



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
May 13, 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 May 13, 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, Ann Podoba. Bonnie Ulstad arrived at 7:05 pm.

Absent: None

Staff present: Michelle Krooswyk: Director and Recording Secretary, Tana Petrov: Adult Services Manager, Phillip Bormet: Information Technology Manager

Visitors: Alex Vancina

Minutes

- Meeting minutes from the regular Board Meeting on April 8, 2019 were approved on a motion by Trustee Evans, seconded by Trustee Loecke. Motion passed by unanimous vote.

Audience to Visitors

- None

Staff Report

- Tana Petrov: Adult Services Manager – It's been 7 months since Tana started as the Manager of the Adult Services department. First, Tana talked about the interfiling project in the fiction collection. The first step was weeding the collection, and AS Staff are almost finished. Then the books will get spread out and the other genres will be interfiled. The purpose of this is to ensure patrons can find materials more easily. All of the A/V collections have been weeded and old/well-used items replaced. Another project is maintaining the interactive displays, which highlight current programming in her department. Director Krooswyk asked Tana to share a current example. Tana detailed the gardening display, which features gardening books with a bookmark and a packet of seeds attached. This was to promote a recent gardening program. Other displays include Genre of the Month (Biographies) and adult programs displays (Genealogy).

Another change has been with programs; there is a more structured format so that patrons know what to expect and also ensures that all the programming doesn't happen in one week. The first week is educational programs, second week is genealogy and trivia at Beggar's (last time they had 43 people attend), third week is craft programs and book club, and the fourth week is fun programs. The library will also be participating in the geocaching program. Summer Learning Challenge is coming up; the theme is Showtime at the Library

and there are some great programs planned and wonderful prizes. The kick-off is a collaboration with YS where we will serve ice cream and paint/decorate rocks for Kindness Rocks. The finale will be the petting zoo. The second annual MakerDay is coming up in September and Tana is already booking presenters.

Trustee Broccolo asked about the swap of non-fiction and fiction that was mentioned last year. Director Krooswyk stated that she and Tana discussed this at length, and decided that due to the amount of weeding needed combined with interfiling genres, it would be much better return on investment. It was decided that moving all the books would not be worth staff time and effort at this time.

Trustee Podoba asked for more information on the MakerDay event. Tana said that there is a page on the website dedicated to this and they are taking submissions from interested participants. The library is looking for people to demonstrate different skills in the area of technology, arts & crafts, or any skill that a maker can teach the community. There will be bigger presentations in the meeting rooms with smaller presenters spread out throughout the library, such as canning, candy making and bee keeping. Gene Ha will be presenting and he is a very popular comic artist and NYT best selling author.

Correspondence

Newspapers

- New Lenox Patriot – April 4, 2019
 - *New display up at New Lenox Public Library*
- New Lenox Patriot – April 11, 2019
 - *Elected Library trustees hope to be good caretakers for library*
 - *Letter to the Editor: Voter turnout poor in 2019 New Lenox election (library is mentioned)*
- New Lenox Patriot – April 25, 2019
 - Interviewed by Sean Hastings (new editor) regarding door to door library card sign up. Article should be included in the May 9 edition.

Other -New Lenox Neighbors: Basic Library Contact Information and Library Events
Advertised– May 2019

Director's Report

Administration

- **Budget:** A working budget will be presented at the meeting in depth comparing FY2019(current) with FY2020 expected expenditures.
- **Capital Asset Study/Consultants:** After seeking a quote from Building Technology Consultants, Director Krooswyk investigated other companies that would fulfill more needs. As a result, she contacted StudioGC, which is an architectural firm that can assist with future funding support, upcoming capital needs all while incorporating space planning needs that are greatly needed. A conversation also took place with Meristem Advisors, which is a company started up by a former Ehler's employee. While this consultant was very knowledgeable, his scope of work does not align with the type of

work that StudioGC is proposing. A quote for StudioGC is being created and will be reported upon once received.

- **Door to Door Library Card Sign Up:** Door-to-Door occurred the last full week of April and a belated celebration of National Library Week. Despite only performing (5) 1.5 hour shifts, we were able to secure 14 new library cards. Staff visited a total of 171 homes, 45 who answered already had a card, and 12 were not interested. 107 homes did not answer, and we also left a door hanger explaining our 30 day digital card and how to sign up for one.
- **Evaluations:** Reformatted evaluations are being finalized and will be ready to use by staff for this fiscal year's evaluation cycle. Once completed, managers and staff will re-evaluate what worked, what didn't and what needs to be modified for the next year.
- **Friends Funding/Survey:** A quote was received from the Center for Governmental Studies at Northern Illinois University for \$14,000. Another quote is in process with the University of Missouri, St. Louis to see if the first quote is comparable. At this time, this amount is excessive for the Friends to pay for; the Board will discuss whether an official community poll is worth the expenditure to pursue future additional funding needs.
- **Guest Lecture:** Director Krooswyk presented once again at Dominican University on April 23. Student comments were once again positive; a student has even reached out to ask if she can shadow and get a tour of the library. Comments are attached.
- **Hello Neighbor Welcome Service:** Liz Wetmore and Director Krooswyk have been in contact with an individual that will be introducing a service for new residents personally greeting them with a welcome basket full of gifts, promotional items and offers from local business. They would like to include community and library information since the library sponsors many great events. Information will be included in a regular guide or seasonal brochure. A meeting has been scheduled for June, and an update will be provided after that.
- **Impact Fees:** On April 12, Director Krooswyk attended a meeting at the Village Hall that included the Mayor, Village Administrator, and representatives of the Park District, Fire Protection District, District 210 and 122. A reduction in land value was discussed and plans to attract new builders to New Lenox instead of surrounding communities with lower impact fees. The handouts have been included and were discussed more in depth at the meeting.
- **License Agreement Update:** The licensee signed the license agreement on April 12 and stated on April 15 that she refused to have a witness signature provided (noted on agreement). Board Member signatures were obtained on April 16 and a memorandum of understanding was delivered by the Director on April 16 stating the costs and specifics of the one-year license agreement that ends on April 30, 2020.
- **Loyalty Day Parade:** The Loyalty Day Parade went really well. Many people cheered for the library and were excited to receive beaded necklaces. Two Board Members (Tatro and Broccolo), their guests and five staff members walked the parade route. The parade can be viewed on Channel 6.

- **Proud American Days:** Kelly Matson from the New Lenox Park District contacted Michelle on May 7th to ask if we would like to participate once again. Staff will be schedule to work the event on Saturday, July 27.
- **Summer Learning Challenge:** The Summer Learning Challenge starts June 3! This year we will be doing a kickoff event featuring ice cream and a “kindness rocks” initiative. We will also be handing out 500 yard signs that say “A Library Star Lives Here” so we can spread visual awareness of the library’s presence in the community.

Marketing

News:

- We had an ad in the Trader Magazine in April, we highlighted our digital services and what you can do at home with a library card.
- April 2nd Marketing Roundtable discussion hosted by the New Lenox Chambers, I was the guest speaker and we had 40 businesses attend. We discussed Marketing on a Budget for small businesses. I also did one on one sessions after the meeting with 4 businesses.

Continuing Education:

- Attended an 8-hour seminar on Mental Health First Aid Class (Youth Version for Adults).
- Started taking a class in Adobe Animation. Would like to be able to use this to make videos for Summer Learning Challenge and Mini Golf, to use on Channel 6.
- Watched webinar on Facebook for small businesses.

Outreach:

- Health and Safety Fair at Lincoln-Way West on April 29. They had 300 attendees.

Social Media:

- We did a paid post for Maker Day looking for presenters. We reached 3,827 people, we had 49 likes and comments, and 24 shares.
- Spring Gala post is performing well, we reached 3,913 people, 37 likes, and 16 shares. This post continues till May 18th.
- Post on RB Digital reached 2,988, 68 link clicks and likes, 8 shares.

Information Technology Department

- Deploy JAMF and apple business manager for Mobile device management
- Updated adobe licenses to conform to new standard.
- Built new lab server to use for testing software. (For free!)
- Currently testing new self-checkout software to improve patron experience and library appearance.
- Work on updating documentation
- Work on pricing for next fiscal year to prep budget estimate.

Adult Services Department

Collection Development/ Weeding

- As fiscal year-end approaches, we have been working on replacing worn out items in all of our collections. Tana and Monica continued weeding Fiction. Julie began weeding our CDs collection. Kelli weeded Fiction DVDs.

Community Engagement/ Outreach

- 4/2/2019: Tana and Monica worked the lobby table during voting to promote library services like homebound and provide information on signing up for a library card.
- 4/22/2019: Monica delivered books, program guides, and homebound applications to the New Lenox Food Pantry.
- 4/23/2019 and 4/26/2019: Monica, Melissa and Tana participated in the Door-to-Door library card signup promotion.
- 04/30/2019: Tana attended the Health and Safety Expo at Lincoln-Way West High School, during which she promoted library programs and services.

Programs

- We received 15 submissions during our Teen Poetry Contest. Melissa and Ashley are in the process of creating the first volume of a Teen Poetry book that will include all of the submissions. Two professors from the University of St. Francis and a librarian from Lincoln-Way West HS acted as judges for our poetry contest.
- 4/8/2019: New Life for Old Bags – Monica reports that members of the group, who work with the homeless, will be bring the mats directly to homeless people in the community.

Continuing Education

- 4/10/2019: Monica, Dawn and Karen attended Medicare training with Jack Cook from our insurance carrier. They reported that his presentation was excellent and we will be contacting him in the future to do a seminar for our patrons.
- 4/25/2019: Tana hosted the Southwest Adult Programming Group meeting, during which librarians from other libraries shared programming ideas and had a tour of the New Lenox Public Library.
- 4/30/2019 Tana, Monica, Kelli and Julie visited the LaGrange Public Library as part of the requirement on our Staff Curriculum Form to visit another library. We had tours of each department and learned about their community. We got some great ideas and inspirations as a result of the visit, such as sprucing our displays, expanding our languages Fiction Collection, and working with volunteers.
- Melissa viewed a webinar called “Interacting with Teen Patrons”.

Displays

- One Word Title display in Teen Scene (Melissa)
- Music CD Variety (Julie)
- Audiobooks for Road Trips (Julie)
- Staff Picks (Dawn)
- Gardening - with checking out the book, patrons get a free bookmark and a package of seeds (Dawn)
- Cuisine Around the World - to highlight our database AtoZ World Food (Karen)

Meetings

- 4/05/2019: Adult Services Department Meeting - we each showcased library database; discussed the Disaster Preparedness Plan; made a walk- through of the department to identify exits and fire extinguishers; and watched Phil demonstrate how to change toner in the copy machines.
- 4/9/2019: Maker Day meeting - Monica and Tana met with the rest of the members in the committee to discuss planning for this library-wide event.

Summer Learning Challenge

- We have some great activities, programs and prizes planned for our patrons to go with this year's theme *It's Showtime at Your Library!* We collaborated with Youth Services Department to plan the kick-off and closing events, and our own Melissa recorded the song for the YS Summer Learning Challenge video in the DML.

Circulation Department News

- We have been busy receiving donations of books and other materials as a result of what we believe to be spring cleaning. Lots of time is spent going through these materials and communicating across department and deciding what items to keep and add to our collection.
- Our library has been chosen to be a recipient of a pair of FREE tickets to Hamilton the Exhibition to raffle off courtesy of Allied Global Marketing! We will raffle these during our summer reading challenge.
- Applied to offer Explore More Illinois passes to our community. What is Explore More Illinois? Explore More Illinois is a cultural pass program that allows Illinois public library cardholders to get offers from museums, park districts, historical societies, performing and visual arts centers, and other attractions. Explore More Illinois is free and can be accessed 24/7 from any computer, tablet, or smartphone. More information on this to come.
- Passport numbers took a dive in April but we expect to see an upswing in May in preparation for summer travel.

Youth Services Department

- We have hired a part-time reference assistant, Jack Gonzalez, who has a background in graphic novel art!
- A greenhouse has been added to the department near the youth computers to allow our young patrons to learn a little about how plants grow.
- Plans are in place to make the back outdoor area (next to the preschool area) into a more usable space for our patrons.

Maintenance Department

Building & Grounds:

- Homer Tree Service has been hired to remove and grind the stumps of the six dying trees mentioned in last month's report. Total cost, \$1,200.
- Indicom Electric will be repairing the exterior cove lighting above the Main East and West entrances. They are also installing a mounting bracket and two flag pole flood lights which will be mounted to the parking lot pole directly across from the flag poles. The current non-working in-ground lighting will be capped off and the power source will be disconnected. Total cost, \$5,850.
- Window washing of both the interior and exterior windows was performed by Superior Services on April 18th. As funds allow, this will be a regularly scheduled cleaning performed twice a year; generally, every April and October. Total cost, \$1,620.

Improvements:

- Crescent Electric Supply Company of Joliet generously donated AND delivered four large wooden wire reels. Kudos to our own Liz O'Neill in youth services who provided the

contact of Rob Riddle, the Branch Manager at Crescent Electric. These reels will be used as activity tables/ work stations in the improved and expanded outdoor program area for Youth Services.

- LED light fixtures and bulbs are being ordered to repair and replace current non-working fixtures and to brighten up the library, all while saving electricity. Any ComEd rebate possibilities will continue to be explored. Midwest Lighting of Chicago had supplied free light bulbs to the library last fall as part of both a sales incentive and for the ComEd Efficiency Program. They will be contacted again to further explore this initiative.
- Quotes for landscaping mulch and installation are being sought. K&S, our current landscaper, has been instructed to give us his best competitive price to be compared with other companies.

Treasurer's Report

- Director Krooswyk gave the Treasurer's Report explaining income and expenses for April 2019, including specific overages on individual library budget lines. Budgeted expenses should be at 75%, and the actual expenses were 71.78%
- Trustee Evans moved and Trustee Podoba seconded to approve disbursements for April 2019 in the amount of \$74,240.38; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: The Personnel Committee met on May 10, 2019 and will discuss in more detail during closed session later in the meeting.

B. Finance: Scheduled to meet August 12, 2019.

C. Building and Grounds: Schedule to meet July 8, 2019.

D. Policy: Scheduled to meet June 10, 2019

E. Fundraising: Trustee Monbrod let everyone know that the Gala is Saturday and invited everyone to come to the 11th Gala. Trustee Tatro thanked Trustee Monbrod for all her hard work.

F. Intergovernmental Meeting: The meeting was sparsely attended and nothing of note was discussed.

G. Other: None.

Old Business

- REVIEW: RAILS Membership Standards: Funding – The library is satisfying all core, accomplished and exemplary levels.
- REVIEW: Serving Our Public Chapter 5: Technology – We are achieving all recommended aspects of this chapter.
- REVIEW: Regular Policy Review Schedule – General Policies 214, 508 & Personnel Policies 109, 304

- REVIEW: Strategic Plan Pillar 1 – Director Krooswyk provided a handout detailing the goals and tactics for Pillar 1: Inform: Research Assistance and Instruction. The upcoming Wednesday will also be the first of upcoming quarterly strategic plan update meetings, which all staff are invited to attend. The purpose of this is to provide intentional time for staff to discuss progress on strategic plan goals as well as brainstorm together about future ways to achieve goals.

New Business

- APPROVE: Working FY 2020 Budget – Director Krooswyk presented a PowerPoint with accompanying handouts for Board Members detailing both FY2019 and the new FY2020 budget. It was mentioned that this budget might be coming back to the June board meeting to re-approve some budget lines that will need to be refined closer to the end of the fiscal year. Trustee Podoba motioned and Trustee Evans seconded to approve the working FY2020 budget; motion passed by unanimous roll call vote.
- APPROVE: Non-Resident Fee – Trustee Evans motioned and Trustee Broccolo seconded to approve the new non-resident fee; motioned passed by unanimous roll call vote.
- APPROVE: Salary increases for FY2020 – Director Krooswyk made the Board aware that most staff will fall between a 2-3% pay increase, with some outliers of 1 and 4%. The budget incorporates a 3% overall increase to allow for padding in the personnel budget line. Trustee Monbrod motioned and Trustee Loecke seconded to approve staff merit increases in the range of 1-4%; motion approved by unanimous roll call vote.

Board Continuing Education

The Board viewed a video regarding a library that recently passed a zero tax increase referendum.

Executive Session

- The Board voted to enter executive session at 8:19 pm with a motion by Trustee Evans, seconded by Podoba 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. Motion passed by unanimous roll call vote.
- The executive session ended at 8:40 pm on a motion by Trustee Broccolo, seconded by Trustee Ulstad and passed by unanimous roll call vote.

Trustee Comments

- Trustee Broccolo said that the self check out sign looks terrible and needs to be fixed. The edging and flowers cost \$540 and Bill Urban from Brookside landscaping donated that. Trustee Broccolo gave Director Krooswyk his contact information, and she will author a thank you note to send to him. He also said that if we aren't going to reinforce the food policy, then we should take it out of the policy.
- Trustee Monbrod urged everyone to come to the Gala on Saturday.

- Trustee Loecke said that she will miss Trustee Broccoli on the Board.

Adjournment

Trustee Broccoli moved and Trustee Loecke seconded that the meeting be adjourned 8:48 p.m.
Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary