



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING April 10, 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 April 10, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Ed Tatro, Linda Evans, Lou Broccolo, Colette Loecke, Michelle Monbrod, Ann Podoba and Bonnie Ulstad.

Absent: None.

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

Visitors: Dale Hauser III

Minutes

- General meeting minutes from the March regular meeting were approved on a motion by Trustee Evans, seconded by Trustee Podoba.
- Special meeting minutes from the policy committee meeting were approved on a motion by Trustee Broccolo, seconded by Trustee Monbrod.

Audience to Visitors

- Dale Hauser – Dale wanted to take the opportunity to congratulate the current Board Members on the election results and said that the Board made him feel welcome during the meetings he has attended. To everyone who was involved with the planning and execution of the Gala, an enthusiastic job well done; it was a very enjoyable event. The Board commended Dale on article that appeared in the New Lenox Patriot and appreciated what he said. President Tatro suggested that Dale become involved with the Friends of the Library if he was interested.

Correspondence

- Director Krooswyk shared an article:
 - New Lenox Patriot - "Spring Gala to celebrate Harry Potter book's 20th anniversary"
- Suggestion Box Submissions:
3/20/17 – Comment Submitted Online: Name: Janice Durack Byrne Subject: General
Message: Talk about doing everything online: I'm at a library PC now and thought I'd give my suggestion this way rather than walking over to circ. to

ask for a suggestion slip (box was empty) before I headed to the 2nd floor. Anyway: I just spent some time at the anti-SAD light in the nifty new arrivals area. (Another big kudos to admin. for that good area.) While getting the light treatment, my mind wandered to a book I wanted to check on its availability and realized there is no catalog search PC in the new arrivals area. Yep, I know I can ask, and I know the children's section has them, but I think, for adults, going into the children's area just to search the catalog isn't ideal. Please consider having a PC available in the new arrivals, holds or circ. area for public to use for catalog searching.

- Response: Hello Janice, Thank you for taking the time to tell us how we are doing and the ways we can improve services to our patrons. As a result of your suggestion, our IT Manager was able to set up a catalog search PC in the new release area! Thank you once again for your input.
- We received many compliments about the Friends Gala and those comments will be included in next month's packet.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining March 2017's income and expenses. Budgeted expenses should be at 75% and the actual expenses are 66.79%.
- Another 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 Evans moved and Trustee Loecke seconded to approve disbursements for March 2017 in the amount of \$65,478.46 and motion passed by unanimous roll call vote.

Staff Report

- IT Manager, Alex Vancina, gave an update on the inner workings of IT as well as providing project updates. Alex has worked here at New Lenox Library for 9 years, worked in other library's previously, and is currently working on his MLS. There are a little over 110 computers in our building, both for staff and patrons. These computers are currently on a 5 year replacement program. A few years ago the website was brought in-house; a new website is in the process of being developed, and the beta version should be out in the next month or two. Alex also is the point person for the software that we use for processing materials, self check-out machines, printers, email and more. He has investigated switching over our phone service from First Communications to Comcast to save the Library about \$150 a month. Due to trends, more of the IT budget has been invested into wireless upgrades, software, and technology for collaboration versus physical computers. The Library is also looking into the possibility of circulating hotspots through Mobile Beacon.

Director's Report

- Intergovernmental Meeting: Trustee Tatro and Director Krooswyk attended.
- Statement of Economic Interest: Please mail in your SOEI as soon as possible.
- New Staff: Leslie Lauper-Whitehead and Sheena Ozbolt have started in the Youth Services department. Monica Waligorski accepted the Assistant Adult Services Manager

position. Sue Mountford has been moved into Monica's vacated full-time position, which leaves a part-time Adult Services Assistant position open.

- Director's Retreat: In addition to networking with Directors from across the state, topics such as sacred cows, information overload, and best practices were discussed and shared.
- Village Board Meeting: As part of my personal goals, I attended the Village Board Meeting, which also was the Committee of the Whole meeting. The New Lenox budget was presented.
- One-on-One Meetings with Staff: I have finished meeting with all staff individually. The information gathered from these meetings will be used in the future to shape the workplace culture.
- Management Team Meetings: Over the past few months, different managers have been allowed to share a topic that interests them. Topics have ranged from workflow management, workplace culture, and walking meetings.
- County Tax Extension: We received a little over 2% increase in the tax extension this year. Director Krooswyk is working with staff to incorporate budget requests and modifications for FY 2018.
- Triple Play Concerts: Per Beth Alderson at the Village, the Triple Play concerts will occur on June 17, July 22, and September 2.
- New Lenox Horizon Senior Living Impact Fees: The Library will be receiving impact fees from this new construction.
- State Per Capita Grant: We received only \$200 more than last year's amount, which approximately half of what we should be receiving.
- Swearing in of Officers: According to Illinois law, new/renewed positions cannot "take office" until after the 3rd Monday in May, which leads us to the June meeting.

Upcoming

- Trustee Workshops: There are two workshops for trustees coming up. RAILS is offering "Trustee Workshop: Keys to Running a More Successful Board Meeting" on Saturday April 22 from 9:30 am-12:30 pm at Matteson. ATLAS is offering an "Annual Trustee Workshop" on Saturday June 3 from 9:00 am to 12:00 pm at the Green Hills Public Library.
- Loyalty Day Parade: Sunday May 7

Marketing/Outreach News

Outreach events:

- March 11th Chamber Expo
- At the Chamber Expo we highlighted our Genealogy Service. Marketing created a special handout with the databases and programs highlighted. We also handed out our spring program guide. This event had a good turn out of all ages. Would be worth going to again next year.

Meeting with Non Profits in the area

- Marketing met at Trinity to learn about what each organization has planned for the upcoming months. The purpose of the meeting was to make sure we did not have any over-lapping events and to see if we could help promote each other's events.
In attendance:
 - Lions Club
 - Trinity
 - Park District
 - NL Historical Society
 - Chamber of Commerce
- Attended Safety Committee meeting on March 29th. I talked to Red Cross about coming to teach our patrons first aid and CPR. They were very interested in coming to the library to do this. Fire Department expressed interest in coming out to do a storytime with the youth department. We will be getting back to them on this.

Advertising and promotions

- Submitted an Article for a new publication Shaw Media (Owned by Joliet Herald Newspaper). This article will go to every house in New Lenox, Frankford, and Mokena. Normally 795.00 we got it for 200.00 (see article attached). This is a great opportunity to educate the community on all the benefit of the library.
- Trader Magazine will be featuring an ad on Food for Fines coming up in April. This was a free ad he gave us in exchange for some marketing advice that I provided him.

IT News

- Ashley, Alex, and Liz have been working on a new website for the library. A preview version should be ready next month, and the goal is to launch the new website by June.
- Alex is looking into the possibility of setting up an email helpdesk / ticketing system that will allow staff to track and respond to patron inquiries more quickly and efficiently.

Adult Services Department News

- We have finished our interviews for the position of Adult Services Assistant Manager. We have asked Monica to step up to the position and she has accepted. She begins her duties on April 10, 2017.
- With this change, it left a full time staff opening, which we asked Susan Mountford to fill. She has accepted and will begin full time on April 24, 2017.
- We will be beginning a search for a part time Reference Assistant immediately.

Digital Media Lab

- **One-on-Ones (20 minutes to 2 hours each)**
 - March 2 — Lions Club Video
 - March 6 — Scanner
 - March 8 — Burning Discs
 - March 8 — Scanner
 - March 9 — Lions Club Video
 - March 10 — Garmin GPS Update
 - March 13 — VHS to DVD & Button Maker
 - March 23 — Lions Club Video
 - March 23 — Video Camcorder Conversion
 - March 24 — Lions Club Video

- March 25 — Lions Club Video
- March 25 — Burn/Duplicate Discs, Photo Printing
- March 28 — Scanner, Photoshop, Photo Printing
- March 28 — Photography Studio & Camera
- March 30 — Lions Club Video
- March 30 — Scanner
- March 31 — Lions Club Video

Programs & Outreach

- Video Interview Basics, March 28 — 3 patrons, one whom will be using our tips in her collegiate nursing program for video interviewing potential students.
- Working with the New Lenox Lions Club to create their 100th Anniversary video, including pulling official clips from Lions Club International historical videos, setting up interviews for New Lenox members, training members how to use the camera and scan photographs. This will be shared with the New Lenox community via Channel 6.

Continuing Education

- March 14–16 — Library Technology Conference on Scholarship (Verdict: amazing. See emailed report for more details.)

Notables & Purchases

- Helped a patron print her children's book (and received a copy)
- Partnering with the Friends of the Library for Spring Gala decorations and photo booth
- Purchased new FastFoto scanner for photographs
- Purchased MiniDV camcorder for converting and AV cables/adapters
- Updated Birthdays & Anniversaries on Staff Board downstairs
- Updated New DVDs signage for New Release Area
- Working on content management and coding for possible new Library website
- Met with Carolyn to continue working on the Summer Reading video

Circulation Department News

- Patrons paid fees of \$ 384.55 in ECommerce this month.
- Twelve patrons with accounts in collection paid \$ 524.75 in fees and returned library materials valued at \$ 16.

Youth Services Department News

- Scott Jones' last day in the YS department was March 11. He moved to the White Oak Public Library.
- Youth Services has two new part-time employees: Leslie Lauper-Whitehead and Sheena Ozbolt. The department is now fully staffed.
- Dana and Liz attended the Illinois Youth Services Institute in Springfield on March 10 – 11. This two day conference provided networking opportunities and informational programs specifically and only geared toward staff working with youth and teens. Dana and Liz pre-selected the programs they wanted to attend so they could go to as much as

possible. Dana was also the chair on the planning committee for the Institute and had responsibilities to attend to during the event.

- Dana attended (with Michelle and Alex) the PrairieCat meeting on March 17 about strategic planning for PrairieCat. PC staff led discussions on concerns, ideas, and goals for the strategic plan.

Facility Maintenance Highlights

Electrical:

- A brief Power Outage occurred March 1st disrupting HVAC Controls, Phone Service and caused several light fixtures to fail. All systems were immediately addressed.
- Lighting inside, outside and in the Café have been repaired as needed.

General lighting:

- A High Lift was brought in to repair the four rows of lighting that were partially out over the interior Stairway High Bay. They have all had Ballast and lamps Replaced. This should be good for several years before requiring additional repairs.

HVAC System:

- A 10 HP Motor for the Return Air Handler on the 2nd floor was replaced due to the bearings that were failing.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.
- Drains, water supplies and fixtures have been repaired and maintained as needed with only minor issues requiring attention.

Safety/Security

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

Elevator:

- The Elevator passed routine inspection. Minor service adjustments were required to allow it to park in its correct location on the 1st floor.

Building Misc.:

- The Folding Partition Wall in Room "A" & "B" has been serviced and minor parts replaced as needed for smooth operation.
- Complete the painting and installation of a Closed Circuit TV in Adults Study Room.
- A Chalk Board and Cork Board were added to the Interactive Wall Space in the Children's Dept.
- Continue to work in Adults Areas to Rearrange Shelving as directed by the Dept. Manager.
- Carpets were cleaned in the following areas: Circulation Department, Meeting Rooms "A & B", The Foyer, Elevator, Office Hallway and spot cleaning throughout the building.

Board Reports

- None

Committee Reports

A. Personnel: None

B. Finance: The finance committee will meet on April 24 at 4:00 pm

C. Building and Grounds: Will be meeting on Thursday 4/30/17 at 2:00 pm

D. Policy: The Policy Committee met on Thursday March 16 at 2:00 pm. Recommendations will be presented in New Business

E. Fundraising:

Old Business

REVIEW: Strategic Plan Goal 1 – Director Krooswyk presented information gathered from department heads regarding Goal 1.

Continue implementing collection development plan.

- Youth Services: YS continues to implement the collection development plan.

Start a preferred author list where patrons can choose from a list of authors to be automatically placed on hold for when new books come out.

- IT: Some of this could be applicable to the new website. In the survey that Liz, Ashley, and I conducted last year, patrons asked to see more new material and staff picks on the website.

Create a workflow for processing holds when items are not yet ordered.

- Adult Services: Adult Services takes patron requests and will order the item for our collection as feasible with the budget and our community needs. If we are ordering the item for our collection, we place the patron's info in the order so that Tech Services can place the hold as soon as the record is available, making the item available to our patron immediately.
- Tech Services: In the Tech Department, all adult NEW items are top priority. We have NEW adult books with street dates waiting to be taken out of "in process" on the street date. There are times when we receive NEW books on the street release date. In this case, we enter these books immediately, cover them and get them out within an hour of delivery time. The same goes for DVD's, they are done immediately.

New Business

- REVIEW: Serving Our Public Ch. 12 – Safety. There are two items we are not currently completing. The first item is creating a priority list of what needs to be salvaged; people are number of one. The second item states “copies of the emergency manual and disaster plan are provided to community safety personnel.” This is something we might want to look into since Dan Martin is now the newly appointed head of the community safety division.
- REVIEW: Short Takes Video – Board Ethics – The Board decided to table the viewing of this video until next meeting.
- REVIEW: General Policy 101 – Policy was reviewed and there were no questions.
ACTION: Approve changes/updates to complete Personnel Policy. Changes were made to ensure consistency in language, clarifying categories of employment, bringing policy up to date with local, state and federal laws, modification to the floating holiday category, and update to the per diem policy. Trustee Tatro commented on the per diem policy mentioning

that attendees can receive a government rate with a letter from the Library saying it's related to the agency. Trustee Podoba asked for clarification on Jury and Witness Duty time off and blood donation. Discussion ensued regarding time off for blood donation, and whether its inclusion would invite overuse of this benefit. Director Krooswyk reiterated that it was covered by law, staff would be encouraged to do so outside of work time if possible, and she also wants to provide transparency. A motion was made by Trustee Evans and seconded by Trustee Broccolo to approve the changes to the Personnel Policy. The motion carries: 4 yes (Broccolo, Evans, Loecke, Monbrod), 2 no (Podoba, Tatro), and 1 abstain (Ulstad).

- ACTION: Approve closing on Friday August 11, 2017 and Friday March 2, 2018 for next two staff in-service day. A motion was made by Broccolo, seconded by Trustee Evans to close Friday August 11, 2017 and Friday March 2, 2018 to close the library for staff in-service day and passed on a unanimous roll call vote.

Executive Session

- None

Trustee Comments

- Trustee Evans asked if it would be possible to partner with a local business manager for audit reports.
- Trustee Broccolo asked about the parade on May 7.
- Trustee Monbrod went to the fashion show with Trustee Evans and said that a Lions Club member said that "Ashley was wonderful helping us get our video together. She helped us out so much. I'm hoping that in June I'll be able to give a donation to the Library from Lions Club. There were lots of praises about Ashley."
- Trustee Tatro mentioned asked if the Library would be interested in joining the New Lenox Historical Society and everyone said that this would be a good idea. Trustee Tatro asked if we could send an application for the Friends of the Library to Dale Hauser III and a thank you note.

Adjournment

Trustee Broccolo moved and Trustee Podoba seconded that the meeting be adjourned at 8:33 p.m. Motion passed by unanimous voice call vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary