



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
June 10, 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 June 10, 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, and Bonnie Ulstad

Absent: None

Staff present: Michelle Krooswyk: Director and Recording Secretary, Brian Goebel: Maintenance Manager, Phillip Bormet: Information Technology Manager

Visitors: Alex Vancina, Sean Hastings: New Lenox Patriot

Minutes

- Meeting minutes from the regular Board Meeting on May 13, 2019 and personnel committee meeting on May 10, 2019 were approved on a motion by Trustee Evans, seconded by Trustee Podoba. Motion passed by unanimous vote.

Audience to Visitors

- None

New Business - Action Items

- Acceptance of Election Results of the April 2, 2019 Consolidated Election: The Board reviewed the certified abstract of votes for Will County as provided by the Will County Clerk Lauren Staley. Motion made by Trustee Broccolo, seconded by Trustee Evans to accept the election results; motion passed by unanimous roll call vote.
- Administration of Oath of Office for Bonnie Ulstad: Secretary Loecke administered the Oath of Office for Bonnie Ulstad. Ulstad took her seat with the Board.
- Administration of Oath of Office for Michelle DeBella Monbrod: Secretary Loecke administered the Oath of Office for Michelle DeBella Monbrod. Monbrod took her seat with the Board.
- Administration of Oath of Office for Alex Vancina: Secretary Loecke administered the Oath of Office for Alex Vancina. Vancina took his seat with the Board.
- Nominations for President and Board Officers, Election of President and Board Officers:
 - Nominations were accepted for the position of President. A motion to nominate Edward A. Tatro for the position of President was made by Trustee Loecke, seconded by Trustee Podoba. Nominations were closed, and motion passed by unanimous roll call vote.

- Nominations were accepted for the position of Vice President. A motion to nominate Linda Evans for the position of Vice President was made by Trustee Monbrod, seconded by Trustee Tatro. Nominations were closed, and motion passed by unanimous roll call vote.
- Nominations were accepted for the position of Treasurer. A motion to nominate Bonnie Ulstad for the position of Treasurer was made by Trustee Podoba, seconded by Trustee Evans. Nominations were closed, and motion passed by unanimous roll call vote.
- Nominations were accepted for the position of Secretary. A motion to nominate Michelle Monbrod for the position of Secretary was made by Trustee Evans, seconded by Trustee Podoba. Nominations were closed, and motion passed by unanimous roll call vote.
- APPROVE: Resolution 2019-1: Recognition and Appreciation of Distinguished Service by Lou Broccolo: Secretary Monbrod read the Resolution to recognize Trustee Broccolo's 34 years of service to the library. Lou Broccolo stated that it has been a privilege and an honor to serve with the Board, and said that he knows Alex will do a good job. When he joined the library Board, his purpose was to help the library and make sure it kept doing a good job in the community. As he leaves the Board, he thinks that everyone will continue to do a great job. He is the longest serving Board Member, and he is proud that he was a part of the new building project. He thanked everyone once again, and reminded everyone that we are fiscally responsible and consistently run under budget, which includes the current building's construction. He wished everyone luck going forward. Motion made by Trustee Vancina to accept Resolution 19-1, seconded by Trustee Ulstad; motion passed by unanimous vote.
- APPROVE: Updated working budget: Director Krooswyk presented some minor changes in some budget lines. Motion made by Trustee Evans to accept the updated working budget for fiscal year 2020, seconded by Trustee Podoba; motion passed by unanimous roll call vote.
- APPROVE: Ordinance 19-2 to levy .02% tax for Maintenance, Repairs, and Alterations of Library Building Equipment – Director Krooswyk presented Ordinance 19-2 and explained that it had been reviewed by legal counsel. Motion made by Trustee Monbrod, seconded by Trustee Evans to approve Ordinance 19-2 to levy .02% tax for Maintenance, Repairs, and Alterations of Library Building Equipment; motion approved by unanimous roll call vote.
- APPROVE: Truth in Taxation Act Hearing Date for Ordinance 19-3 Levy on 8/12/19 – Motion made by Trustee Evans to hold the Truth in Taxation hearing date on August 12, 2019 at 6:45 pm, seconded by Trustee Podoba; motion passed by unanimous vote.
- APPROVE: Salary Increase for Director – Motion made by Trustee Loecke to approve a 3% salary increase for Director Krooswyk, seconded by Trustee Vancina; motion passed by unanimous roll call vote.
- APPROVE: Director's Recommendation for Executive Session (Closed Meeting) Minutes – Director Krooswyk recommended that the closed minutes be kept closed and brought the closed minutes in case Trustees want to review them in closed session. Motion

- made by Trustee Podoba to keep the Executive Session Meeting Minutes closed, seconded by Trustee Monbrod; motion approved by unanimous roll call vote.
- APPROVE: Extended Hours for Just 4 U Café for Cruise the Commons on June 25, July 30, August 27 – Director Krooswyk communicated that the Just 4 U Café wanted to remain open longer hours during the three new Cruise the Commons events this summer. Motion made by Trustee Ulstad to allow the café to remain open for extended hours during Cruise in the Commons events, seconded by Monbrod; motion approved by unanimous roll call vote.
- REVIEW: Tentative Budget and Appropriations Ordinance 19-1 – The B&A was reviewed and is planned to be approved at the next regular meeting.

Staff Report

Phillip Bormet: Information Technology Manager – Most of the spring has involving planning for upcoming projects. These include replacing wifi access points and the server, which requires a lot of planning for the migration. He also talked about updating email addresses for Trustees. Discussion ensued about email addresses and it was determined that the new email addresses will be presented to Board Members at the next regular Board Meeting. Bormet also talked about the upcoming installation of cameras that will monitor the public service desks and staff entrance. By installing and setting up the cameras in-house, the library will save \$10,000 - 20,000. Incorporating security cameras will also present a potential savings in our annual liability insurance costs.

Correspondence

Newspapers

- New Lenox Patriot – May 9, 2019
 - *Library card sign up project a success*
- New Lenox Patriot – May 16, 2019
 - *Sherlock Holmes this year's Friends of NL Library gala theme*
- New Lenox Patriot – May 23, 2019
 - *New Lenox Public Library offering passport sign ups*
 - *Holmes and other characters interact with patrons at gala*

Other

- New Lenox Neighbors: Basic Library Contact Information and Library Events Advertised– May 2019
- New Lenox Park District Catalog – Summer 2019: Features Homebound Delivery Service on page 11

Director's Report

Administration

- **Budget FY2020:** The last few adjustments to the fiscal year 2020 budget have been made, and is up for final approval. The modifications include budget lines for copy paper, toner, Building and Grounds Maintenance, Tools and Equipment, and Elevator.

- **Budget and Appropriations Ordinance:** The tentative budget and appropriations ordinance will be reviewed tonight. As a reminder, the B&A is the legal spending limit that we adopt and publish in the newspaper for FY2020.
- **Consultants/Future Space Needs:** The library staff have done a wonderful job repurposing existing furniture and equipment as staff and community needs have changed. At the same time, the library is nearing 20 years of age, and there is only so much that staff can do to update our building. It is important to start planning long term solutions so that we start incorporating improvements in phases due to our limited budget. As a result, we will require the assistance of an architectural firm. Burnridge Cassel and Associates was the original architect for our building, and when Dewberry bought out the firm, majority of the staff created their own company, Studio GC. The quote was provided at last month's meeting. The Board stated that they would like to meet with representatives of Studio GC at the next Board Meeting. Trustee Podoba said that she wasn't completely satisfied with the overall building project including the lack of gutters, landscaping issues and other aspects of the building layout we have had to correct. Director Krooswyk thanked Trustee Podoba for her honesty, and asked all the Trustees to think of questions to ask the architect; she will work on getting Studio GC to present at the next Board Meeting.
- **Evaluations:** New evaluations have been completed and provided to staff. These evaluations will aid in setting consistent expectations for staff and making the process of annual reviews simpler for managers and staff. Trustee Tatro added that the Personnel Committee will meet to update the Director's evaluation format at the next regularly scheduled policy meeting.
- **Gala:** The Gala was a great success and well attended. Thank you to the Friends who organized the event, and to staff who assisted in planning and set up (Tana Petrov, Brian Goebel, Phillip Bormet and Liz Wetmore in particular). Business Manager Michael Stubler said that the \$4,825 in credit card swipes were taken in the night of the Gala.
- **Hello Neighbor Welcome Service:** Liz Wetmore and Director Krooswyk are scheduled to meet with Erica Fitterer who is establishing a new welcome service for new residents and wants to partner with the library.
- **JJC LTA Advisory Committee Meeting:** Director Krooswyk attended the Joliet Junior College Library Technology Assistant Advisory Committee to provide input and suggestions for the LTA program.
- **Legal Aspects of Future Funding:** Director Krooswyk has been in contact with the library's legal counsel to discuss time frame and allowable actions of staff, Board, and Friends. Legal counsel has provided the Director with instructions and recommendations for future funding plans. He also suggested working with a financial advisor to create and review the financial aspects of the taxing rate.
- **Meetings with Directors:** Recently, Director Krooswyk met with Geneva Public Library Director on a recommendation from StudioGC regarding future funding, and is scheduled to speak with the Glen Ellyn Director, who is experienced in phased-in remodels.

- **Narcan Training:** One of our strategic plan tactics is to provide emergency training for staff. As a result, Dan Martin of safe communities has been consulted about future Narcan administration training, which will be optional for staff.
- **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.
- **Staff Strategic Plan Update Meeting:** All staff were invited to share and brainstorm the progress made on this year's strategic plan goals and tactics. This will be happening on a quarterly basis going forward.
- **Stop the Bleed Kit:** Dan Martin approached Director Krooswyk about a donation he received from the Kurtz family that would allow a public agency to house a "stop the bleed" kit here at the library. More details will be provided as they become available.
- **Storywalk:** Alissa, Youth Services Manager, has done an excellent job communicating with the Village regarding a partnership that includes a storywalk around the Commons. The library has received approval for this project from the Village. Alissa, Brian and Michelle will be meeting soon to discuss logistics for displaying the page layouts from the picture books. Once finalized, the Village is willing to install this feature around the Commons so families can enjoy and learn early literacy skills as they walk around the Commons together. This is a great opportunity for partnership and increasing awareness of our library's offerings.
- **Summer Learning Challenge:** The Summer Learning Challenge began June 3 and we have started handing out yard signs that are visually appealing and say "A Library Star Lives Here." Patrons were also able to decorate rocks for our "kindness rocks" campaign.
- **TRIAD:** Director Krooswyk and Adult Services Manager, Tana Petrov, presented at the May Triad meeting; the theme was Fitness and Activities for Older Adults. The presentation is available online via YouTube.
- **Triple Play Concerts:** Staff have been assigned to each concert as a contact person in case the library needs to be used as a severe weather shelter.

Marketing

News:

- We had an ad in the Trader Magazine in May, highlighting our digital services and what you can do at home with a library card.
- We had a Patriot article on passports and Spring Gala
- One-on-one marketing session with Debbie Hanson on May 2, 2019
- Gave out IPO concert tickets. We have partnered up with Illinois Philharmonic Orchestra to give our 2 family tickets to each of their events.

Outreach:

- May 4, 2019 Touch a Truck, sponsored by the Park District. We had a table set up and highlighted our Summer Learning Challenge and 1,000 books before kindergarten. We also did a prize wheel at this event.
- May 5, 2019 Loyalty Parade: we handed out beads and participated in the parade.

- Joliet Hospice 5K race: we were a sponsor for this race providing granola bars with our logo on them.
- Safety Coalition of New Lenox May 29, 2019: talked about our Homebound Delivery Service and also handed out flyers to businesses on this topic.

Social Media:

- Live stream on May 15, to go over Food for Fines, the Spring Gala, and Summer Kick-Off. It reached 2,500 people, had 68 views, and received 20 comments/likes.
- Boosted a post for the Summer Learning Challenge Kick-Off targeting 10 miles around the Library. It reached 4,900 people and received 142 post comments/likes.
- Boosted a post for the Chipotle Promotions for the Friends of the Library. It reach 8,000 people, had 113 comments, likes, and 20 shares.
- Facebook: we have 2,600 followers, which is up from last quarter's 2,400 followers.

Information Technology Department

- Infrastructure is being installed for new camera system, which will cover all patron service desks and the staff entrance outside.
- New Wifi controller and switch was acquired to improve quality of internet access in the building.
- New self-checkout was installed in Adult Services Department.
- Attended the LACONI Technology Meeting

Adult Services Department

Collection Development/ Weeding

- 05/16/2019: Tana attended Technical Services Weeding and Collection Development training, which she found to be helpful with her genre project, as well as with weeding and inventory of the collection.
- Monica completed her Collection Management class and learned about collection development tools, which she shared with the department.

Community Engagement/ Outreach

- 05/05/2019: Dawn and Karen participated in the New Lenox Loyalty Day Parade.
- 05/03/2019: Tana attended Career Day at Spencer Pointe Elementary School where she spoke to children about the profession of the librarian and our upcoming Summer Learning Challenge.
- 05/23/2019: Director Krooswyk and Tana attended the TRIAD meeting at the New Lenox Police Station; they promoted homebound delivery services and upcoming programs.

Programs

- During the month of May, the department was busy planning for SLC. We are absolutely excited to be able to offer lots of interesting programs for teens and adults on the theme of *Showtime at Your Library!*
- In collaboration with the homeless liaison for the New Lenox school district, Melissa worked on our first School Supply Drive. We will be accepting donations of school supplies for elementary, middle, and high school students in need.
- We are participating in the 2019 ATLAS Multi-Library Competition, along with 31 other libraries.

- Melissa initiated a passive crafting program for teens in the Teen Scene, where she plans to have different craft themes each month. This past month the craft theme was washi tape clothespins. It is wonderful to see teens crafting and interacting in the Teen Scene!

Continuing Education

- 05/2019: Karen viewed online tutorials for using the Axis 360 and Overdrive e-book services on the library website.
- 05/03/2019: Julie and Kelli went to the Reaching Forward 2019 Conference. Julie reported she attended three sessions that impacted her work-related knowledge.
- 05/08/2019: Tana attended Promoting Library Card Sign Up Month Webinar
- 05/16/2019: Melissa attended the Teen Advisory Boards and Pop Up Programming at Oak Lawn Public Library, where she was able to network with other teen librarians and got inspired to create more services and programs for teens.
- 05/31/2019: Melissa and Tana attended the Makerspace Networking Group at NLPL. Tana briefly explained to the group our plans for Maker Day.
- Technology for the Library and Information Profession (Monica)

New Displays

- Read for a Lifetime and Lincoln Award Display (Melissa)
- Large Print Westerns (Monica)

Other Projects

- Monica is a member of the OverDrive committee along with staff from other departments. They plan to promote OverDrive in the Fall and so far are in the process of planning interactive activities for patrons, such as all ages e-reader program, creating shelf talkers to advertise our electronic content on the shelves, and display our new Overdrive books periodically on the website.
- Monica is the library's point person for the OMNI consortia group. The group met in May to discuss potential adding of electronic magazines to the consortia content credit.

Circulation Department News

- 18,577 items were circulated in May 2019!
- We collected over 800 items for the New Lenox Food Pantry during our food for fines collection week! Kathy at the pantry said that is triple the amount of donations in previous years so I call that major success.
- It was decided that Circulation will get involved with the fun of summer reading registration for the first time ever!
- Management also took a trip to the post office to open the lines of communication as far as passports. We hope to coordinate in the future.

Youth Services Department

- The Youth Services Department visited every school in District 122 to promote the Summer Learning Challenge.
- We are in the process of partnering with the Children's Museum of Oak Lawn to bring mobile museum exhibits to the library.
- Youth Services will now have an Instagram account (@NLPLKids)

Maintenance Department

Building & Grounds Repairs:

- Indicom Electric completed the first phase of the outdoor lighting repair mentioned in May's report. The exterior East and West entrance coves are now brightly lit. For the second phase of this project, flag pole floodlight parts are on order and are expected to be installed by the end of June.
- KT Chem-Dry is scheduled to perform carpet cleaning on June 14th after-hours. On schedule to be cleaned are all main public walkways, meeting rooms, admin. hallway, and circulation desk area on the first floor. Much of the second floor will also be cleaned; any areas that were stained as a result of the Gala (walkways in the vicinity of and including the elevator), "Teen Area", study room stains, and quiet study areas. Total cost yet to be determined. Amount budgeted, \$3,000.

Building & Grounds Improvements:

- K&S Landscaping will be redefining the various tree/plant beds and re-mulching all areas on the grounds as required. Three Black Hill Spruce trees will also be planted to replace the three dying Austrian Pine trees that are to be removed in the curb garden bed next to the book return drive/dumpster enclosure. The smaller Black Hill Spruce tree species will grow to be a much better choice for that area, providing dense coverage while not outgrowing and ultimately getting choked out by the limited garden bed. K&S will also remove some low-lying bushes and sod to expand and beautify the outdoor activity area outside of the Youth Services Department. Total cost, \$7,400
- LED lights have been ordered to begin replacing fluorescent bulbs and fixtures throughout the library. In the coming months, several areas will be used to test different brands, styles, and types of LED bulbs and fixtures. The focus will be on lighting performance, color temperature, and durability. Manufacturers previewed thus far are Acuity Brands Lithonia Lighting, Helikon Lighting, LumeGen, and STAR LED. This is the developing stages in the long-term goal of converting all of the library's lighting to LED.

Treasurer's Report

- Business Manager Michael Stubler presented the Treasurer's Report explaining income and expenses for May 2019, including specific overages on individual library budget lines. Budgeted expenses should be at 91.67%, and the actual expenses were 80.27%
- Trustee Loecke moved and Trustee Vancina seconded to approve disbursements for May 2019 in the amount of \$103,157.15; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: Schedule to meet September 9, 2019. Trustees volunteered for new committee positions, and the personnel committee members are now Evans, Loecke, and Monbrod.

B. Finance: Scheduled to meet August 12, 2019. Trustees volunteered for new committee positions, and the finance committee members are now Evans, Ulstad, and Vancina.

C. Building and Grounds: Schedule to meet July 8, 2019. Trustees volunteered for new committee positions, and the building and grounds committee members are now Monbrod, Podoba, and Ulstad.

D. Policy: Met prior to this meeting; formal approval of policy changes will be presented at next month's regular meeting. Trustees volunteered for new committee positions, and the policy committee members are now Loecke, Podoba, and Vancina.

E. Fundraising: The Board thanked Trustee Monbrod for her assistance with the Gala; a final total will be presented at next month's meeting.

F. Intergovernmental Meeting: On break during the summer.

G. Other: None.

Old Business

- REVIEW: RAILS Membership Standards: Professional Leadership & Training – The library is satisfying all core, accomplished and exemplary levels.
- REVIEW: Serving Our Public Chapter 6: Access – We are achieving all recommended aspects of this chapter.
- REVIEW: Regular Policy Review Schedule – General Policies 205 & Personnel Policies 103, 104, & 106 – No suggestions for modifications were made by the Board or staff.
- REVIEW: Strategic Plan Pillar 2 – Director Krooswyk provided a handout detailing the goals and tactics for Pillar 2: Enrich – Self-Directed Education.

Board Continuing Education

The Board viewed a video regarding a local library's informational zero tax increase referendum.

Executive Session

- None.

Trustee Comments

- The Board thanked Lou once again for his service.

Adjournment

Trustee Evans moved and Trustee Vancina seconded that the meeting be adjourned 8:16 p.m. Motion passed by unanimous vote.

Michelle Monbrod, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary