NLPL fulfills all items in the checklist. Director Krooswyk is strongly encouraging staff to visit other local libraries to garner ideas and develop relationships with our neighboring libraries.
- REVIEW: Short Takes Video – Board Meetings – The Board discussed some aspects from this video including agreeing on a Board decision once it is made final and reviewing the strategic plan each meeting, which we are doing already.
- REVIEW: Display Case Policy – The policy was provided for the Board and it was reviewed.
- ACTION: Trustee Broccolo moved and Trustee Podoba seconded to approve starting the process towards becoming a passport acceptance site.
- ACTION: Trustee Evans moved and Trustee Broccolo seconded to approve Wilhelm living trust disbursements for purchasing a digital photo scanner for the purpose of digitizing library historical documents and photographs as well as for patron use.

Executive Session

- None

Trustee Comments

- Trustee Broccolo asked about the Digitization process and offered his assistance with his knowledge of the library if needed.
- Trustee Tatro invited the Board to attend the Historical Society's presentation of the History of the Library on Thursday March 2 at 7:00 pm. Trustee Evans will be running the March Board Meeting due to being out of the country at that time.
- Trustee Monbrod invited the Board to attend the Friend's Spring Gala on April 8th. The theme is the 20th anniversary of Harry Potter and the Sorcerer's Stone.
- Trustee Loecke shared her observations from a recent visit to the Tinley Park Library.

Adjournment

Trustee Evans moved and Trustee Broccolo seconded that the meeting be adjourned at 8:32 p.m. Motion passed by unanimous voice call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary