



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
April 8, 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 April 8, 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, Bonnie Ulstad

Absent: Ann Podoba

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Information Technology Manager: Phillip Bormet, Maintenance Manager: Brian Goebel, Youth Services Assistant Manager: Elizabeth DeVito

Visitors: Alex Vancina

Minutes

- Meeting minutes from the regular Board Meeting on March 11, 2019 were approved on a motion by Trustee Evans, seconded by Trustee Loecke. Motion passed by unanimous vote.

Audience to Visitors

- Mark Vejvoda: The husband of café owner Debbie Vejvoda spoke regarding item 11B on the agenda. Mr. Vejvoda stated they have been the longest successful tenants in the café. He proceeded to state annual statistics regarding the café including transactions, busiest café times, top items sold, and donated ice cream cones to library programs twice. Parents can treat children for good behavior with treats and/or lunch. Mr. Vejvoda stated that the reason they did not sign the lease because he said everything left is past its service life. They are willing to sign the lease if “rendered inoperable” if removed from the agreement. Mrs. Vejvoda stated that “there’s more to it than that.” Director Krooswyk asked if the Café owners had replaced any equipment in the space. Mr. Vejvoda stated yes, and this included a large espresso machine unit made in Italy and replaced it with a smaller unit. They have added a panini press, replaced the blender, purchased a new ice cream machine and hot chocolate machine, a new coffee maker, a new electric oven, soup kettles and the shake mixer. Trustee Tatro asked if they wanted the library to replace their machines as well. Mr. Vejvoda answered saying no, but if any units fail. Trustee Tatro asked what units Mr. Vejvoda was speaking about. Director Krooswyk pointed out the section of the license agreement that listed the library owned equipment, which is an inventory taken by Maintenance Manager, Brian Goebel. Trustee Tatro asked what we purchased last year. Mr. Goebel stated that it was a new commercial grade refrigerator valued at over \$1,800. Mr. Vejvoda listed approximate values of replacing the library’s equipment in the inventory list, which equates to over \$7,000 in equipment. Director Krooswyk passed out a spreadsheet detailing monthly and annual expenses and income from the café in addition to rental cost

of similar food service properties in the area. The Just 4 U Café is paying \$0.54 per square foot with the new \$325/month license agreement rate compared to \$1.25-2.50 per square foot for other local commercial property rentals; local commercial properties do not include monthly utilities, which the library does. Trustee Tatro said that they wanted a tenant in the space, but the library also couldn't absorb the cost of replacing the equipment. Mr. Vejvoda said that they are not asking to replace the units. If the units go out, they would not "replace" them; they would put their own equipment in there. Trustee Tatro said that if the unit goes out, the tenant is wanting the library to replace them. Mr. Vejvoda said no. Director Krooswyk clarified stating that if equipment fails, the café could replace it with their own equipment, as long as it satisfied local health codes and rules, and could take it with them when they left the space. Mark agreed. Trustee Loecke suggested that we should get the lawyer to rewrite that section, and Trustee Broccolo said that they did not need a lawyer. Trustee Tatro said that as long as we have an understanding we are fine, and Director Krooswyk said she would alter the sentence as requested by the café. Director Krooswyk asked if everyone could agree that if a piece of equipment fails, then it is up to the café to replace or repair it with whatever equipment is deemed proper by the café and aligns with local health code. Director Krooswyk asked Mr. Vejvoda if the café is financially able to purchase new equipment. Mr. Vejvoda said this was correct. Director Krooswyk said that she wished the café would have brought up this issue sooner to prevent incurring additional fees after the license agreement period ended on March 31, 2019. Mr. Vejvoda said he asked to remove it, but the library said he had to wait until the April Board Meeting. Director Krooswyk stated that the café informed her of the potential change a few hours prior to the March 2019 Board Meeting, and per state laws she could not put it on the agenda that close to the meeting. Mr. Vejvoda said that there wasn't a Board Meeting in February. Director Krooswyk stated that was correct, but she did not hear from the café owners prior to March 11, 2019. Mr. Vejvoda asked the Board to deduct the doubled daily lease rate that they were paying since April 1, 2019 (per the license agreement) from when the contract ended on March 31, 2019; they wanted these funds put towards future month's rent. Trustee Evans motioned and Trustee Broccolo seconded to deduct the last 8 days of doubled daily lease rate. Motion passed with roll call vote; 4 ayes and 2 nays (Trustee Loecke, Trustee Tatro).

Staff Report

Elizabeth DeVito: Youth Services Assistant Manager – Elizabeth stated that she has been the assistant manager for three months. Prior to New Lenox, she worked in Youth Services in Morton Grove for four years, and before worked in both Bridgeview and Evergreen Park. Prior to that she was in Milwaukee as a circulation assistant. Trustee Tatro asked what brought her to New Lenox. Elizabeth stated that she was ready to move into a management position, but not quite ready to be a department manager. She said that this library is beautiful and she's very happy to work here. Elizabeth lives locally in Mokena and went to Marquette in Milwaukee, and went to UWM for her MLIS. She is currently working on weeding the picture book collection and finding ways to make the collection more browsable for children. She is also working on getting all the teen volunteer information together for the Summer Learning Challenge, which is a very big project.

Correspondence

Newspapers - New Lenox Patriot – March 14, 2019: *Election 2019*

Suggestion Box - None

Other -New Lenox Neighbors: Basic Library Contact Information and Library Events Advertised– March 2019 & Community Expo Booklet

Director's Report

Administration

- **Budget:** A very early draft of the FY2020 budget will be presented to the Finance Committee prior to the regular meeting. The operating levy extension increased by approximately \$76,000, which will cover staff merit increases and ensure all budget lines can retain the prior year's funding.
- **Capital Asset Study:** A scope of work proposal was secured from Building Technology Consultants, Inc. The initial quote is for \$22,000 and includes a background review, field assessment, and analysis report (included in Board Packet). Other quotes will be sought to ensure this is generally a reasonable price point.
- **Door to Door Library Card Sign Up:** Staff are signing up and training will begin soon for our door to door library card sign up. This will take place the week of April 22 and Board Members are more than welcome to assist.
- **Election Day:** We did not get anywhere near the number of cards as last year, and we also still signed up an additional 12 cards thanks to staff working a table in the lobby near the voting area. Despite the lower number, we are still averaging around 10% of voters obtaining new cards!
- **Friends Funding:** Director Krooswyk met with the Friends of the Library group to introduce the need for a professional poll/survey to be completed for the sake of information gathering on future funding options. The Friends members were mostly positive on the idea, and also wanted more clarification on the process. Director Krooswyk has a call scheduled with John Chrastka to secure answers to their questions.
- **Impact Fees:** A Village representative reached out to leaders of local taxing bodies to organize a meeting on Friday, April 12 regarding impact fees. Director Krooswyk plans to attend to hear what the Mayor has to say.
- **License Agreement Update:** Café Licensee Debbie Vejvoda requested modifications to the new license agreement, which is included in the Board Packet. Discussion and a possible action item will ensue if needed at the Board Meeting; Mrs. Vejvoda is planning to attend.
- **National Library Week:** At the March 25th Village Board Meeting, Mayor Baldermann made an official Proclamation regarding National Library Week. After the meeting, Director Krooswyk and Circulation Services Manager Jolyce Abernathy-Morris, signed up and renewed 10 library cards for Village staff and Trustees.
- **Per Capita Grant:** Full funding was received from the state for the second year in a row in the amount of \$46,058.75. With the new census around the corner, it is hopeful that additional population counts in the New Lenox area will result in increased funding.

- **Toner:** We had lots of toner from the previous printing contract that would no longer work in our current machines. Director Krooswyk posted an ad on various sites, and the toner sold quickly for over \$250.
- **Vacation:** Director Krooswyk plans to be out of town for the week of April 28.
- **Village of New Lenox Events:** Director Krooswyk presented an email from Beth Alderson at the Village regarding upcoming events that may affect the library due to closures on the commons.

Upcoming:

- **Impact Fee Discussion:** Friday, April 12 at 10:00 am at Village Hall
- **Intergovernmental Leadership Luncheon:** Friday, April 26 at 12:00 pm at Little Joe's
- **Next Board Meeting:** Monday, May 14, 2019 at 7:00 pm

Marketing and Outreach Department

News:

- We had a Trader ad in March issue for poetry contest. This was a half-page ad.
- New signage up in youth department, we are putting up all new department signing in the youth department, the project is half done, with the other happening after weeding and floor moves.
- New buttons made for each employee to promote Novelist. We will be doing new buttons on a quarterly bases to promote a specific service, program or event.

Social Media

- Live Steam on March 15 featuring Youth Department. Leslie interviewed kids in the Makerspace and explained all the offerings available for kids. We also boosted this post to let the community know all that we offer in the Makerspace.
- We reached 4,597, we had 33 shares and comments, 347 views

Continuing Education

- March 12 a webinar on Marketing Small Businesses

Information Technology Department

- IT has done further updates to the Wi-Fi system controller to improve the stability of the public WIFI system.

Adult Services Department

Community Partnerships

- Melissa was able to secure judges for our Poetry Contest (March 15th- April 15th) from Lincolnway West High School and University of St. Francis; both organizations have expressed desire for future collaborations with us.
- Julie met with the new editor of the New Lenox Patriot to talk about her Blind Date with a Book program, during which teens picked out and wrapped up their favorite books, movies, and music that went on display.
- 03/09/2019: Tana attended the New Lenox Chamber Community Expo along with Library Director Krooswyk and Board Members. We promoted library services and programs to the community.

New Displays to Promote the Collection

- Poetry book display to promote the poetry contest (Melissa)
- Books in Bloom (Karen)

- Blind Date with a Book (Julie)

Continuing Education

- 03/01/2019: Adult Services Department staff attended the In-Service Day.
- 03/18/2019: Julie and Melissa attended RAILS Member Meetup at the Hinsdale South High School and learned about the school's partnership with Indian Prairie Public Library.
- 03/08/2019: Monica attended a LACONI workshop entitled "Libraries and Consumer Technology at the Oak Park Public Library". A panel from three different libraries explained what technologies they had for patrons and discussed issues they have encountered.

Expanding OverDrive Collection

- Monica met with Liz W. and Liz O. to discuss expanding our OverDrive collection and increasing awareness of digital content through innovative marketing campaigns. They are planning an OverDrive campaign later in the year and are all very excited about it.
- 03/07/2019: Monica viewed a webinar entitled "Managing Holds without Spending a Fortune" and learned about some good ideas for making the most of our Overdrive collection.

Circulation Department News

- In February, more than 18,000 items have been circulated throughout our library. We have also added 159 new Patron library cards!
- Unique Management has recovered \$429.99 in fines and fees.
- With the addition of a new Passport Acceptance Agent, we have been able to accept over 40 passport applications at our location. That equals out to \$1,400 in fees taken in by the library! We also have a programming partnership with the U.S. Department of State so they will be coming out July 17th for an evening informational program for our community to attend. There will be 2 passport acceptance agents available to accept passport applications on site.
- Circulation hopes to begin accepting Food for Fines in May with board approval.
- Lots of volunteers this month! With all of their hard work, our department has been spring cleaned!

Youth Services Department

- More new signage has been added to the department, thanks to Liz W. and Brian.
- The Pop-Up Book collection has been curated and books have been added.
- Part-time YS reference assistant Caitlin Loizon resigned, and Alissa and Elizabeth have begun the search for a replacement.

Maintenance Department

Building & Grounds:

- Maintenance met with Mike from K&S Landscaping to discuss springtime groundskeeping needs:
 - Removal of six dying/nuisance trees on the property; three dying pine trees along the Book Drop drive, two dying ash trees along the southwest property line, and a tree growing too close to the building roof line near the Youth Services patio. Several price quotes will be explored.

- Spring cleanup of bushes, debris, and gravel beds will be performed Sunday, April 7th, weather permitting.
- Flag pole lighting options and price quotes will be examined. The possibility of attaching spotlights onto the light pole(s) along the northeast side of the front parking lot to illuminate the flags will be explored.

Inspections:

- All elevator smoke/heat detector and fire alarm tests and repairs have been completed.
- Knight Security is scheduled to test our Emergency Alert Buttons located at the patron service desks and in various offices on April 10th.

Treasurer’s Report

- Michael Stubler gave the Treasurer’s Report explaining income and expenses for March 2019, including specific overages on individual library budget lines. Budgeted expenses should be at 75%, and the actual expenses were 64.47%
- Trustee Monbrod moved and Trustee Loecke seconded to approve disbursements for March 2019 in the amount of \$77,742.48; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: Director Krooswyk will schedule a meeting for this committee for the Director’s annual review

B. Finance: Trustee Evans stated that the committee met prior to this meeting and they were shown the process of developing the budget by Director Krooswyk and Business Manager Stubler.

C. Building and Grounds: Trustee Broccolo recommended that we should create a 5-year plan to rock over the mulched areas that has turned to all dirt to ensure aesthetics of the building remain positive.

D. Policy: Is scheduled to meet in June.

E. Fundraising: The Friends Spring Gala Fundraiser is scheduled for May 18, 2019 and the is Sherlock Holmes. The front display cabinet has been decorated to pique interest.

F. Intergovernmental Meeting: Trustee Tatro and Director Krooswyk attended the meeting

G. Other: State of the Village Address: Trustee Tatro, Loecke and Broccolo stated statistics from Mayor Tim Baldermann’s presentation, including average income of \$104,000 and average age of 36 years old.

Old Business

- REVIEW: RAILS Membership Standards: Facilities– The library demonstrates exemplary status in most categories, but we are still below the recommended number of weekly hours for our size of district population.
- REVIEW: Serving Our Public Chapter 4: Facilities - The library meets all the requirements.

- REVIEW: Regular Policy Review Schedule – General Policies 103, 206 & Personnel Policies 101, 310- The Board reviewed the policies with no recommendations for changes.
- REVIEW: Strategic Plan Pillar 3 – Director Krooswyk passed out a document listing the year two tactics for the Strategic Plan on one side and specific ways that specific departments are achieving goals.

New Business

- APPROVE: Food for Fines for May 20-25, 2019 – Trustee Broccolo moved and Trustee Monbrod seconded to approve food for fines with a \$25 maximum; motion passed by unanimous roll call vote.
- APPROVE: Modifications to One Year License Agreement of Rented Café Space if deemed necessary by the Board – Motion made by Trustee Broccolo, seconded by Trustee Monbrod to remove phrase “rendered inoperable” from the license agreement with Just 4 U Café. Motion passed with 5 ayes and one abstain from Trustee Loecke.
- APPROVE: Creation of an Ad Hoc Information Communication Campaign Planning Committee: Motion was made by Trustee Evans and seconded by Trustee Monbrod. Motion passed by unanimous vote.
- APPROVE: Statement Regarding Village Impact Fees – Trustee Broccolo motioned and Trustee Monbrod seconded a statement by the Board as a whole to support continued collection of impact fees to support the budget of the New Lenox Public Library and that the Board is not in favor of lowering impact fees. Motion passed by unanimous roll call vote.
- DISCUSS: Future Direction for Additional Funding Options – Discussion ensued about potential timelines and topics for future funding and possibility of referendum.

Board Continuing Education: The Board viewed a town hall style video presented by Palatine Public Library, which is a referendum that recently passed with the assistance of John Chrastka.

Executive Session

- None

Trustee Comments

- Trustee Broccolo congratulated the successful candidates from the last election. Trustee Tatro thanked him for all his years of service.
- Trustee Monbrod said that she can get Snapchat filters for the library. Director Krooswyk told her to contact the Adult Services department for more information.

Adjournment

Trustee Evans moved and Trustee Broccolo seconded that the meeting be adjourned 8:49 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary