



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 13, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present via Remote Meeting (Zoom):** President Dr. Edward A. Tatro, Vice President Linda Evans, Colette Loecke, Michelle Monbrod, Ann Podoba, Bonnie Ulstad, Alex Vancina.

**Absent:** None

**Staff present (at the Library Building):** Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: Information Technology Manager

**Visitors (Online via Zoom):** Monica Waligorski: Adult Services Manager, Jan Schwarz: Circulation Clerk, Mary Byford: Technical Services Manager, Lou Broccolo

**ACTION:** Approve permitting the meeting to occur by audio or video conference call. (5 ILCS 120/7(a) of the Open Meetings Act). A motion was made by Trustee Evans, seconded by Trustee Loecke permit the April 13, 2020 regular Board Meeting remotely; motioned passed unanimously.

### **Minutes**

---

- Meeting minutes from the Policy Committee Meeting on March 9, 2020, & March General Meeting on March 9, 2020 were approved on a motion by Trustee Loecke, seconded by Trustee Podoba. Motion passed by unanimous vote.

### **Audience to Visitors**

---

- Visitors joining remotely via Zoom were asked individually if they had anything to contribute for public comment; all visitors declined comment.

### **Director's Report**

---

#### **Administration**

Budgeting Process - Director Krooswyk and Michael Stubler will be starting on the budgeting process. Due to the unknown ripple effects of the COVID-19 pandemic, there may be lower property rate collection rates. Luckily, with the referendum passing, the library has a funding cushion that will support operating on the same exact rate if the collection rates are affected.

- Café Request for Proposal Submissions: The licensee will be selected and voted upon at this Board Meeting. The current license agreement ends April 30, 2020. Also, Debbie Vejvoda, the current licensee will be provided a full refund for March 2020 and has been informed to not pay for April 2020 due to the building closure.

- Chamber of Commerce Community Expo: Unfortunately, this event was canceled due to COVID-19
- Election Day: Despite the closure of the library, Election Day went well at the library hosting precincts 7 and 8.
- Emerging Women Leaders Recognition Event: This event was also canceled due to COVID-19.
- HOPE Partnership: (Handing out Protective Equipment) Joliet Public Library reached out to local libraries to ask them to use book drops as drop boxes for PPE. The New Lenox Library is now part of that partnership and will be a site for the community to donate supplies to be used at local hospitals.
- Loyalty Day Parade: We are waiting to see if this is still planned to happen on Sunday, May 3.
- National Library Week: Mayor Baldermann announced a proclamation at the Village Board Meeting on March 23 at 7:00 pm. Library staff and Board Members were unable to attend due to the pandemic.
- Referendum: As you many have heard, our referendum was a success. Official results have been received from the Will County Clerk's office; the initiative passed with 56.9% of the votes. Once the COVID-19 pandemic has passed, we will make sure to celebrate together! Well done everyone!!
- Statement of Economic Interest: Everyone has successfully filed their paperwork with Will County.

#### **Upcoming:**

- CANCELED - Personnel Committee Meeting: Monday, April 13, 2020 at 6:00 pm
- Next Board Meeting: Monday, May 11, 2020 at 7:00 pm

#### **Adult Services**

- Nicholas Vidmar started on March 23rd as our new assistant manager. He previously worked in the Adult Services dept. of both the Joliet Public Library and White Oak Library District.
- AS has submitted digital programs on the topics of genealogy, cooking, and Dungeons & Dragons.
- AS staff have been working on continuing education at home while we are out of the building.

#### **Circulation Services**

- As the Circulation manager, I have been coming to the building 2-3 times a week to collect book drop items, clean them to the best of my ability, check in the items and finally reshelve them.
- I have been providing my staff with weekly updates on the building and outcomes from management meetings.
- On days when I am not in the building, I am working on issuing digital cards to our patrons. There have been over 50 requests to date. I have also been working on my department evaluations and attending online webinars when they are available.
- I have also been feilding online questions from patrons regarding their accounts and any other circulation related questions they may have.

#### **Digital Services**

- Developed the New Lenox Library @ Home page on our website and adjusted the overall website to reflect the library building's closure, guiding patrons towards online resources and social media
- Added a chat box to the website so patrons can still connect with us, shared training, and established a staff monitoring schedule with Michelle and Ashley as backup
- Responsible for Tech Tuesday online programming
- Partnering with local makerspaces and healthcare providers to **make and collect** needed items with Operation H.O.P.E. (PPE donations through bookdrops) and DePaul University (who has raised over \$26,000 at this point for local makerspaces to afford materials to make PPE: <https://inspire.depaul.edu/project/20592/updates/1>)

#### **Information Technology Department**

- Migrated all servers over to the new host.
- Added new remote working software for managers.
- YS self-checkout updated to newer software version to match the one in circulation.
- YS office printer has been repurposed as a public print release printer to separate out print jobs from copies being made

#### **Maintenance Department**

##### Building & Grounds Operations and Improvements:

- Landscaping contract for the 2020 mowing season was renewed with K&S Landscaping, Inc. at a price of \$1,150 per month for the months of April through October.
  - In order to ensure that NLPL is getting the best service for the money, quotes will be sought during the summer for snow removal for the winter of 2020-2021. At that time, landscape service pricing will also be quoted to be compared to K&S's current rate.
- Cintas First Aid division finished installation of the new AED machine on March 11<sup>th</sup> as was first reported in March's Board Report.

##### Building & Grounds Repairs:

- Elmer & Son Locksmiths (ESL) replaced the worn-out door lock sets at the Staff Entrance and Youth Services Office on March 20<sup>th</sup>. The new Alarm Lock electronic door lock sets are rainproof, weather proof down to -31°F and up to 151°F, and feature stainless steel buttons with stamped numbers that will not wear off. Also replaced was the low quality "panic bar" exit hardware on the inside of the staff door. ESL installed a new Von Duprin setup that matches the hardware already installed throughout the rest of the library. Total cost: \$3,737.28
- Precision Control Systems finished working on the first-floor air conditioning system. It will be tentatively tested the week of April 6<sup>th</sup> and is expected to operate properly. The second-floor system will also be inspected.

#### **Marketing Department**

- Created new logos for us to use for @ home at the library
- Building our social platforms with 3-5 postings daily, with a mix of information, activities, programming and fun.
- Created 2 newsletters that went out to our patrons, one with information we will be moving to online and closing building, and one with all the digital offerings we provide as well as information that can help them in this new climate.

- Newsletter for initial closure and programming
- Assisting with providing content for weekly themed programs, such as cooking program, display and decorate your bedroom, created [coloring sheets](#) weekly, and [word search puzzles](#) weekly
- Press releases were sent out
- Touch base with my existing contacts to let them know the library is here for them.
- Working on stats for social media to ensure we continue to increase our audience.
- Facebook we reached 21K, 9.1K interactions, 77 new page likes
- Our videos are being watched an average of 225 times for more than one minute

#### **Technical Services**

- Sent in 30 quotes for website
- Checking in with my staff and volunteers once a week
- Created 3 word searches
- Working on evaluations

#### **Youth Services**

- I am extremely proud of the YS staff for their cool and innovative ideas for how to bring library services to people in such a chaotic time.

### **Treasurer's Report**

---

- Michael Stubler gave the Treasurer's Report explaining income and expenses for March 2020. Budgeted expenses should be at 75.00%, and the actual expenses were 65.87%.
- Trustee Evans moved and Trustee Monbrod seconded to approve disbursements for March 2020 in the amount of \$75,321.22; motion passed by unanimous roll call vote.

### **New Business**

---

- **ACTION:** Approve Ordinance for Recurring Payment Resolution due to COVID-19. Trustee Monbrod moved and Trustee Evans seconded to approve the Ordinance for Recurring Payment Resolution due to COVID-19; motion passed by unanimous roll call vote.
- **ACTION:** Selection of Café Licensee: Trustee Vancina recommended Gina's Teardrop Cafe for reasons including being well-known in the community, they were the New Lenox Chamber of Commerce Business of the Year for 2019, they are willing to be open the most hours. Trustee Vancina concerns with the current tenant include lack of evening hours. The Teardrop Cafe has additional resources, such as ample staff and off site kitchen and workspace for preparing items and food to bring to the library's smaller cafe space. Trustee Tatro asked Director Krooswyk if the applicants were still interested, and she responded with yes. Trustee Vancina moved and Trustee Loecke seconded to choose Gina's Teardrop Cafe as the next Licensee for the library's cafe space. Motion passed with 6 yeas and a vote to abstain from Trustee Monbrod.

### **Executive Session**

---

- None.

## **Trustee Comments**

---

- Director Krooswyk said that even though the building is closed, the staff have done a phenomenal job, especially the Management Team. They were able to quickly redirect their focus from business as usual to a new digital/remote format. Expectations for remote work expectations including two pages of continuing education resources, tasks that can be done at home, requiring email to be checked once per regularly scheduled shift, chat reference, evaluations, budget preparation, staff blog, patron picks, projects that have been pushed back. Phillip Bormet, our IT Manager, has done an excellent job getting staff equipment if they don't have it available at home. Select Managers are coming to the building Mondays, Wednesdays, and Fridays from 8:00 am until 12:00 pm to ensure the building is checked on and we can receive deliveries all while keeping staff and in limited contact with one another. Returned items are being quarantined for a minimum of a week prior to being checked in a shelved by Jolyce Abernathy-Morris, Circulation Manager. Not only did staff push hard for the referendum, but also not having a break after that endeavor and attacking and handling something we never encountered before. Director Krooswyk pointed out that she cannot do this alone, and it is the group of amazing people that work here that make everything possible. They have done a stellar job transitioning the library and maintaining the organization remotely. It has been tough, but they have risen to the occasion.
- Trustee Tatro asked about what the Youth Services Department is doing digitally. Director Krooswyk explained the themed daily digital programs each week that the Management Team developed to ensure the community is receiving regular and consistent programming.
- Trustee Loecke if there can be any projects completed while the building is closed, such as the parking lot and HVAC system. Director Krooswyk responded that some additional work on the HVAC system has already started and the soft sided furniture has been fully disinfected right after we closed. Trustee Podoba asked if the parking lot was a priority right now, even though we are closed. Michelle will ask Maintenance Manager, Brian Goebel, about the parking lot. Director Krooswyk stated that thanks to the additional referendum funding, which will not be received until May 2021, we have a safety net of additional funds to ensure we operate at our normal operating rates regardless of a lowered property tax collection rate.
- Trustee Tatro congratulated the group once again on a successful referendum.

## **Adjournment**

---

Trustee Evans moved and Trustee Monbrod seconded that the meeting be adjourned 7:27 p.m. motion passed by unanimous vote.

---

Michelle Krooswyk, Recording Secretary

Respectfully Submitted,  
Michelle Krooswyk, Director & Recording Secretary

