



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 8, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Dr. Edward A. Tatro, Vice President Linda Evans, Colette Loecke, Michelle Monbrod, Alex Vancina.

Trustees Present via Remote Meeting (Zoom): Bonnie Ulstad

Absent: Ann Podoba

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: Information Technology Manager, Brian Goebel: Maintenance Manager

Visitors (Online via Zoom): None

All the Board Trustees agreed that the meeting would occur by audio or video conference call. (5 ILCS 120/7(a) of the Open Meetings Act). The public, staff, and Trustees were able to access the meeting in person at the library building or via a Zoom link provided in the Board Agenda, which was posted online and at the front entrance of the library building.

Minutes

- Meeting minutes from the May General Meeting on May 11, 2020 were approved on a motion by Trustee Evans, seconded by Trustee Monbrod. Motion passed by unanimous vote.

Audience to Visitors

- None

Correspondence

- There have not been as many articles due to The Patriot folding, but Sean Hastings has continued to write about stories in the area via his blog entitled "Stories from Home." There have been many great comments on social media from our patrons who are excited about us restarting library services in a phased format.

Director's Report

Administration

- **Board Continuing Education:** Future topics for Board continuing education opportunities were discussed.
- **Budget:** The working budget for FY2020-2021 was presented to the Board. Recommendations from the Finance Committee were to approve the budget.

- **Café Update:** Gina Buck has made the deposit for the café space and improvements to the space are taking place. She is interested in partnering with the library and is planning to open in June for curbside. Hiring part time staff through a partnership with Trinity Services is strongly being considered as a way to partner with the community.
- **Curbside Drop Off and Pickup:** May 26 was the first day of curbside drop off and we received two full canvas bins of materials each time. Contactless curbside pickup begins June 8. Patrons will be able to place holds online starting June 5 and call in their holds on June 8.
- **Flat Rate Personnel Funding Increases:** There has been much uncertainty and substantial increase in workload for managers/staff adjusting to the pandemic changes over the past few months. As a result, Director Krooswyk is recommending an overall 3% increase for staff pay for the next fiscal year instead of the merit based increases that normally take place. Evaluations result in 2-4% increases during most years, so the amount is does not deviate from previous years.
- **Non-Resident Fee:** Due to this year's decreased tax rate (no bond this year and referendum rate does not apply until next year), the non-resident fee will be dropping from \$219 to \$154.
- **Payroll Software:** The library has been informed that our payroll provider, Benefitmall, is exiting the industry which requires us to locate and partner with a new payroll company. Research has begun on the library's options, including contacting local libraries to see what alternatives are already in use. The vendor, Paycor, was presented by Michael Stubler to the Board along with pricing. The new vendor also offers additional options including onboarding and hiring documentation assistance.
- **Phased Reopening:** All staff returned to the building on June 1 in preparation for June 8 curbside pickup service. Per discussions with many other local Directors, there is a strong possibility that the library will reopen with limited services in mid-July.
- **Programming Coordinator Position (AS):** Kelli Adams submitted her resignation on June 1 and her last day was June 4. We will not be hiring this position back immediately due to decreased services being offered for the time being.
- **Staff Accommodations:** There are some staff who are not able to return to the library building during the pandemic. The library is following the proper process of pursuing ADA Accommodations, FMLA leave, FFCRA leave or a combination thereof. As of June 1, staff will only be paid for the hours they actually work.
- **Strategic Plan:** Due to the atypical year thus far, Director Krooswyk is suggesting extending the Strategic Plan and the corresponding Year Three Tactics to December 2021.

Upcoming:

- **Building and Grounds Committee Meeting:** Monday, July 13 at 6:30 pm
- **Next Board Meeting:** Monday, July 13, 2020 at 7:00 pm

Adult Services Department

- 51 adults and 12 teens signed up for our Summer Learning Challenge in the first two days.

- We have ordered more ebooks and eaudiobooks through Overdrive thanks to a generous donation from the Friends of \$3000 for AS and \$2000 for YS.
- We had an 83% increase in electronic magazine checkouts in May.

Circulation Services Department

- Circulation management continues to stay updated with the latest RAILS and PrairieCat procedures and notifying staff of any pertinent changes. Management has been meeting weekly with the department to answer any of their questions and let them know topics that have been discussed in management meetings. Staff came in 2 weeks ago to begin training on new department procedures for item retrieval and quarantine. We also began to chip away at the items that had been returned during the closure. Based on the suggestion of the director and other local library affiliates, it has been decided that all returned items will be set aside to decontaminate for 7 days before being checked in. After that time, items will be placed back on the shelves.
- We are fully prepared for curbside service to begin on June 8th. My director and I have put together a plan of action for staff once this begins. Circulation has been trained in the workflow aspect of what is expected of them once curbside begins. I am confident it will be a success and staff is eager to get back to work and once again serve the community.
- Full time staff has been keeping up remotely with issuing online cards and taking shifts for online reference. All staff continue to attend webinars as they pertain to their role within the library. We are continuing to keep the book drop clear of items, and accept any PPE donations.

Information Technology Department

- Upgraded our Comcast internet speed so we can better handle uploading videos during curbside and social distancing. After the upgrade, we are at our max speed allowed unless we upgrade to a fiber line.
- Working with staff to provide remote working capabilities and zoom assistance during pandemic.

Maintenance Department News

Building & Grounds Operations and Improvements:

- K&S Landscaping installed eight 7' tall arborvitae trees along the book drop driveway.
- Gina Buck from Teardrop Café has started renovating the café space at the library. She has also had the exterior picnic tables repainted.
- A Bleed Control Station, which provides resources to stop bleeding in the event of a serious lacerating injury, was purchased by Dan Martin, New Lenox Safe Community Coordinator, to be installed at the Library. The Bleed Control Stations were funded through a generous donation from Marilyn Kurtz, community member and owner of Kurtz Memorial Chapel of New Lenox, Frankfort, and Lockport. Typical cost of the stations is \$750, and Mrs. Kurtz donated the funds for several of them throughout the municipality.

Building & Grounds Repairs:

Sometime overnight between May 19th and May 20th, the library's 60-gallon commercial water heater suffered a failure of the inner water vessel. Thankfully, the metal exterior body held together and the flow of water was forced out of the PVC exhaust and intake pipes that

exit the wall of the building outside of the boiler room. The water heater was approximately ten years old. No damage was done to the building.

While Precision Control was replacing the water heater, it was decided to also remove and permanently cap off the connections for the unused and unnecessary water softener equipment. This equipment was now too old to be serviceable and was quite over-engineered for our needs.

- New water heater purchased, delivered, installed, two water softeners disconnected, permanently capped off piping, ALL old equipment hauled away by Precision Control, price: \$9,729.
 - For comparison, privately purchasing only a replacement water heater and having it delivered (dry weight of 500 pounds) by Illco Supply would have cost \$5,500. This would not include installation nor hauling away the old water heater, nor disconnection of the old softening system.

Marketing Department

- Created bookmarks to go in all books for curbside service. We had these professionally printed.
- Created slider for curbside service, and announced to public in newsletter & social media. I also boosted this post for one week, to get out to New Lenox Community.
- Have a trader ad coming out in June. In this add we will be highlighting digital programming and how to get a digital card. This ad was designed before we had decided to go to curbside service.

Summer Learning Challenge

- Created an online guide with all of our programs that will be able to be printed or viewed online. All of our programs will be digital. I will be working on the videos and adding branding to each of them. My plan is to select different videos each week to highlight on social media. We will have all of our programming up on our website. And I will be highlighting Summer Learning Challenge along with daily programming.
- The Digital Guide will consist of 4 pages, cover, Youth Services, Adults & Teen, and a SLC coloring sheet. If we print the guide we will only print the programs which will be front and back 8.5 x 11.
- Summer Challenge Logs: The summer logs have all been created and up on the shared drive. These will be promoted on social, our website and will also be printed to go in the curbside books.
- We will also be promoting programs in a monthly newsletter, and boosted post on social.
- I have created coloring sheets for the SLC and will change those out weekly, along with other activity sheets.

Month of May Social Media Statistics

- Page views- 1,067 (people that searched for us)
- New page likes - 20
- Reached 23,776
- Recommendations 6
- Post engagements 7,610

- Video views 20,662
- New page followers 66

Youth Services Department

- As of Tuesday morning, we had 150 kids signed up for the Summer Learning Challenge!
- YS Staff has planned and begun implementing virtual summer programs.
- Progress is being made on streamlining the ER collection.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for May 2020. Budgeted expenses should be at 91.67%, and the actual expenses were 79.72%.
- Trustee Monbrod moved and Trustee Loecke seconded to approve disbursements for May 2020 in the amount of \$75,445.18; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Met Thursday, June 4, 2020 to discuss the Director's annual review.
- **Finance:** Met Friday, June 5, 2020 to discuss the proposed FY21 budget. The finance committee recommends the budget to the whole board for approval.
- **Building and Grounds:** Scheduled to meet July 13, 2020 at 6:30 pm.
- **Policy:** Scheduled to meet August 10, 2020 at 6:30 pm.
- **Fundraising:** TBD
- **Other:** The Intergovernmental lunch will not meet until the school year resumes.

Old Business

- REVIEW: Serving Our Public 4.0 – Chapter 3,4, 5 & 6: The library meets all the requirements for this chapter for the statewide standards.
- REVIEW: Policy Review – General Policies 103, 205, 206, 214, 508 & Personnel Policies 101, 103, 104, 106, 109, 304, 310 were discussed with no recommended changes or questions.

New Business

- Trustee Evans motioned and Trustee Monbrod seconded to approve the consent agenda; motion passed by unanimous roll call vote.

Consent Agenda:

- ACTION: Approve Non-Resident Fee
- ACTION: Approve Flat Rate Increase for Personnel Funding for FY2021
- ACTION: Approve Working Budget for FY2021
- ACTION: Approve extension of Strategic Plan until December 2021.
- ACTION: Approve new payroll company
- ACTION: Approve Public Hearing Date for Budget and Appropriations Ordinance 20-1 on August 10, 2020 at 6:45 pm
- ACTION: Approve Public Hearing Date for Truth in Taxation Act Ordinance 20-3 Levy on September 14, 2020 at 6:45 pm

Executive Session

- Trustee Monbrod motioned and Trustee Ulstad seconded to go into executive session 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.
- Trustee Evans motioned and Trustee Vancina seconded to exit executive session; motion passed by unanimous roll call vote.
- ACTION: Approve salary for Library Director for FY2021: Trustee Monbrod motioned and Trustee Loecke seconded to provide the Library Director with a 5% salary increase for FY21; motion passed by unanimous roll call vote.

Trustee Comments

- Trustee Evans commented that the chairs in the meeting room were uncomfortable.

Adjournment

Trustee Vancina moved and Trustee Monbrod seconded that the meeting be adjourned 8:33 p.m. motion passed by unanimous vote.

Michelle Krooswyk, Recording Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary