



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
March 11, 2019

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 March 11, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present: President Dr. Edward A. Tatro, Vice President Linda Evans, Lou Broccolo, Colette Loecke, Michelle Monbrod (arrived at 7:02 pm), Bonnie Ulstad

Absent: Ann Podoba

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

Visitors: Alex Vancina

Minutes

- Meeting minutes from the regular Board Meeting on January 14, 2019 were approved on a motion by Trustee Ulstad, seconded by Trustee Broccolo. Motion passed by unanimous vote.
- Meeting minutes from the personnel committee meeting on January 14, 2019 were approved on a motion by Trustee Loecke, seconded by Trustee Ulstad. Motion passed by unanimous vote.

Audience to Visitors

- John Chrastka: EveryLibrary – John Chrastka asked the Board to speak about the conversations they had with community members about possible future funding. John spoke to the current political climate as it pertains to the 2020 voting year. He also mentioned that the library going out and about into the community was very important last year because it increased awareness of the library in general along with its financial situation. The final deadline to submit a ballot is in December, and that will be when the Board will make an official decision. The library can use funds for informational communications campaign. The Board needs to decide at next month's meeting what tangible steps that are going to be taken going forward.

Staff Report

None.

Correspondence

Newspapers

- New Lenox Patriot – February 28, 2019: *Locals bring art alive at library*
- New Lenox Patriot – Year in Review

Suggestion Box

- Comments regarding displays and the collection were received.

Other

- New Lenox Neighbors: Basic Library Contact Information and Library Events Advertised– February 2019

Director's Report

Administration

- **Capital Asset Study:** The library building is not far from being twenty years old. In order to maintain our building, long term plans must be made to address aging aesthetics, mechanical systems and overall infrastructure. Director Krooswyk has reached out to a few individuals and companies regarding a capital asset study. This type of study would entail having a company come out to the property to inventory a variety of systems and components of the building. From there, they will create a report that will incorporate prioritized needs to be attended to as well as the cost associated with both short term and long-term maintenance items. Proposals should be expected within the next two weeks.
- **January Community Conversations:** Board Members and the Director were tasked with going out into the community and having conversations regarding future of library funding.
- **Job Descriptions:** Responses from the position analysis questionnaires are being collocated and analyzed as consistent job descriptions are created. HR Source is available to assist with this project in many different capacities if needed.
- **Legislative Meetup:** Many legislators were present for Illinois Library Association's annual legislative meetup. Topics such as minimum wage, unfunded mandates and potential property tax freeze were discussed.
- **License Agreement Update:** No response has been received from the current licensee. When Director Krooswyk asked if she had any questions regarding the license agreement, Mrs. Vejvoda stated that she would talk with her at a later date.
- **Minimum Wage:** The State of Illinois passed a minimum wage law recently, which will impact library budgets throughout the state. Currently, the minimum wage in Illinois is \$8.25 per hour. Under the new legislation, the minimum wage will increase to \$9.25 by January 1, 2020 and to \$10 on July 1, 2020. The minimum wage will then increase by \$1 per hour each January 1 until it reaches \$15 per hour in 2025. In addition, tax credits will not be applicable to organization such as libraries.
- **National Library Week:** Every April, the American Library Association celebrates National Library Week. This year the annual celebration takes place April 7-13. Not only will staff be going door to door to sign up residents for library cards, but Mayor Baldermann has agreed to make an official Proclamation at the March 25th Village Board Meeting.
- **Staff Day:** This year's required staff day took place on Friday, March 1, 2019. Topics covered included active shooter training, a director's update, department breakouts and team building. Everyone seemed to enjoy themselves and find the training valuable.

Upcoming:

- **State of the Village Address:** Wednesday, March 13 at 7:00-9:00 am at Silver Cross
- **Intergovernmental Leadership Luncheon:** Friday, March 22 at 12:00 pm at Little Joe's
- **Village Board Meeting:** Monday, March 25, 2019 at 7:00 pm (proclamation of National Library Week)
- **Next Board Meeting:** Monday, April 8, 2019 at 7:00 pm

Marketing Department

Outreach and Networking events:

- Feb. 5, meet and greet with Chamber of Commerce. We presented our services that could help the small businesses, as well as let them know we do one on one appointments for marketing.
- Feb. 6 went to the New Lenox Safety Committee meeting, where I shared our upcoming Gala.
- Visited both high schools to promote our Teen Poetry Contest and our Young writers group.

News and Promotions:

- We are continuing to update signage in the building. This month we are working on the Youth Department. We will be adding 12"x36" department signage, as well as posters for the Makerspace on our checkout items. We also will be adding 12"x24" signs to the front of stacks to identify the areas.
- We have started a campaign where we will be highlighting a service. We will be giving each staff member a button that says "Ask Me About" and we will be focusing on a different service every quarter. Our first button will be handed out at our in-service day and will feature Novelist.
- We also have created surveys to be given out at the end of all programs:
- We also have posted quarter sheet signing at the exits of both meeting rooms. This will help promote our programs as well as the benefits of having a library card.
- Guide holders have been placed on the entrance doors of both meeting rooms, for people who come to meetings but might not enter the library.

Information Technology Department

- For IT in February, Microsoft rolled over their older 2016 office licenses into 2019 office licenses. This saved the library around \$4500 dollars based on our last purchase of office 2016.
- Also a Quick heat-map of the building WiFi was done in house. This was to get an idea of where the weak signal spots are located in the building. With a more detailed heat-map we can change out access points to suit our layout.

Adult Services Department

We welcomed Karen Meyer as the newest member of our department. Karen is our 20-hours Adult Services Assistant; her background is in journalism and customer service; and she is already doing a great job adjusting to the department!

Collection Development:

- Monica continued weeding the Fiction Collection. Julie began weeding the Classics Collection and replacing old crummy books with newer, better looking copies as those are popular among our patrons.
- Julie has been recruiting and overseeing volunteers with straightening up materials in all of our collections, and as a result our shelves look more presentable now.

Community Engagement

- In partnership with librarians from Lincoln-Way West and Lincoln-Way Central high schools, Julie hosted a book discussion group for teens, focusing on the book *Long Way Down* and other books on the Read for a Lifetime list.
- Monica dropped off book donations and spring guides at the New Lenox Food Pantry
- Melissa visited Central High School to promote the Poetry Contest, Young Writers Group and Colors of the Youth programs. Melissa reports that she was able to talk to students and teachers and to secure staff contact information for future networking with the schools.

Social Media Activities

- Melissa and Julie have been doing a fantastic job bringing awareness to our teen services via outreach and social media, and just recently resumed postings on our Teen Instagram Account.
- Melissa and Julie filmed a short video in the Teen Scene for the middle schools promoting our tween programs and volunteer opportunities
- Melissa and Monica filmed a Facebook Live video to advertise our Poetry Contest and the new ACT/SAT display that Melissa created in the Teen Scene.

New Displays

- Adult Programs (promoting Disney Planning 101 family program)

- Genre of the Month: Biographies
- Teens - ACT/SAT display

Programs

- Dawn resumed and did a wonderful job with her program for Lincolnway Special Recreation Association students. Eighteen students and their caregivers visited the library; did a craft, listened to a story, and had lunch at the coffee shop.
- Pam continued to provide her genealogy expertise to patrons via her monthly genealogy club and one-on-one instructions. We are lucky to have Pam on board with her knowledge on genealogy resources as our patrons are very interested in this topic.
- 2/20/19: We had our Quarterly Programming Meeting, during which we discussed programs for the summer. Kelli presented initial draft of programming process that all programmers will be using in the future. Kelli and Melissa have also been working on prizes for Summer Learning Challenge.

Continuing Education

This month presented us with plenty of opportunities for continuing education, which fits with our Strategic Plan goal of Self-Directed Education.

- Tana and Kelli hosted the Southwest Business Librarians' meeting, during which they shared and generated ideas for future business programs to offer to the community.
- Julie watched the webinar *Getting the Most Out of Library Volunteers* and reports that she learned new tips on how to successfully build a volunteer program, focusing on getting a new program started, not necessarily enhancing an existing one.
- Monica continued taking classes toward her MLIS degree.

Circulation Department

- In February, more than 15,000 items have been circulated throughout our library. We have also added over 100 new Patron library cards!
- As anticipated in the previous month's board report, we are noticing an increase in passport inquiries. Jolyce has been working hard to accommodate these requests.

Youth Services Department

- The YS Department has handed out 500 reading logs for the Winter Reading Program, and collected more than 300 back, at more than a 60 percent completion rate.
- New signage has been going up around our department, thanks to Liz W. and Brian. We plan on doing some more shifting before implementing any additional signage.
- As of the end of February, every sixth grader in District 122 has been to the library and been instructed on our databases and research tools.

Maintenance Department

Inspections:

- Commercial Electronic Systems performed the test of our fire system on January 25th. Several backup batteries in four of the fire system panels and one flame detector need to be replaced. CES has ordered parts and will return to finish that work on March 19th.
- State mandated elevator hydraulic system pressurization testing is scheduled to be performed March 20th by QEI Lombard and Thyssenkrupp Elevator. This is the final portion of the elevator testing that needs to be completed.

Building & Grounds:

- HVAC operating system update needs were discussed at the Building and Grounds Committee meeting in December. Per the directives set at that meeting, the new operating system was ordered by Maintenance in January. The system manufacturer and our preferred vendor, Precision Control Systems, have begun programming and design of this new system, which will provide the following benefits:
 - It will replace our current obsolete computer-controlled operating system which is susceptible to program failure and vulnerable to computer viruses. Due to its advanced age, the system is no longer electronically supported and cannot be updated.
 - It will be a direct replacement by the same manufacturer as our current system, helping to ensure the smoothest transition of connecting it to our HVAC equipment. Also, library administration is already familiar with adjusting and controlling the current system, making for a short learning curve for getting accustomed to the new system.
 - It offers an entire host of advanced programming, monitoring, and remote control capabilities while providing more precise control over the building system, ensuring that our HVAC is running as efficiently and cost effectively as possible.
 - Tentative installation and startup will be scheduled in May at a cost of \$24,000.
- Record-setting severe cold weather in February put the heating system to its ultimate test. The system was set to run non-stop during that time and the building came through the cold snap quite well. The only issue was pipes that froze under the sink in the café on the exterior wall in the northwest corner (arguably the coldest spot in the building); the sink cold water supply line, the filter cartridge unit for the ice maker, and the backflow preventer. Expert Plumbing performed repairs to replace the broken pipes and shutoff valves. A new filter cartridge was sourced and installed by Maintenance. Trouble spots and insulation solutions have been identified and extra efforts will be made to prevent a recurrence of this event.
- Carpet spot cleaning was performed February 8th after-hours. This addressed some new stains and is also a continuation of the carpet cleaning rotation set into motion by Maintenance last August.
- Front Information Desk removal has reached significant completion. Patching of brickwork, final data and electrical rewiring, and removal of old aluminum letter signage is ongoing. Carpet repair was completed by New Look Floor Coverings on January 31st. Painting is mostly finished and final touch-ups will be done after rewiring is complete. All supplies have been purchased to complete final rewiring and cosmetic repairs. Maintenance and IT performed the work using some new and some in-house materials, total project cost: **\$400**. Total project estimate using all new materials from a professional contractor: **\$3,500**.
- Cosmopolitan Cleaning Service was sent a letter of performance concerns on February 14th. Staffing changes were made and proper supplies have been ordered to address cleaning shortfalls identified by library staff. Progress has been made and the performance of the cleaning service will continue to be closely monitored.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for February 2019. Budgeted expenses should be at 66.67%, and the actual expenses were 56.92%
- Trustee Evans moved and Trustee Monbrod seconded to approve disbursements for January 2019 and February 2019 in the amount of \$100,155.75 and \$48,042.05 respectively; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: None.

B. Finance: None

C. Building and Grounds: None.

D. Policy: None.

E. Fundraising: The Friends Spring Gala Fundraiser is scheduled for May 18, 2019 and the theme will be Sherlock Holmes. All the donation letters have been sent out.

F. Intergovernmental Meeting: Trustee Broccolo attended the February meeting.

Old Business

- REVIEW: RAILS Membership Standards: Customers – The library demonstrates exemplary status.
- REVIEW: Serving Our Public Chapter 2 and 3 - The library meets all the requirements for these chapters.
- REVIEW: Regular Policy Review Schedule – General Policy 106, 204, 206, 220, 304 & 401 - The Board reviewed these policies and there were no recommendations for changes.

New Business

- APPROVE: Fine forgiveness for Furloughed Federal Works, if needed in the future – Should there be a future furlough of federal workers, Director Krooswyk recommended providing fine forgiveness for these individuals. Other local libraries are doing the same thing, and it would be a beneficial initiative going forward. Trustee Broccolo motioned and Trustee Ulstad seconded to authorized the Library Director to initiate fine forgiveness for furloughed federal workers if needed in the future. Motion passed by unanimous roll call vote.

Board Continuing Education: None.

Executive Session

- None

Trustee Comments

- Trustee Monbrod said that Channel 6 interviewed Tana and Trustees present at the Community Expo on March 9, 2019.

Adjournment

Trustee Broccolo moved and Trustee Loecke seconded that the meeting be adjourned 8:37 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary