



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 11, 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):** 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 Ulstad, seconded by Trustee Monbrod permit the May 11, 2020 regular Board Meeting remotely; motioned passed unanimously.

### **Minutes**

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- Meeting minutes from the April General Meeting on April 13, 2020 were approved on a motion by Trustee Evans, seconded by Trustee Vancina. Motion passed by unanimous vote.

### **Audience to Visitors**

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- Visitors joining remotely via Zoom were asked individually if they had anything to contribute for public comment. Lou Broccolo provided comments via Zoom about the Café contract. He stated that the library did not do the right thing and summarized his concerns with the treatment of the previous licensee. These included claims of the licensee being offered one-year contracts, the placement of the refrigerator closer to the café, and micromanagement. Mr. Broccolo stated that the library has not shown the previous licensee loyalty and that it was irrelevant that Teardrop Café was the Chamber of Commerce's Business of the Year last year because it has no bearing on the library's café space. He is concerned that the menu items offered at the current Teardrop location will be successfully served at the library and about later hours actually happening with the new licensee (Teardrop Café). He expressed concern over the sustainability of an outside restaurant during the current pandemic.

### **Director's Report**

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#### **Administration**

- Budgeting Process - Business Manager, Michael Stubler has pulled previous year's budgetary information and created a planning document. Considerations of decreased

EAV, lower collection rates and effects on state funding will be incorporated into the budget proposal that will be presented at the June regular Board Meeting.

- Cafe -
  - Previous Licensee, Debie Vejvoda of Just 4 U Cafe, has returned the building keys and the cafe has been returned in acceptable condition. A security deposit of \$850 will be returned to her once checks are approved at the May Board Meeting and signed by a Board Member.
  - Incoming Licensee - Per the agenda for the May Board Meeting, determination of the monthly fee, length of initial term, date the license agreement commences, and naming rights will be discussed and voted upon for Gina Buck of Teardrop Cafe.
- 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 has already collected some PPE and these have been picked up by a representative of the program.
- Phased Reopening - ***This is tentative and can change at any time based on federal, state, or local regulations along with recommendations/best practices of surrounding area libraries.***
  - Tentative Schedule and restrictions were discussed. Please see action items below.

#### **Upcoming:**

- Michelle will schedule Personnel and Finance Committee Meetings prior to next Board Meeting
- Next Board Meeting: Monday, June 8, 2020 at 7:00 pm at the library

#### **Adult Services**

- Ebook usage has increased by 50% since the end of February. The number of users has increased by 20% during this time period.
- AS and YS are putting together a grant request to the Friends to purchase more ebooks and eaudiobooks from Overdrive. These would be added to our Advantage collection for New Lenox patrons only.
- AS has had digital programs on genealogy, meal planning, Dungeons & Dragons, Euchre, and Hair Braiding
- Kelli created a new program agreement form specifically for digital programs. It allows presenters to specify the period of time we can showcase their program online.
- The library has received free 60-day trials of the following databases:
  - Press Reader – Patrons are able to access to over 7,000 newspapers and magazines from around the globe.
  - Core Collections – This database from Novelist can be used by staff for collection development. It provides vendor-neutral reviews and three different recommendation levels for books based on the depth of the collection and the library's size.

#### **Circulation Services**

- Circulation continues to stay updated with the latest RAILS and PrairieCat procedures and notifying staff of any pertinent changes.
- Arranging weekly with my department to answer any of their questions and let them know topics that have been discussed in management meetings.
- Issuing online library cards.
- Attending webinars as they pertain to my role within the library.
- Continuing to keep the book drop clear.
- Checking in items that have been returned after they have been quarantined.
- Shelving items that have been checked in and quarantined

#### **Digital Services**

- Summer program planning is underway.
- DS will be shifting focus from the Digital Media Lab to online programs and community/library archiving.
- DS staff are looking forward to assisting other departments during the transition to reopening due to the DML being closed.

#### **Information Technology Department**

- Working 3 days a week at the library entering materials into the system.
- Processing AV materials, DVD's.
- Worked on billing.
- Meeting with Tech staff

#### **Maintenance Department**

- K&S Landscaping will be providing an estimate for planting arborvitae trees along the dumpster area/book return drive to replace the dead pine trees that were removed last year.
- K&T ChemDry Carpet Cleaners performed several sanitation jobs at the library, not only in response to COVID 19 concerns, but also to take advantage of the extended closure of the library to complete much needed deep-cleaning:
  - March 19<sup>th</sup> all upholstered public and staff soft seating surfaces and armrests were cleaned and chemically sanitized.
  - April 23<sup>rd</sup> & 24<sup>th</sup> all carpeting throughout the building was shampooed and chemically sanitized.
  - May 7<sup>th</sup> all tile and grout flooring (restrooms, main entrance, café) was scrubbed and chemically sanitized.
- Elmer & Son Locksmiths performed several repair and adjustment jobs at the library:
  - March 20<sup>th</sup> replaced worn out electronic lock set and hardware at the staff entrance and YS Office doors.
  - April 17<sup>th</sup> re-keyed the door locks for the Director's Office, Business Office, and IT Server Room doors to bring the library up-to-date with State and Federal security requirements regarding file storage, electronic data storage, and personnel information storage in those three rooms.
  - May 7<sup>th</sup> re-keyed the door locks for the café and related exterior doors; previous tenant keys allowed far too much access to exterior doors, administrative areas, storage rooms, and meeting rooms throughout the library. Current key access limits tenants to café area only, while also

allowing for access to activate/deactivate building security system as needed. This is yet another oversight that should have been taken care of when the building originally opened.

#### **Technical Services**

- Working 3 days a week at the library entering materials into the system.
- Processing AV materials, DVD's.
- Worked on billing.
- Meeting with Tech staff.

#### **Youth Services**

- We have adapted our SLC to be offered entirely virtually, including the challenge itself as well as programming.
- Most YS staff has finished mandatory sexual harassment prevention training.
- All YS staff has been tasked with comparing/evaluating usability of e-book platforms we provide from the standpoint of young readers.

#### **Treasurer's Report**

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- Michael Stubler gave the Treasurer's Report explaining income and expenses for April 2020. Budgeted expenses should be at 83.33%, and the actual expenses were 72.49%.
- Trustee Evans moved and Trustee Vancina seconded to approve disbursements for March 2020 in the amount of \$59,576.31; motion passed by unanimous roll call vote.

#### **New Business**

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- **ACTION:** Approve License Agreement and Addendum for Gina's Teardrop Café. Discussion ensued regarding the licenses agreement and addendum. Director Krooswyk recommended an initial 1 year license agreement to ensure the new licensee is working out. The starting date is contingent upon improvements in the space and state restrictions due to COVID-19 pandemic. Motion made by Trustee Vancina, seconded by Trustee Evans to approve monthly license fee of \$350 for an initial one year term and TBD start date to be included in a future addendum (due to the COVID-19 pandemic) for Teardrop at the Library. Motion passed unanimously by roll call vote.
- **DISCUSS:** Director's Report – Director Krooswyk summarized the director's report included above.
- **DISCUSS:** Library Phased Reopening Planning Tentative Schedule
  - May 18 - Limited staff will be returning to work on processing incoming materials once quarantined, completing collection maintenance projects, and preparing/finalizing plans for curbside services.
  - May 26 – start accepting curbside drop off twice a week.
  - June 1 - Require all staff to return to work in staggered shifts to focus on fulfilling holds for curbside delivery.
  - June 8 – Start contactless curbside pickup services. Once items are placed on hold, staff will pull items and notify patrons, items will be checked out and placed on carts in alphabetical order on carts for easy access.
  - TBD - Open to the public with limited offerings. Considerations include restricted patron occupancy, removing furniture to ensure social distancing, putting protective barriers in

place, frequent cleaning schedules, initially decreased hours to allow for cleaning as well as serving at risk population.

- Other Considerations
  - More research needs to be completed to ensure the library is following Family First Coronavirus Response Act, FMLA, and ADA allowances for staff.
  - We will not open unless we have an adequate amount of PPE to protect staff.
  - Patrons will be required to wear a facial covering; if patrons do not comply, they will be asked to leave until they can return with a compliant facial covering
  - Materials will be quarantined for one week and will be touched as little as possible by staff to reduce exposure.

### **Executive Session**

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- None.

### **Trustee Comments**

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- Trustee Tatro asked Director Krooswyk to organize dates for the Finance and Personnel Committee to meet to discuss the budget and the Director's Evaluation respectively.

### **Adjournment**

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Trustee Evans moved and Trustee Vancina seconded that the meeting be adjourned 7:47 p.m. motion passed by unanimous vote.

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Michelle Krooswyk, Recording Secretary

Respectfully Submitted,  
Michelle Krooswyk, Director & Recording Secretary