



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING MAY 8, 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 May 8, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Ed Tatro, Linda Evans, Lou Broccolo, and Michelle Monbrod. Bonnie Ulstad arrived at 7:01 pm. Ann Podoba arrived at 7:02 pm.

Absent: Colette Loecke

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

Visitors: None

### **Minutes**

- General meeting minutes from the April regular meeting were approved on a motion by Trustee Evans, seconded by Trustee Monbrod.
- Special meeting minutes from the Building and Grounds Committee meeting were approved on a motion by Trustee Broccolo, seconded by Trustee Evans.
- Special meeting minutes from the Finance Committee meeting were approved on a motion by Trustee Ulstad, seconded by Trustee Podoba.

### **Audience to Visitors**

- None.

### **Correspondence**

- Director Krooswyk shared articles:
  - The New Lenox Patriot – Tatro, Evans retain Library Board seats, p. 8 – April 13, 2017
  - The New Lenox Patriot – Bring on Spring, Home and Garden p. 7– April 13, 2017
  - The New Lenox Patriot – Spring Gala to celebrate Harry Potter book's 20<sup>th</sup> anniversary – April 6, 2017
  - Insight – Shaw Media – Library Feature Article – April 2017
- Suggestion Box Submissions:
  - Director Krooswyk received many positive compliments about great customer service received by staff and shared these with the board.
- Online:

- Hi - I've been a New Lenox library card holder for 10+ years. I just moved to Bolingbrook and didn't get the chance to tell anyone how much I appreciate the library, the librarians and service I've received over the years. You will be one of the things I miss most about moving out of New Lenox. The on-line system was so easy. Loved that you held books on tape for me and your hours worked well for my schedule. New Lenox has a gem in the library. I wish you all the best. I will miss you. I've already gotten my new library card. It will never be the same. *Ann*

### **Treasurer's Report**

- Michael Stubler gave the Treasurer's Report explaining April 2017's income and expenses. Budgeted expenses should be at 83.3% and the actual expenses are 74.59%.
- Trustee Monbrod moved and Trustee Podoba seconded to approve disbursements for April 2017 in the amount of \$75,754.82 and motion passed by unanimous roll call vote.

### **Staff Report**

- Adult Services Manager Amy Ingalls – Amy said that Monica Waligorski is transitioning well to her Assistant AS Manager position and Sue Mountford has been brought up to full time. Sue has a strong interest in pursuing her MLS degree in the future. The DML has been well used lately and the most popular activities in the lab are scanning slides and VHS to DVD conversion. Ashley will be rolling out an online DML orientation with the new website to make the process more efficient for those wanting to use the lab. Ashley has been collaborating with the New Lenox Lion's club to assist them with the video for their 100<sup>th</sup> anniversary celebration. We are also assisting Channel 6 with digitizing their VHS archives. Trustee Broccolo expressed concern about us doing the work for them. Director Krooswyk reassured the Board that this is not a time-consuming project; staff place the VHS tape into the machine, start it and allow the machine to transfer content. A New Lenox resident is also using our equipment to film content to try to start a rock and roll/route 66 museum. In regards to upcoming programming, Amy talked about a multilibrary geocaching program that we are participating in that will bring new people into the library. Summer Reading Program starts soon and the adults and teens will receive a bingo type card with different activities or books to read; every week there will be prizes awarded. There will be a kick-off party in the form of an ice cream social on June 5. The plant swap will happen again on June 3 and chair yoga will also be offered. Teens will get to experience another lock-in and festival. The SRP finale will take place on August 5 and the theme will be the Dog Days of Summer, and it will be a challenge because of the Triple Play concert that night. Trustee Tatro asked about the Senior Coffee, and Amy replied that the attendance varies depending on the time of year. Trustee Monbrod recommended creating a senior flyer and sending it to Kathy Johnson.

### **Director's Report**

- Budget: Working budget has been reviewed by Finance Committee.
- Staff In-Service Day: Very successful event; staff received policy updates, marketing information, and socialized with staff they don't normally see during their typical work day.

Director Krooswyk showed the Board the puzzle piece activity that staff completed at the in-service to demonstrate that everyone is different and we also all fit together.

- Loyalty Day Parade: The Board mentioned that being in front of the Boy Scouts and the horn was frustrating. Also, attendance was lower than past years. Trustee Tatro recommended passing out dog biscuits for next year's parade.
- Landscaping: We received a reasonable quote from Bill Urban from Brookside Landscaping and will be following through with freshening up the front entrance areas.
- New Staff: Michelle Frank, page May-August
- SOEI - Linda and Ed do not need to re-submit theirs SOEI. Everyone has already submitted their SOEI.
- Food for Fines: Went very well; staff forgave \$1,033.35 in fines and received many cans of food! Director Krooswyk passed around a picture of all the canned goods we received.
- Parking lot: We are going to wait to the end of the fiscal year to see where we are at with the B&G budget; if we have enough money we will do the approximately \$18,000 option for FY2017.
- Village Insurance: The Village has named us under the insured for the Triple Play +1 concert per Director Krooswyk's recommendations.
- Directors University: Director Krooswyk has been selected as one of fifty new library directors to attend a week long conference in Springfield. The cost of the event is only \$100 due to grant money dedicated to the program.
- Bond Election Workshop: Director Krooswyk attended a workshop targeted at preparing for a referendum. Canvassing is the biggest impact you can have and a library should start planning 2-3 years in advance. She found it very eye opening and interesting.
- Lions Club Meeting: Ashley Middleton and Director Krooswyk will be attending a Lions Club meeting to see if they can financially support some library initiatives, including braille books, special needs book clubs and funding towards the ADA door openers for our restrooms.

### **Upcoming**

- Next Board Meeting: June 12, 2017 Approve .02% wage ordinance and swear in new board members' terms.

### **Marketing/Outreach News**

#### **Outreach events:**

- April 26th Health and Safety Expo  
This event had 150-200 attendees. We had a raffle basket to give away, as well as we promoted Genealogy and Lynda.com. We also handed out guides. The audience was mostly senior and adult. We also had an interview with channel 6 where I talked about the Summer Reading program that is coming up. This is a outreach event that is worth us attending, as there were a lot of people who did not realize what the library offers.

### **Advertising and promotions**

- Food for Fines started April 24 – 29<sup>th</sup>. We participated in the Spring promotions with the Village to help small businesses. We also put up signs for this event for the Village. Stats will be coming.
- 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.
- We also have submitted for the next issue Summer Reading, with a mention of the Kick-Off Ice Cream Social.
- Shaw Article came out at the end of April. This was mailed out to all Frankfort, Mokena, and New Lenox. See attached for article.
- I submitted a summer reading video to Channel 6, he plans on running it like a commercial throughout the summer. The video promoted all of the summer events. It is posted on YouTube if you are interested in viewing.  
[https://www.youtube.com/watch?v=aIFvX\\_M-Xhs](https://www.youtube.com/watch?v=aIFvX_M-Xhs)
- New Summer Guide has been created (see attached).

### **IT News**

- The Library's phone service has been successfully transferred from First Communications to Comcast Business.
- A preview of the Library's new website is now available at <http://beta.newlenoxlibrary.org> There's still some work to be completed, but it should be ready to launch by the end of May.

### **Adult Services Department News**

- We have moved Pam Taylor up to a Part Time Plus position. She will be adding to her hours and working up to 15 hours a week regularly.
- The DML has been busy helping the New Lenox Lions Club with a 100th Anniversary video and helping Channel 6 to archive their old VHS tapes into digital format.

### **Circulation Department News**

- Circulation staff forgave \$1,033.35 in late fees for Food-for-Fines during April 24-29.
- The Library received a check from ECommerce for \$999.70 in April. This is the amount patrons paid for the months of January-March for late fees and the cost of material replacements.
- Fifteen patrons in collection paid \$558.50 and returned materials (\$263.00) during the month of March. Thirteen patrons paid \$ 268.50 and returned materials \$268.50 in April.

### **Youth Services Department News**

- Alissa and Dana attended Chicago's Comic and Entertainment Expo on its professional day, held for public and library school staff and other professionals in the above industries. There were a number of panel discussions specifically geared toward those professions. For example, Dana attended a panel discussion about finding ways for public and school libraries and comic book stores to collaborate together. Vendors/artists/comic book and book sellers were also on the convention floor. We both spent time on the floor visiting vendors and picked up some items to add to a couple of our summer reading raffle baskets.

- The department conducted outreach storytimes, participated in Haines' Family Reading Night and did tours and introduction to library services programs for Spencer Pointe's third grade classes.

### **Facility Maintenance Highlights**

- **Electrical:**  
Check and repair underground shorted wires and replace failed bollard light components with warrantied ones.  
Repair and replace interior lighting fixtures as needed.
- **HVAC System:**  
All HVAC Systems functional with no problems to report.
- **Plumbing:**  
The Hot Water Tank was flushed to remove sediments.
- **Safety/Security**  
The AED (Defibrillator) was Tested and passed the monthly inspection.  
All silent Alarm Transponders have been Inspected and tested to Verify Functionality.
- **Compliance/ Inspections:**  
No activity to report.
- **Building:**  
Continue to relocate and add additional shelving from storage to the Adult Area Stacks.  
Meet with B & G Committee to identify Proposed Landscaping Enhancements and procure quotes.  
Complete stress crack repairs in Meeting Rooms "A" & "B" and start painting.  
Assist as requested with Spring Arts Festival Preparations.  
Repair lighting and replace ceiling tiles in the Café.  
Repair and align all cabinet doors in the Storytime Room.  
Met with the Village Contractors performing Sewer Work on the Easement Adjacent to the East Side of our parking lot. They have agreed in writing to replace the bushes that they damaged with an identical size and species. This will be completed in about One Month.

### **Board Reports**

- None

### **Committee Reports**

- A. Personnel:** The Personnel committee will need to meet to review the Director prior to the end of the fiscal year. The date decided upon is Tuesday May 30 at 2:00 pm.
- B. Finance:** The finance committee met on April 24 at 4:00 pm and recommend approving the working budget as presented.
- C. Building and Grounds:** Met on Thursday April 30 at 2:00 pm.
- D. Policy:** None
- E. Fundraising:** Trustee Monbrod recommended deciding on a date for our next Ghouls and Golf. Trustee Podoba requested that we hold it the same weekend that the Chamber of Commerce does the Trunk or Treat.

### **Old Business**

REVIEW: Strategic Plan Goal 2 – Director Krooswyk presented information gathered from department heads regarding Goal 2 - Increase our marketing to ensure that more residents are aware of what the library has to offer. We are on track to completing this goal as long as we maintain what we have started through the end of the year.

### **New Business**

- REVIEW: Serving Our Public Ch. 12 – The library is satisfying all the tenets of chapter 12. There were no questions from the Board
- REVIEW: Short Takes Video – Board Ethics – Trustee Tatro discussed three things that he found interesting in the video: that the Board needs to ensure they read the Board packet, Library needs come first, and economic interest. The Board agreed that the SOEI from Will County covers the economic portion of the ethics concern. Trustee Monbrod asked if we should have a legal committee, and it was decided it was not necessary. Director Krooswyk said that she and Michael Stubler would compare the sample ethics statement with what currently exists in our general policy to see what the library is lacking.
- REVIEW: General Policy 105 – Policy was reviewed and there were no questions.
- ACTION: Approve Non-Resident Fee – Due to a more accurate count of the district population, the non-resident fee will be dropping from \$225 to \$213. The new non-resident fee of \$213 was approved on a motion by Trustee Broccolo, seconded by Trustee Monbrod, and motion passed by unanimous roll call vote.
- ACTION: Approve Working Budget as recommended by the Finance Committee – The FY2018 working budget was approved on a motion by Trustee Evans, seconded by Trustee Podoba, and motion passed by unanimous roll call vote. The Board asked if it would be possible to invest a large portion of the Wilhelm Funds into a short term CD in order to generate more income for the library. Michael Stubler said that he would look into the possibility.
- ACTION: Approve purchase of RetroScan Film Scanning System from Wilhelm Fund. \$5,300 from the Wilhelm Fund for the purchase of a RetroScan Film Scanning System was approved on a motion by Trustee Ulstad, seconded by Trustee Monbrod, and motion passed by unanimous roll call vote.

### **Executive Session**

- The Board voted to enter executive session at 8:27 pm with a motion by Trustee Monbrod, seconded by Broccolo pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- The executive session ended at 8:29 pm on a motion by Trustee Podoba, seconded by Trustee Broccolo.

- ACTION: Approve Director's recommendation for closed meeting minutes review. Director Krooswyk recommended that closed meeting minutes remained closed due to performance of specific employees of the public body. Executive meeting minutes were approved to be kept closed on a motion by Trustee Podoba, seconded by Trustee Broccolo.

**Trustee Comments**

- Trustee Monbrod recommended creating a filter with Snapchat; Director Krooswyk said that she would ask staff if this is a possibility.

**Adjournment**

Trustee Podoba moved and Trustee Evans seconded that the meeting be adjourned at 8:31 p.m. Motion passed by unanimous vote.

Respectfully Submitted,  
Michelle Krooswyk  
Director, Recording Secretary

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Colette Loecke, Secretary