



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING June 12, 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 June 12, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Ed Tatro, Lou Broccolo, Colette Loecke, Michelle Monbrod, Ann Podoba, Bonnie Ulstad. Linda Evans arrived at 7:43pm.

Absent: None

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Alex Vancina: IT Manager, Liz Wetmore: Marketing Manager

Visitors: Susan O'Donnell: President of the Friends of the Library

Swearing in of Re-Elected Board Members and Election of Board Positions

Director Krooswyk reminded the Board that Board Member's terms are 6 years and positions last for 4 years. Secretary Loecke and Director Krooswyk swore in President Edward A. Tatro. On a motion from Trustee Broccolo and Trustee Monbrod, the Board elected to renew current Board Member positions.

Minutes

- General meeting minutes from the May regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod
- Open and executive session meeting minutes from the Personnel Committee meeting were approved on a motion by Trustee Podoba, seconded by Trustee Ulstad.

Audience to Visitors

Susan O'Donnell, President Friends of the Library present to give a recap of the Gala, which overall was tremendously better than the previous year. This was mostly due to being back at the library this year. Attendance was around 260 people and we hosted a lot younger crowd and this was most likely due to the Harry Potter theme. Overall everything did well, but some of the auction items lacked some interest. There were plenty of volunteers and there were great reviews about the food and the DJ who was very lively. All the food was donated and we made approximately \$1,000 at the bar after paying for the liquor. Susan and the Friends will look into getting the liquor donated next year to earn most cost savings. The only issue is that some of the raffles weren't up to par and this will be modified for next year. The final total from the

Friends of the Library will be for \$6,500 and this is one of the biggest checks that the Friends have given the Library. The Board thanked Susan O'Donnell and the Friends of the Library on behalf of the residents of the Library District

Correspondence

Articles

- The New Lenox Patriot "Library adds more free programs for summer reading program" June 1, 2017
- Trader Magazine May 2017 – Half Page ad for Summer Reading Challenge

Suggestion Box Submissions:

- Director Krooswyk shared suggestions pertaining to the Youth Services department. Suggestions were passed along to Dana Russell and the Youth Services department to answer and post on the Suggestion Box bulletin board.

From Staff:

- "Just got a compliment on Graphic Novels from a patron — apparently he's read through Mokena's selection already and is really pleased that we have so many here. Yay us!" – Amy Hollis
- "We just had a patron tell us that of all the places he's lived (he mentioned Schaumburg, Chicago and Oak Lawn), our library is the best, and it's largely due to the staff. How nice!" – Ashley Middleton
- "Big thanks to the AS staff member who helped a patron find an emissions test center on Friday (she thinks she might have talked to Dawn on the phone). The center in Park Forest was no-wait with great customer service. Our patron was very grateful for the help and wants us to be sure to let others who need the same service that Park Forest is the way to go!" – Ashley Middleton

Other:

- Letters thanking Youth Services staff were shared regarding recent Library Tours from visiting students.
- Artwork and thank you note from a Trinity Services client was shared with the Board

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for May 2017. Budgeted expenses should be at 91.67% and the actual expenses are 80.97%. The Library received tax distributions from the County, so the library will have sufficient funds for the remainder of the fiscal year.
- Trustee Loecke moved and Trustee Monbrod seconded to approve disbursements for May 2017 in the amount of \$59,019.65 and motion passed by unanimous roll call vote.

Staff Report

Marketing Manager Liz Wetmore: Liz presented the Summer Reading video that is running on Channel 6 currently, mentioned the recent article in The Patriot about Summer Reading and the Trader Magazine half page ad, which were all free. The video was also posted on Facebook and it reached 3,500 people and there were 994 people to click and view. The Ice Cream Social

Kick-Off was created because there was such success with the all ages Anniversary Open House back in December. There were over 700 attendees for the kick-off event. For the end of summer, we will host a finale party with a Dog Days of Summer theme. Liz passed out samples of bookmarks and the reading logs for kids, teens and adults. Outreach events are up to 21 events for the year; when Liz first started there were only 3 per year. At outreach events, a single resource is mentioned and there is a visible uptick in usage stats as a result of promotion. Promotional materials for Touch-a-Truck, 1,000 Books Before Kindergarten and other programming were shared as well. Also, Liz spoke about mini-golf. She will be starting to work on sponsors in August and it will be the cover art for the fall guide. The proposed date will be Sunday October 29. Finally, Liz and the Director will be doing the first Facebook live event as a tour of the library along with Channel 6 news filming it at the same time.

Trustee Evans arrived at the meeting at 7:43 pm.

Secretary Loecke and Director Krooswyk swore in Vice President Evans.

Director's Report

Administration News

- Landscaping/Exterior Painting: Painting will be completed today and pressure washing will occur tomorrow. The owner was on vacation last week, so he should be able to start next week on this project.
- Staffing Updates: Alissa Raschke-Janchenko's hours were increased by 5 hours each week starting mid-May, and Karen Zurawicz's hours were increased by 5 hours each week starting July 1, 2017.
- Ordinance Schedule: All key dates have been planned out to ensure compliance with County and State deadlines.
- ALA Harry Potter Interview: Spoke with ALA intern concerning our Friends Spring Gala and the 20th Anniversary of Harry Potter.
- Staff Evaluations: Staff have completed self-appraisals and managers are now working on all evaluations; they are due June 16.
- Strategic Plan Update: Due to prices of consultants, we will be completing the next strategic plan on our own. We will plan to meet with community leaders, staff and the board as well as conduct surveys to collect pertinent information that will influence our next plan.
- End of Year Budget: We will be looking at end of year totals for mid-June and ensuring purchases from the Mini-Golf and Gala funds are spent appropriately.
- Director's University: May topics were covered in a packed 4 day session in Springfield. Director Krooswyk will be incorporated what she has learned over the next few months and years.
- ADA Door Operators: The Library will proceed with installing the automatic openers for the bathrooms near the elevator on each floor for a total of four bathrooms. Later in the fall, Director Krooswyk will look into applying for matching funds through the Illinois State Library Construction Grants for the remaining bathrooms.

- Digitization Committee: The new machine that was purchased with Wilhelm funds has arrived and Ashley has started to reach out to the committee to offer training. Once training is complete, progress will move forward once again with digitizing the two boxes of photos stored in the Board room closet.
- Parking Lot: The Library will plan to push the approximately \$18,000 parking lot option to the next fiscal year (FY18). This is due to the large landscaping project being completing this fiscal year and it will also allow the Library to wait until the end of summer reading. Trustee Broccolo mentioned the railings out front that are slowly rotting away due to the rust. Trustee Tatro mentioned that a section of Route 30 has buckled due to the heat, so doing our parking lot now would probably not be ideal timing.
- Snapchat Filter: Director Krooswyk mentioned that she investigated the possibility of Snapchat filters and discovered that it costs a couple hundred dollars for a geofilter. She emailed the company directly to see if there were options for non-profit or government entities and they replied that they would only give a 10% discount.
- Legal Counsel: Due to a recent conversation with local directors and ensuring The Library is receiving the best legal counsel, Director Krooswyk is investigating different legal counsel options.
- Ethics Policy: At the last Board Meeting, the Director and Board reviewed and discussed the topic of ethics through the Library Trustee Short Takes video. Business Manager Michael Stubler took the suggested ethics policy template provided by the Short Takes video handouts and compared it to the Library's current policies. There are only two bullet points that are not covered in Library policy, and the Board requested that Stubler and Krooswyk incorporate those into the current policy to approve at the next meeting.

Upcoming

- Next Board Meeting: July 10, 2017

Marketing/Outreach News

Outreach events:

- May 6th: Touch a truck with park district - This event was well attended; we promoted summer reading, and 1,000 books before kindergarten. We had the wheel set up and gave away candy and bookmarks.
- May 7th, Loyalty Day Parade - We handed out necklace beads and candy.

Advertising and promotions

- Trader Magazine gave us a ½ page ad for summer reading where we promoted Summer Reading as well as Ice Cream Social. (see attached)
- Video was made for Channel 6 on Summer Reading, this video will run all thought-out the summer.
- Patriot is doing an article on Summer Reading and highlighting the programs we will be offering, as well as mentioning our kick-off and Finale party for the community. This article will be published June 5th.

- Next month doing a Facebook Live tour of the library. We also will have Channel 6 filming this as well, so they can air it on their channel. This is a great opportunity to promote all the services we offer at the library as well as let the community see the library if they have not been before. We will post this to Facebook, and our website.

IT News

- Our new website was successfully launched on June 5. We're continuing to gather feedback from patrons for future development.

Adult Services Department News

- We have installed Smart TVs and White Boards into all of the study rooms for patron use.
- Planning is underway for Summer Reading and we have some great prizes we will be offering to our Teens and Adults who participate!
- Personal: Amy got married in May! She is now Amy Hollis.

Circulation Department News

- Patrons paid \$ 176.65 in late fees by ECommerce.
- Twelve patrons paid \$ 318.00 in fees and returned materials valued at \$ 206.00 with accounts in collection.
- Maggie Stellwagen, page, graduated from Lincoln-Way West in May.
- Emma Ruback, page, accepted an internship through JJC. She will continue to work at the library as well.
- Michelle Frank accepted a seasonal position as page for the summer.
- The Circulation Department had a delivery count the week of May 8-12th.

Youth Services Department News

- Youth Services staff visited the schools in District 122, as well as St. Jude, to promote this year's summer reading challenge. We visited a total of 4,126 students.
- Our video this year, Reading is Awesome, was created by Carolyn Boyer, with assistance from Denise Wargowsky and Ashley Middleton. The video is linked off the Library's website and on Facebook. We use the video as part of our presentation to the schools.
- Erin held summer volunteer information sessions (3) as well as multiple training sessions to prepare our volunteers for working the summer reading desk. We have 56 volunteers that will be working the desk during various shifts, as well as eight other volunteers that will be assisting with other tasks or helping in programming.
- All the third grade classes from Haines and Nelson Prairie visited the library in May for tours and introduction to services.

Facility Maintenance Highlights

Electrical:

- Repair and maintain all Lighting and Electrical Circuits as needed.

HVAC System:

- Perform Summer PM on 1st Floor HVAC Unit and Components. Change all Filters on the 1st Floor.
- Monitor and adjust all temp zones as needed for Summer Cooling.
- Repair Pulse Combustion Intake on #3 Boiler and put on Line...Test-OK

Plumbing:

- The Hot Water Tank was flushed to remove sediments.
- Maintain all Water Supplies, Drains and fixtures as required.

Compliance/ Inspections:

- No activity to report.

Safety/Security

- The AED (Defibrillator) was inspected.

Elevator:

- No problems to report.

Projects:

- Complete the Interactive Lego Board for the Makerspace in Children's.
- Paint the Curved wall and install Wall Signage Letters for the Makerspace in Children's.
- Continue to add and relocate shelving in the Adults Areas.
- Mount 3-Large Screen TV-Monitors and 3-Dry Erase Boards in Adults Meeting Rooms.
- Mount Posters and Pictures in the Children's Area's.
- Obtain Landscaping Quote for Entrance Enhancements and schedule improvements for mid-June.
- Meet with Shorewood Library and coordinate Mini Golf Rental Transportation.

Board Reports

- None

Committee Reports

A. Personnel: The Personnel committee met and will discuss results in executive session later in the meeting.

B. Finance: None.

C. Building and Grounds: None.

D. Policy: None

E. Fundraising: None.

Old Business

REVIEW: Strategic Plan Goal 3 – Director Krooswyk informed the Board that we are still on track to fulfill the requirements of this strategic plan goal. She mentioned that one-on-ones in the Digital Media Lab tend to be more successful than a full class format.

New Business

- APPROVE: Prevailing Wage Ordinance 17-1 was approved on a motion by Trustee Broccolo, seconded by Trustee Monbrod, and motion passed with 6 ayes and 1 nay from Trustee Broccolo.
- APPROVE: Tentative B&A Ordinance 17-2 was approved on a motion by Trustee Podoba, seconded by Trustee Evans, and motion passed by unanimous roll call vote.

- APPROVE: Ordinance 17-3 to levy .02% tax for Maintenance, Repairs and Alterations of Library Building and Equipment was approved on a motion by Trustee Evans, seconded by Trustee Loecke, and motion passed by unanimous roll call vote.
- APPROVE: B&A Hearing Date to be held on Monday August 14 at 6:45 pm was approved on a motion by Trustee Ulstad, seconded by Trustee Broccolo, and motion passed by unanimous roll call vote.
- APPROVE: The Board approved that \$50,000 of the current Wilhelm Fund be moved into a CD considering best rate, preference to local banks, and in the safest place on a motion by Trustee Broccolo, seconded by Trustee Evans, and motion passed by unanimous roll call vote.
- APPROVE: Personnel Policy 105 Reasonable Accommodations Update. Business Manager Stubler met with Kelly Hayden from Management Association, and she recommended an update to this policy to ensure legal compliance. Updates to Personnel Policy 105 were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod, and motion passed by unanimous vote.
- REVIEW: Serving Our Public Chapter 2, Governance and Administration. Director Krooswyk called attention to bullet point one "Process includes the difficult task of eliciting input from those who do not use the library." This chapter recommends that the Board reviews the entire policy every 3 years; examples were given of schedules to allow the policy to be reviewed every 3 years. Also according to these standards, Director Krooswyk will be more proactive passing along information regarding contacting legislators about any pressing items requiring support at both the state and federal level. The idea of doing what we can "when fiscally possible" was also pointed out.
- REVIEW: Short Takes Video: Evaluating the Library Director. The Board discussed key take-aways from the video including "The library is only as good as the person that is leading it," that the relationship between the Board and Director needs to be open and transparent, and finally that evaluations of the Director should be outcome-based.
- REVIEW: General Policy 203: Patron Behavior Policy. The Board asked if we had any recent incidents that prompted reviewing of this policy. Director Krooswyk reported that it was important to review due to recent surge in concern over drug usage in our community. Staff is empowered to call the police or 911 if they feel it's necessary and will be fully supported when they do so. Trustee Monbrod asked if scooters could be added to the list of prohibited items on the list.

Executive Session

- The Board voted to enter executive session at 8:41 pm with a motion by Trustee Evans, seconded by Trustee Monbrod 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 with a unanimous roll call vote.
- The Board voted to exit executive session at 9:05 pm on a motion by Trustee Podoba, seconded by Trustee Evans. Motion passed with a unanimous roll call vote.

Trustee Comments

- Trustee Evans spoke about the Trustee Regional Meet and Greet that occurred on Wednesday June 7, 2017. She said it was very interesting listening to Senator Hastings, Al Riley and Delucca who spoke about the budget, which included new funding for the schools. Trustee Ulstad spoke about child privacy laws on the computers/internet.

Adjournment

Trustee Broccolo moved and Trustee Evans seconded that the meeting be adjourned at 9:12 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary