



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING March 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 Vice President Evans on Monday March 13, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Linda Evans, Lou Broccolo, Colette Loecke, Ann Podoba and Bonnie Ulstad. Trustee Monbrod arrived at 7:03 pm.

Absent: Edward A. Tatro

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Dana Russell: Youth Services Manager

Visitors: Dale Hauser III, Sue O'Donnell: Friends of the Library President

### **Minutes**

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

### **Audience to Visitors**

- Dale Hauser did not want to make a statement.
- Sue O'Donnell gave an update to the Board regarding the upcoming Spring Gala on April 8. We have lots of donations including food donations from Texas Roadhouse, Rosati's, Pizza Mia, Little Joe's, Raffi's Candy Store and other food vendors. Baskets are starting to be assembled since donations are arriving. Signs for yards are available if needed. Decorating committee has some great things planned and there are actors lined up to play Hermione and Snape. For next year, the Friends may withhold sending donation letters and rather send digital forms of donation letters to save time and money on postage and paper.

### **Staff Report**

- Dana Russell, Youth Services Manager, presented to the Board. She brought many different examples of manipulatives for use in the Makerspace and gave an overall update on the current status of the new Makerspace area in Youth Services. The Makerspace is being used in the very broad sense so it includes other things besides technology (large weaving looms, Santa's village with recycled paper projects, magnetiles, and interactive wall spaces). Dana also spoke about Alissa Raschke-Jachenko and the amount of outreach she is conducting with only being 15 hours per week.

## Correspondence

- Director Krooswyk shared two articles:
  - Daily Southtown: “Local libraries keep history all in the family”
  - The Patriot: “Already looking to springtime in New Lenox”
- Suggestion Box Submissions:
  - 2/23/17 - “There are no push buttons to open the bathrooms. I literally could not get in. I am in a wheelchair temporarily and could not access the bathrooms. Please help others to be independent with this.”
    - Posted response “Dear Valerie, My sincere apologies for the inconvenience and difficulty you encountered while visiting our building. The maintenance manager is currently options for installing automatic door openers for our restrooms. Libraries are dedicated to removing barriers to access not only with information, but also in our buildings. Thank you for making us aware.”
  - No Date – “Put in an escalator for us seniors!”
    - Posted response “Thank you for your suggestion. Unfortunately we are not able to install an escalator at this time due to our limited budget. We hope that the elevator suits your needs.”
- Director Krooswyk has been in contact with the Village of New Lenox concerning the future use of the “old” New Lenox train station once the new train station is built.

## Treasurer’s Report

- Michael Stubler gave the Treasurer’s Report explaining February 2017’s income and expenses. Budgeted expenses should be at 66.67% and the actual expenses are 59.8%.
- A reminder was made that this time of year is when we see the lowest amounts in our accounts to the position in the fiscal year as well as waiting for tax distributions in May.
- Trustee Loecke moved and Trustee Monbrod seconded to approve disbursements for February 2017 in the amount of \$49,579.62 and motion passed by unanimous roll call vote.

## Director’s Report

- New Lenox Community Expo: Director Krooswyk thanked Trustee Evans, Broccolo and Loecke for attending this past Saturday. Attendees were very receptive to our new Guides that include all of our programs.
- Intergovernmental Meeting: Trustee Tatro, Trustee Evans and Director Krooswyk attended.
- Legislative Breakfast: Illinois Library Association sponsored an event where library and government representatives could meet to discuss current challenges at the local, state and federal level.
- Statement of Economic Interest: Please mail in your SOEI as soon as possible. Director Krooswyk and Trustee Loecke have submitted theirs to date.
- Historical Society Meeting: Many people attended Trustee Tatro’s presentation about the history of the library for the Historical Society on March 2 at 7:00 pm. A tour was given immediately following the presentation.

- Statistics: The number of active library cards have declined every year, yet the number of people using our computer, attending programs and our visits continue to climb.
- New Library Cards: The library has received new library cards that have a more simplistic design with our branded library logo on the front.

### **Upcoming**

- Policy Committee Meeting: Thursday March 16, 2:00 pm
- Consolidated Election: April 4
- Spring Gala: April 8
- Trustee Workshop: Saturday April 22
- Loyalty Day Parade: Sunday May 7

### **Marketing/Outreach News**

#### **Outreach events:**

- Visited the Cottage retirement village, for a meet and greet of their new director. I went with Monica from Adult Services.
  - Let them know that we are interested in having events at the home for those that can not make it to the library.
  - Would drop off books that were donated for the senior to read at their own pace.
  - Talk to them about homebound services and left brochures for them, in case any of the residents wanted to sign up.
  - Left our Spring guide and invited them to attend our senior events.

#### *Advertising and Promotions:*

- Helped promote the friends of the library Spring Gala
  - Promoted on our website with slider and built a webpage
  - Promoted on Facebook multiple times
  - Added to newsletter
- Focus on Genealogy services
  - Created an awareness sign in lunchroom for employees to promote these services and programs
  - Added to the Newsletter
  - Send out an employee staff email with a focus on this service.
- Created graphics with all of our yearly stats for 2016 (see attached)
  - These will be used in the Summer Guide
  - Posted on Facebook
  - Posted to our website in a form of an infographic

### **IT News**

- Alex and Ashley attended a website redesign panel discussion hosted by LACONI. Four other public libraries (Barrington, Indian Prairie, Lake Villa, and Winnetka) that recently launched new websites talked about their development, testing, and maintenance process and shared tips about what did and didn't work. It was interesting to see what other libraries have done as we prepare to launch our own new website later this year.

### **Adult Services Department News**

- We began our AARP tax help this month, only taking appointments this year. There has been a lot of positive feedback with the appointments VS taking walk-ins for our location.
- Hayley has turned in her resignation and will be leaving us on March 10 to go and work for Barrington Public Library. We will miss her, but wish her well!
- Summer Reading planning is underway. We are teaming up with the rest of the library to hold a Kick-off, and a Finale party to thank our patrons. Details to come!

#### **Circulation Department News**

- Delivery count for the library system started February 24<sup>th</sup> and continues through March 2<sup>nd</sup>.
- Maddy Rohn, Page, is still on medical leave.
- Our volunteer, Brenda, gave notice she will be unable to volunteer due to a new job.

#### **Youth Services Department News**

- Liz attended a webinar called Full STEAM Ahead. This webinar was a discussion of books that are STEAM related. STEAM is an acronym for Science, Technology, Engineering, Art and Math.
- Dana attended a webinar called Transform Your Children's Library into an Interactive STEAM Learning Environment. Information was shared on the reasons for providing STEAM programming, ideas for programming and resources to find materials cheaply.
- Dana attended a LACONI program called Diverse Books Need Us. There was a presentation from ALA's Office for Diversity, Literacy & Outreach Services on Cultural Competencies, a presentation from Our Voices Chicago (an initiative to put small press and independently published materials written by people of color/gender identities/cultures into public libraries), and a presentation on resources that can be used to find diverse materials.
- Jen attended a webinar called Programming Ideas in Makerspaces. The webinar included ways to organize the space, marketing ideas, and technology items to add to the space.
- Alissa attended Anderson Bookshop's Children's Literature Breakfast. In addition to hearing a preview of some great spring titles, she was able to listen to several authors who write for groups that we are always struggling to engage, and learned some useful tricks to promote materials.
- Dominic has started working on the YS Makerspace area, building small walls that will be used to do interactive activities with the patrons.

#### **Facility Maintenance Highlights**

##### **Electrical:**

##### ***General lighting:***

- Repair and maintain all general lighting as needed.
- Three Exterior Bollard Lights were repaired with parts covered under warrantee. We are waiting for additional warrantied parts to be shipped to complete the repairs of the remaining few lights not currently working.

##### **HVAC System:**

- We experienced a brief power failure during a storm on Feb. 9<sup>th</sup> that left the Energy Management system inoperative...The system was required to be shut down reset and restarted to regain control. No inherent damage was present.

**Plumbing:**

- The Hot Water Tank was flushed to remove sediments.

**Safety/Security**

- The AED (Defibrillator) was Tested and passed the monthly inspection.
- The Emergency Lighting has been inspected on the 1<sup>st</sup> and 2<sup>nd</sup> floors.
- In response from a patron and at the request of Director Michelle I met with Door Systems to review and quote on Installing Handicap Access Controllers and Operators in Library Restrooms. We are pending a proposal.

**Compliance/ Inspections:**

- The Elevator has been inspected on Feb. 20<sup>th</sup>...all systems passed with no problems to report.

**General Building:**

- Worked on fabricating and installations of portions of the Interactive Wall in the Children's Department.
- Install Light and switch in storage closet in the Board Room.
- Southwest Pest Control treated the facility for insects, particularly the Children's Areas for Gnats.
- Completed the removal and installations of various sections of Book Shelving in Children's.
- Repairs were required and completed to the Wireless Controller for the Handicap Exterior Door West Entrance.
- The exterior grounds were cleaned of debris from the mess of winter. A more comprehensive clean-up will be done in the early spring.
- Some budgetary quotes were received for proposed landscaping projects.
- Shelving Rearrangement has been ongoing in the Adults Areas to allow for reconfiguration of Teen Sections and Stack Relocations.
- The Exterior US, POW and State flags were all replaced with new ones.

Some upholstered chairs were cleaned in the Children's Department

**Board Reports**

- None

**Committee Reports**

**A. Personnel:** None

**B. Finance:** The finance committee needs to meet at the end of April to discuss FY 2019 budget.

**C. Building and Grounds:**

**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 3 – Director Krooswyk summarized the three parts of this goal for 2017. So far we are on track to fulfill all three aspects of these goals.

### **New Business**

- REVIEW: Serving Our Public Ch. 11 – System and ILLINET Membership Responsibilities: NLPL fulfills all items in the checklist.
- REVIEW: Short Takes Video – Board Ethics – The Board decided to table the viewing of this video until next meeting.
- REVIEW: Personnel Policy 202 – The policy was provided for the Board and it was reviewed.
- ACTION: Trustee Broccolo moved and Trustee Monbrod seconded to approve closing the library on Wednesday May 3<sup>rd</sup> for a staff in-service day.

### **Executive Session**

- None

### **Trustee Comments**

- Trustee Ulstad mentioned that she enjoys the Friday News from Director Krooswyk.
- Trustee Broccolo commented on how much he enjoyed Trustee Tatro's presentation about the library at the Historical Society Meeting on March 2.

### **Adjournment**

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at 8:02 p.m. Motion passed by unanimous voice call vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Michelle Krooswyk  
Director, Recording Secretary