



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 9, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: None

Staff present: Michelle Krooswyk: Director and Recording Secretary, Monica Waligorski: Adult Services Manager

Visitors: SARAH

Minutes

- Meeting minutes from the Building and Grounds Committee Meeting on February 10, 2020, & February General Meeting on February 10, 2020 were approved on a motion by Trustee Evans, seconded by Trustee Vancina. Motion passed by unanimous vote.

Audience to Visitors

- None.

Staff Report

- Monica Waligorski: Adult Services Manager – Monica and the Business Office are in the final steps of hiring a new Adult Services Assistant Manager. The “Review to Win” winter review challenge just finished where patrons were able to review books or DVDs for a chance to win prize basket (one for adults and one for teens). There were 37 adult entries and 14 teen entries. Their reviews will be made into book marks and a display. Melissa Leggero went to the high schools to market the teen programs and do crafts and had over 60 teens participate. There was a recent program about organizing for your personality and 19 people attended. Melissa is also working with Liz Yolich in Youth Services to do a teen lock in during the summer. There was a recent request for Homebound Delivery at Silver Cross Hospital, and Kelli Adams made that happen. The library wants to do more of this in the future. Per patron requests, the bottom shelf in the large print area will no longer be used and books will be shifted.

Correspondence

Newspapers & Magazines

- Daily Southtown – New Lenox Library District seeks voter approval to make tax rate permanent – February 24, 2020

- Herald News
 - Editorial – Vote yes on New Lenox Library referendum – February 16, 2020
 - New Lenox Library asks voters to help “redirect” funds on ballot question – February 29, 2020
- New Lenox Patriot
 - *New Lenox Public Library referendum to be on ballot, seeking tax redirection – pg. 6–* February 13, 2020
 - *Social Snapshot – pg. 11 –* February 20, 2020
- New Lenox Neighbors: Basic Library Contact Information and Library Events Advertised– Feb. 2020

Director’s Report

Administration

- Statistics – The format is being altered to incorporate monthly and annual trends for review by the Board and staff members. The end goal will allow for a much more efficient process for collecting statistics for our annual IPLAR report.
- Café Request for Proposal Submissions: The deadline for café RFPs was Friday, March 6 at noon. Three proposals were received and are included in the Board Packet. Submissions will be reviewed and discussed at the meeting.
- Chamber of Commerce Community Expo: This will be a joint event with the Mokena Chamber of Commerce, and it will take place on Saturday, March 14 from 9:00 am until 1:00 pm. This is a great opportunity to speak to the community one more time since it is the last weekend prior to Election Day.
- Chamber of Commerce State of the Village Address: Despite the snowy morning, there were approximately 150 people in attendance. Mayor Baldermann mentioned the library’s referendum during his update, which was appreciated. The recording can be found on the Channel 6 YouTube and Facebook page.
- Election Day: Election Day is March 17, and the library plans to be fully open starting at 6:00 am when the polls open. We will be advertising library card sign up and the upcoming Census.
- Emerging Women Leaders Recognition Event: Director Krooswyk was invited as one of two New Lenox women to participate in an Emerging Women Leaders recognition event all day in Springfield on March 24. There will be time to observe the legislative session, attend a celebratory lunch and participate in a discussion with other emerging women leaders.
- Loyalty Day Parade: Sunday, May 3 is the date for this year’s parade. Staff, Board Members, and library supporters are welcome to attend! Please let either Liz Wetmore or Director Krooswyk know if you’re interested in participating.
- National Library Week: This year National Library Week will take place the week of April 19-25. We want to focus on our digital resources, so we received approval from the Village and Police Department to hand out bookmarks or fliers to Metra commuters in the early morning hour. We have also received confirmation that Mayor Baldermann will do another proclamation at the Village Board Meeting on March 23 at 7:00 pm.

- Referendum: Early voting has already begun and there is only one more community presentation scheduled prior to Election Day.
- Statement of Economic Interest: Please return your SOEI to Director Krooswyk as soon as it is completed. The list of submitted statements will be reviewed at the meeting. If you didn't receive an email about this, please let her know.
- Serving our Public: Starting with this month's meeting, the new Serving Our Public (4th Edition) will be covered. For this reason, chapters 1 and 2 will be covered this month, and then chapters 3 and 4 will be covered next month, which will bring the Board up to speed with the current review schedule to ensure compliance with the Illinois Public Library Annual Report and the annual Per Capita Grant application.

Upcoming:

- Chamber of Commerce Expo: Saturday, March 14 from 9:00am – 1:00 pm
- Village Board Meeting: National Library Week Proclamation – Monday, March 23 at 7:00 pm
- Personnel Committee Meeting: Monday, April 13, 2020 at 6:00 pm
- Next Board Meeting: Monday, April 13, 2020 at 7:00 pm
- Loyalty Day Parade: Sunday, May 3

Adult Services

- We are finalizing the hiring of a new assistant manager. We had 24 applicants for the position.
- Our Review to Win Books and Movie Winter Review Challenge ended on February 29th. We received 37 adult and 14 teen entries. One adult and one teen basket have been awarded.
- Melissa Leggero went to Lincoln-Way Central High School to make valentines with the teens and inform them of upcoming programs.

Circulation

- 14,467 items were circulated in February making NLPL the 4th highest circulating library in our system of 174 libraries.
- The added Tech 2 Go collection has been well received by Patrons and staff. The wireless hot spots are consistently being checked out and we are receiving a lot of positive feedback regarding all the equipment we have to offer that patrons didn't previously know about.
- Circulation processed 51 passports in February and fielded many related inquiries. Patrons are very thankful that we offer this service and appreciate the friendly service and welcoming atmosphere we are able to provide.

Digital Services

- Jane is now representing New Lenox Library on the Educational Advisory Board of a local makerspace.
- Tech 2 Go Collection has been physically moved to the front lobby, where Circulation reports it's been increasingly popular (see above).
- We have started a new program, Photography Club.

Information Technology

- Pre-owned Chromebooks for programming purchased.

- Met with our COTG (Printer provider) account representative to have an account review.
- Met with Youth Services management about future technology goals and planning.
- Teen Scene computer area wire management to present a cleaner look.
- All Public PCs updated to Office 2019.

Maintenance

Building & Grounds Repairs:

- Cintas First Aid will be replacing our obsolete, ten-year-old Automated Electronic Defibrillator machine very soon. Cost to the library is basically the same whether the AED is purchased outright all at once or leased over several years. The lease program spreads the cost out MUCH more evenly over time and ensures that an insured, certified first aid company is maintaining this life-safety equipment properly.
 - AED's range in price from \$1,300 - \$2,900 and generally become obsolete every 3-8 years.
 - AED batteries and defibrillator pads expire every 18-24 months, requiring regular replacement. They also become unobtainable as AED designs evolve. Our current AED is well beyond this point; parts are expensive and very hard to find.
 - Cintas' Defibtech Reviver View AED retails for \$1,700 and includes both voice and video instruction on the machine itself.
 - Lease agreement is for 36 months at \$99 a month and includes monthly maintenance inspections, pad and battery replacement as needed, and a loaner unit if our leased unit requires repair due to usage or physical damage (fire, flood, vandalism, etc.).
- Quotes are being sought for replacement of the worn-out exterior electronic key-pad lockset and interior panic-bar latch at the rear staff entrance door. Also, for the electronic lockset on the interior Youth Services Office door. The latching hardware on both doors have had issues with failing to unlock and/or getting stuck and failing to re-lock upon entry. Repair price for both doors together will be significant; parts alone may cost approximately \$4,000.
- Simplex Gutter Systems is scheduled to return to the library March 16th, weather permitting, to check the sealant work they performed last November on the 1st floor gutters outside of Youth Services. They will also provide a complimentary recleaning of the gutters. An estimate will be sought regarding cleaning and resealing all of the gutters on the rest of the building.

HVAC Repairs:

- Precision Control Systems began work last week repairing the leaking air conditioning coil of the 1st floor Cooling Circuit B (one-half of the downstairs air conditioning capacity). This repair continues the air conditioning work first reported to the Board last August 12th. It's been over two years since this cooling coil has been operable due to budget constraints.
- A new electronic boiler pulse controller was purchased for \$700 to replace the failed controller on Boiler #1. Precision will also diagnose the "short flame cycle" and "combustion chamber pressure" faults which have plagued Boiler #1 throughout the entire heating season.

- Precision installed the sediment filtration system for the boiler water. Boiler system water filtering and anti-corrosive chemical addition and monitoring has begun. No leaks detected; so far, so good.

Marketing

News:

- Newsletter blast specifically for referendum went out to our database of 8,000 people on Feb. 7.
- Feb. 22 Referendum Informational meeting took place, we had 13 in attendance.

Outreach:

- Cabin Fever hosted by the New Lenox Police Department was on Feb. 22. This event was geared to kids and we had 350-400 attend this event. We had the prize wheel, and also opened 24 new library cards. We promoted the referendum with the handouts.

One on One Marketing Session:

- I had a marketing session in Feb. 6 with Carla Peterson, who is starting up a new business.

Instagram:

- We now have 163 followers. We started a library wide Instagram at the beginning of 2020. We have already created 111 posts.

Twitter:

- Marketing started to actively work on Twitter as well, we now have 394 followers and posted 50 post in February.

Facebook:

- Our post reached was over 18K in February. We focused Tue. And Thu. on the referendum post. We boosted our information video which reached 1.8K new people and had 207 engagements or views of the video. We had 1.2K engage on our post in Feb. We had 14 new followers.

Youth Services

- NLPL was a voting site for the Rebecca Caudill Awards this year for the first time. We will also be a voting site for the other Illinois State Award Books in March.
- Liz O. has created a wonderful display pairing audiobooks with their print counterparts, which has been very popular among emergent and struggling readers.
- Liz Y. has expanded her Wednesday morning Music in Motion class to 36 kids, due to the popularity of the program. Miss Liz has been getting rave reviews from our young patrons.

Technical Services

- Worked on signage with Liz W: 2/4, 2/7, 2/11, 2/12, 2/18. 14 ½ hours.
- Library Article 2/4, In 2019 more Americans went to the library than to movies. Yes, really. Dan Sheehan
- 2/10 Presented at Board Meeting.
- 2/14 Diane Cochran shadowed me 1 hour.
- 2/22 Outreach Cabin Fever 10 – 1
- Items Entered - 802, Items Discarded – 340, Volunteer Hours – 7
- 4th highest with the most items entered for the month.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for February 2020. Budgeted expenses should be at 66.67%, and the actual expenses were 58.61%.
- Trustee Podoba moved and Trustee Evans seconded to approve disbursements for February 2020 in the amount of \$67,106.95; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet April 13, 2020 at 6:00 pm.
- **Finance:** Schedule to meet May 11 at 6:30 pm.
- **Building and Grounds:** Will meet July 13, 2020 at 6:30 pm
- **Policy:** Scheduled to meet March 9 at 6:30 pm.
- **Fundraising:** Scheduled to meet June 8, 2020, 2020 at 6:30 pm.
- **Other:** Next intergovernmental meeting is Friday, March 28.

Old Business

- **REVIEW:** RAILS Membership Standards: Funding– The library is meeting all the accomplished standards, but due to lack of funding (hence the referendum initiative) we are unable to achieve exemplary in all categories.
- **REVIEW:** Serving Our Public v. 4 - Chapter 1&2 – Governance and Administration – The library meets all the requirements for these chapters for the statewide standards.
- **REVIEW:** Regular Policy Review Schedule – General Policies 104, 210, 213 & 222

New Business

- **REVIEW:** Café Space Request for Proposal Submissions – Three submissions were received from Gina's Teardrop Café, Gost Coffee and Just 4 U Café. The three different vendors were discussed including the positive and negative aspects of each business. Director Krooswyk asked the Board if they would like to interview the vendors at another meeting so the vendors could present more details to the Board. The Board Members said that they felt comfortable making a decision based on the Board Packet content at the regular April Board Meeting.
- **APPROVE:** Updated Disaster Policy Manual – Due to input and recommended changes from the Policy Committee, it was decided that this would be tabled and brought to a next month's meeting with incorporated changes.

Executive Session

- None.

Trustee Comments

- Trustee Tatro commended Director Krooswyk on her recent "Director's Corner" article in the Spring Guide.

Adjournment

Trustee Monbrod moved and Trustee Podoba seconded that the meeting be adjourned 8:00 p.m. motion passed by unanimous vote.

Michelle Krooswyk, Recording Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary