



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
April 9, 2018

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 April 9, 2018 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: President Dr. Edward A. Tatro, Lou Broccolo, Colette Loecke, Michelle Monbrod, Ann Podoba, Bonnie Ulstad.

Absent: Vice President Linda Evans

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Amy Hollis: Adult Services Manager

Visitors: Alex Vancina

Minutes

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

Audience to Visitors - None.

Staff Report

Amy Hollis – Adult Services: The Teen Services and Programming Coordinator position has been filled; Melissa Leggero will be taking this position and, as a result of her previous position opening, Kelli Svancarek has been moved to a permanent part time (12 hr/week) position. The library has finally been accepted as a passport agency, and three staff have just started training. This will be rolled out in June as it correlates well with the “Reading Takes You Everywhere” Summer Learning Challenge theme. The senior area has been rearranged to allow more open and comfortable seating. There have already been a lot of people using the space. Trustee Broccolo said that it looks like a comfy living room and has observed more people using the extra chairs. The teen area is going to be modified over the next year to make it more distinct. The spring gala is almost here and we are receiving really great donations. Tickets have been on sale already and 4 of those are through the new online platform EventBrite.

Correspondence

- Newspapers: “STEM-ulating the minds” – New Lenox Patriot, March 1, 2018
- Suggestion Box: “Extra hours during high school and college finals weeks for extra fee be open late or/and Sunday with an ID. More tables near outlets! With the recent move

of the teen section a large portion of the tables were all lost. It is difficult to locate a table near outlets.”

Response: Thank you for your suggestions! We would be excited to be open extra hours during finals week, and at the same time this something we are unable to do with our limited budget. We continue to look into other feasible options for extended hours, so thank you for your patience. In regards to your comment about outlets, we will definitely look into the proximity of tables near the outlets since the repositioning of furniture is very recent. Your feedback allows us to ensure the library is meeting the needs of our users

- Other: Ad for Spring Gala - Trader Magazine, March 2018

Director's Report

Administration

- **Budget:** Will County extended our tax rate for FY2019 on March 17. We are receiving approximately \$72,000 extra, but merit raises and a lack of per capita grant funds will offset this increase in tax supported income. The finance committee has been contacted to schedule a meeting for late April to discuss budget recommendations from the Director and Business Manager that incorporates past spending, management input and forecasting for future needs.
- **Dominican University Guest Lecture:** On April 2, Director Krooswyk guest lectured at her Alma Mater Dominican University for a Library Management class. Topics addressed included management, strategic planning, organizational structure, marketing and human resources to list a few.
- **Evaluation Format:** Work continues on the new format of evaluations. The format will consist of two rated sections (library values and job specific standards) in addition to three areas regarding continuing education, strategic plan contributions and personal goals. This is scheduled to be completed by the end of this fiscal year. Once completed, the next big project will be to incorporate those job specific standards from the evaluations into updated job descriptions. This project will be completed by the end of FY2019.
- **Loss Prevention Visit:** A representative of Utica National walked the building with Director Krooswyk and Maintenance Manager Dominic Anco. The only suggestion was to invest in security cameras.
- **Loyalty Day Parade:** The parade will be Sunday, May 6 and a minimum of two staff members from each department will be required to participate. Line up starts at 1:00 pm and parade steps off at 2:00 pm.
- **Procedures:** At the last Management Team meeting, managers created a list of procedures that need to be formally turned into a written document. The goal is to create a minimum of one procedure a month, ideally one at each Management Team meeting. This will result in more consistent customer service experiences, improved communication between departments and support of staff skills.

- **Staff Day:** Staff Day went very well as mentioned at last month's Board Meeting. Usually the library participates in a local multiple library training day held near Coal City Library. Since this event will not be held this year, we will be holding another in-house staff day in September.
- **Staff Recognition:** In an attempt to strengthen staff morale and appreciation, signs were hung in the hallway outside of the staff break room encouraging staff to write down what they appreciate about each other.
- **Statement of Economic Interest:** SOEIs need to be completed ASAP.
- **Switch:** At the past two Management Team meetings, managers were tasked with sharing bright spots in addition to comparing workplace aspirations to the current environment at NLPL. It is bringing forth great conversations allowing us to move our culture forward.
- **Teen Services and Programming Coordinator:** After interviewing some great candidates, it was decided that Melissa Leggero would become our new Teen Services and Programming Coordinators. We look forward to her positive outlook, passion for the library and desire to serve the teen population.

Marketing/Outreach

News and Events:

- Marketing presented at the staff in service day, presented a presentation on the benefits and campaign strategy for Live Streaming on Facebook. We build a live stream team, which consist of one person from each department. We held a live stream meeting on March 22nd. We start streams the week of April 9. We will be alternating departments and do 2 streams a month. This will help in our strategic plan to increase social awareness.
- Teen scene has had a raffle all month to any teen that comes in and checks out our new area. We will be giving away a Kindle Fire and other goodies. We have posted weekly on Facebook to let the teens know.
- Chambers Home Business Expo was help on March 10. We had a raffle basket at our booth, along with marketing materials.
- I attended a Guerilla Branding all day seminar March 27. This was packed with great ideas and useful information. I plan on talking about this at my next board meeting presentation. I have also created a document to share with staff once I have presented ideas and information to the management team.
- I attended Safe Community meeting on March 28. This is a great opportunity to get out into the community and share ideas. I will be handing out Gala information to the group and asking them to help up spread the word.

Adult Services Department

- Denise announced her resignation here at the library.
- We interviewed and chose Melissa Leggero to replace Denise as Teen Services/Programming Librarian. We have also moved Kelli Svancarek up to Part Time.
- We have been accepted to begin training to become a passport acceptance facility.

Circulation Department

- Nothing to report.

Youth Services Department

- Liz attended an Overdrive webinar focusing on the marketing of digital books to children and teens. The webinar discussed the kid-friendliness of Overdrive's Libby app. Most of the current features that the Overdrive app has will eventually be featured on Libby.
- Spencer Pointe third graders visited the library in March for an introduction to the library and tours of the youth services department and behind-the-scenes areas.
- Dana attended Boosting STEM Engagement Through Play webinar. After defining what play was and its value in learning and creating, the presenter focused on some specific programming ideas that incorporate STEM and play.

Facilities Department

Electrical:

- All Interior Lighting has been repaired as needed to keep areas well lit.
- We have quotes in process to repair all of the failed exterior Parking Lot Lights. We also are looking into the cost and available funding to update all Parking Lot Overhead lights to LED vs repair of the existing failed lights.

HVAC System:

- Ongoing maintenance and monitoring of all HVAC Systems performed as needed.
- We have Started the Spring PM on Air Handlers and Boilers.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.
- Water Supplies and Drains have been maintained as needed.

Compliance/ Inspections:

- The Elevator has been inspected under the existing PM contract with the manufacturer. All was found to be working properly with No problems to report.

Safety/Security

- The AED (Defibrillator) was Tested and passed the monthly inspection.
- The Makerspace area was rearranged to allow better traffic flow and less congestion around the curved wall area.
- Shelving has been moved and assembled to the newly designated area for DVD and CD Displays in the Adults Area.

Grounds

- A one-year contract has been extended to our current landscaping contractor for the 2018 season.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for March 2018. Budgeted expenses should have been at 75% and the actual expenses were 67.48%.
- Trustee Podoba moved and Trustee Monbrod seconded to approve disbursements for March 2018 in the amount of \$51,027.43 and motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: The committee will meet Wednesday, May 2 at 3:00 pm.

B. Finance: The committee will meet Friday, April 27 at 2:00 pm.

C. Building and Grounds: Trustee Broccolo mentioned that the Village does not mulch or trim the flower beds along the street, which is not our property.

D. Policy: None.

E. Fundraising: None

F. Other: None.

Old Business

- REVIEW: Pillar Three – Instructive and Enlightening Experiences – Director Krooswyk reviewed the status on Goal 6 and 7 and their corresponding tactics.

New Business

- APPROVE: Moving forward with preparation for a feasibility study in the New Lenox Community to be conducted in May 2018 – Director Krooswyk reviewed that John Chrastka spoke to the Board on March 5, the Board discussed it on the regular meeting on March 12, and the plan is to approve the intent to move forward with the actual door-to-door survey. The purpose of the study is to discover how residents feel about the library and their general values system. Trustee Monbrod asked who will be doing the study, and Director Krooswyk said that staff, board and volunteers are all able to carry out the survey. Trustee Broccolo moved and Trustee Podoba seconded to prepare and move forward with scheduling, training and conducting a door-to-door survey by unanimous roll call vote.
- APPROVE: Food for Fines May 21-26 – Trustee Ulstad moved and Trustee Loecke seconded to approve Food for Fines from May 21-26, 2018 allowing up to \$5 in fines per person with one item equating to \$1 a piece. Motion passed by unanimous roll call vote.
- APPROVE: Closing for September 28, 2018 and March 1, 2019 Staff Days – Trustee Broccolo moved and Trustee Monbrod seconded to approve closing the library all day for the next two staff days on September 28, 2018 and March 1, 2019 and motion passed by unanimous roll call vote.
- APPROVE: New Vision Statement – Discussion ensued regarding the wording used within the proposed vision statement. Concern was raised regarding the use of the word system in the statement; Director Krooswyk said she would take the suggestions from the Board and incorporate it into some other options and bring those to the next board meeting. No vote was taken.
- REVIEW: General Policy 107 – Employee Evaluations – This was reviewed since evaluations for both staff and the director are coming up.
- REVIEW: Serving Our Public Chapter 12 – Safety - We are meeting all the requirements suggested by the Illinois Standards.

- REVIEW: Video: Everyday Advocacy – Why the Library Matters? Part 3: The Board reviewed the video and discussed content that was interesting. Some of the content was geared towards municipal libraries, but there were some common themes, such as making relationships with community leaders and organizations.

Executive Session

- None.

Trustee Comments

- Trustee Monbrod brought her daughter to the library to vote. She believes that this service should be featured on the website and we should bring that to the high schools.
- Trustee Broccolo mentioned that we might want to look into replacing the parking lot lights with LEDs. Director Krooswyk will discuss this with the maintenance manager and bring quotes to the next meeting. He also said that a few of the triangles from the roof (for preventing ice from falling off the roof) were on the ground. Finally, today's date in 1833 was when the first tax supported library opened.
- Trustee Loecke asked about the status of the Wilhelm account. Trustee Broccolo suggested using that money for the reception desk removal and other capital improvements.

Adjournment

Trustee Loecke moved and Trustee Broccolo seconded that the meeting be adjourned at 8:29 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary