



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING July 10, 2017

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:02 p.m. by President Tatro on Monday July 10, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Ed Tatro, Michelle Monbrod, Ann Podoba, Bonnie Ulstad. Lou Broccolo and Colette Loecke arrived at 7:03 pm.

Absent: None

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

Visitors: None

Minutes

- General meeting minutes from the June regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod.
- Closed session meeting minutes from the June Board Meeting were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod.

Audience to Visitors

None.

Director's Report

Administration News

- ADA Restroom Door Operators: The company was out to survey the extent of the job today and will plan to install the new door operators early next week.
- ALA Harry Potter Article: The Library was highlighted in a nation-wide publication of American Libraries Magazine. The article was even featured in a weekly email to all American Library Association members.
- End of Year Budget: It looks like we will be under budget once again this year! Final numbers will most likely not be completed until August. As part of our end of FY17 purchases from the Gala and Golf funds, the Library now has a 3D printer and some new patron and staff chairs as well as some new furniture for our Teen Scene area.
- Interns: With Amy's upcoming absence, we looked into the possibility of interns. Dominican contacted us back and we are waiting to hear from the Dean. JJC and DuPage do not have

any interested students right now for the fall. As a result, we are looking at hiring an on-call or part time staff member for the AS department.

- IPLAR: Due date will be September 1, 2017.
- Landscaping/Exterior Painting: Both have been completed and building is looking great.
- Management Association: During FY18, we will be conducting training for managers regarding hiring, firing, and legal matters. We are looking to partner with local libraries to bring our cost of this training down. Trustee Tatro asked if we could consult our current legal council to see if they also offer training classes for managers; Director Krooswyk said that she would look into this option. Also, a salary schedule study will be completed this year as it is long overdue and something that Pilar was planning on completing.
- Paving/Seal Coating: This project will take place in late August or early September.
- Power Outage: The power went out at 5:45 pm on Wednesday June 14 and we had to close the library early. Power wasn't restored until late morning, so we opened late at 1:00 pm.
- Staff Evaluations: Staff evaluations are complete and managers are finishing up meeting with staff to provide their final results. Raises were provided in the form of a bell curve with majority of staff receiving 2-3% increases. Evaluation format will be tweaked to provide consistency and incorporate continuing education as a requirement. In addition, management will receive more in depth training on performance management and will be required to meet with direct reports every quarter using the evaluation form as a guide.
- Staffing: Erin Hunter left her position and Carolyn Boyer will be promoted into the new Youth Services Assistant Manager position.
- Strategic Plan Update: We will need to start planning meetings for stakeholders' input (Board, community leaders, patrons, staff, etc.). Tentative timeframe would be to conduct these meetings in September or October. Conversation ensued regarding when this discussion should occur. The Board decided that this should be the focus of our next Boarding Meeting in August. Trustee Tatro asked the group to come prepared with ideas of the plan as well as two to three community stakeholders to invite to meetings in October. Director Krooswyk said that she would send a reminder email regarding this content two weeks prior to the next meeting.
- Village Events: After the first Triple Play concert and Fridays after Five, I had to contact Beth Alderson at the Village to request more stringent clean-up of our property due to excess trash. She has been very receptive and will have staff pay more attention to the Library property.

Upcoming

- Next Board Meeting: August 14, 2017

Marketing/Outreach News

Outreach events:

- June 3rd: Community plant swap, we had many people in the community ask if we would host a plant swap. This is our second year hosting this event, the community loves it, and we get many compliments on this.
- June 8th: Chasing the sun 5K race. The chambers host this 5K race, it is on the Thursday and they make it a family event. We had a craft table set up for the kids to be able to make signs encouraging the racers. We also handed out granola bars to the racers.

- June 22: Trinity 5K race. This is also a Thursday night race, they had a good turnout, and provide music and food to all the racers and their families. We promoted Summer Reading as well as handed out granola bars.
- June 25: Joliet Hospice 5K race in the commons. This race had around 300 people in attendance. We handed out granola bars to racers.
- Attended New Lenox Safety Meeting on May 31st. This is a great opportunity to hear of everything that is happening around New Lenox.

News and Events:

- Summer Kickoff party was on June 5th. We hosted an ice cream social from 3–5pm. We counted over 750 attended the social. Once they finished their ice cream we encouraged them to sign up for summer reading. We had Adults Services stationed downstairs to sign up both teens and adults. We were extremely busy the entire day, with a record attendance.
- On June 22nd, Michelle, Ashley and Liz had our first Facebook Live Library Tour. We had 10 watch us live, but even more exciting we had reached over 5,800 and had 1776 view the video within the first day of it airing. We also had channel 6 come out and film this event with us. They will be playing this video tour throughout the year. This was a huge success, and I plan on doing more events like this in the future.

IT News

- 18 computers are scheduled to be replaced in FY2018, 10 public and 8 staff.
- All library computers will be upgraded from Microsoft Office 2010 to Office 2016 in FY2018.

Adult Services Department News

- So far, we have 141 Teens and 257 Adults signed up for our Summer Reading Challenge. Last summer's total was 153 Teens and 211 Adults. We're doing great with being only halfway through the program!
- Our ice cream social kickoff was a success with over 750 people coming in for some free ice cream.
- Some items we were able to order for the DML: FastFoto Scanner, a 3D Printer, and a Lighting Kit.

Circulation Department News

- Circulation Clerks issued 355 new cards for the month of June. This number does not include how many library cards were renewed. This breaks our previous record!
- Patrons paid \$ 239.45 in ECommerce for late fees and replacement costs.
- The Pages are doing a great job of shelving.
- The Circulation Department was very busy during the Summer Reading Ice Cream Event.

Youth Services Department News

- Erin Hunter resigned from her full-time position to move to Wisconsin. Her last date was June 20. The opening was changed to a full-time Youth Services Assistant Manager position; Carolyn Boyer accepted the position and will begin mid-July. Carolyn's current position has been posted.
- The Ice Cream Social was held on Monday, June 5th in the meeting room. During the two hour period, we saw approximately 760 children and adults. In Youth Services, we had 8

computers manned with volunteers and staff registering children for our summer reading challenge.

- Youth Services has over 1,700 children registered, the largest number of registrants we've had in five years. For the first time since the school district began hosting its own summer reading program and due to Alissa's diligent work with the district, the library and the school district are using a single reading program. We believe this is part of the reason for the increase in registration numbers.
- Alissa distributed summer reading logs to Tiny Treasures, Kindercare, the Park District, and Triple R Childcare, all of which are participating in the program through outreach.

Facility Maintenance Highlights

Electrical:

- **General lighting:** Repair lighting in Adults and Children's areas.

HVAC System:

- Complete filter changes and PM of all 2nd floor HVAC Systems and Components.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.

Safety/Security

- The AED (Defibrillator) was Tested and passed the monthly inspection.

Elevator:

- The Elevator was inspected by Thompson Inspection Service and passed Certification without incident.

General Repairs/Projects:

- Assemble office furniture and hang several pictures, posters and wall art in children's area.
- Continue to add book shelving and rearrange/relocate shelving as requested in Adults.
- Scrape and paint iron railings along with painting benches, tables, trash receptacles and foundation at the front entrance.
- Remove gum from walks and pressure wash front entrance.
- Prep Mini Golf fields for rental pick-up, assist with loading, unloading, receiving and storage of same.
- Install/replace over 100 ft. of base where shelving has been relocated in the Adults sections.
- Re-key lockset in #4 Study Room in Adults Area.
- Respond to power outage on June 15th. Reset all systems and monitor HVAC for abnormalities.

Correspondence

Articles:

- The New Lenox Patriot "FrogLady showcases reptiles, amphibians at library event" June 22, 2017
- The New Lenox Patriot – Ordinance 17-3, Notice of B&A Hearing, and Prevailing Wage Notice. June 22, 2017

Suggestion Box Submissions:

- Request from a patron for a book purchase.

From Staff:

- American Libraries Magazine "Happy Birthday, Harry Potter" June 16, 2017

- Email from Director Paul Mills regarding our Summer Reading Program.
- Email to Alissa Raschke-Janchenko from a patron: Hi Alissa, Just wanted to share some joy with you... One of our Moms was so grateful to hear that her daughter would be participating in the Summer Reading Challenge at Tiny Treasures. Her busy work schedule doesn't give her time to get to the library often. She asked me to personally thank the librarian... so, Thanks!!! - Kristie

Other:

- None.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for June 2017. Budgeted expenses should be at 100% and the actual expenses are 90.68%. This is not the final number since the reports will not be finalized until August. Trustee Podoba asked about how much reserve we would like to accumulate. Michael Stubler said that our goal is to accumulate 3 months of reserve funds in case of an emergency. After that Director Krooswyk mentioned that we would use additional reserve funds towards one time costs, such as projects to support the aging building.
- Trustee Evans moved and Trustee Ulstad seconded to approve disbursements for June 2017 in the amount of \$88,182.92 and motion passed by unanimous roll call vote.

Staff Report

Michael Stubler presented on current projects in the Business Office. Michael mentioned that all the human resources activities goes through his office as well (onboarding, payroll, etc.). The way in which the library handles payroll was discussed along with the vendors we use and how he keeps tabs on employee compliance. Order catalogs and toner cartridges are kept in the business office. Quickbooks has been streamlined by handling the majority of orders as well as incorporating previous ledgers prior to shredding (per the State's permission to shred these documents).

Board Reports

- None

Committee Reports

A. Personnel: None.

B. Finance: None.

C. Building and Grounds: None.

D. Policy: None

E. Fundraising: None.

Old Business

REVIEW: Strategic Plan Goal 1 – This was reviewed. Trustee Broccolo asked who had taken over Haley Schommer's responsibilities on ordering books. Director Krooswyk informed the Board that the duties have been divided to other staff by the Adult Services Managers.

New Business

- APPROVE: Ordinance 17-4 TITA Hearing Date on September 11, 2017 at 6:45pm was approved on a motion by Trustee Evans, seconded by Trustee Podoba.
- APPROVE: Estimate of FY 17/18 Revenues was approved by unanimous roll call vote on a motion from Trustee Evans, seconded by Trustee Monbrod.
- APPROVE: Appoint two trustees to audit secretary's report. Trustee Podoba and Trustee Monbrod were appointed to audit the secretary's report on a motion from Trustee Broccolo, seconded by Trustee Loecke.
- APPROVE: The new Ethics Policy was approved on a motion from Trustee Evans, seconded by Trustee Podoba
- APPROVE: Salary Increase for Director. A salary increase of 3% retroactive to July 1, 2017 was approved by unanimous roll call vote on a motion by Trustee Podoba, seconded by Trustee Loecke.
- REVIEW: Serving Our Public Chapter 3 – Personnel – Director Krooswyk verified that we are compliant with the checklist, yet there is room for improvement. These improvements will include a better onboarding process with consistent new employee orientation and a salary schedule study.
- REVIEW: Short Takes Video: Library Advocacy. The Board viewed the video and shared comments. Director Krooswyk mentioned that attending one Village Board Meeting per month has helped the library's presence and Amy and she will be attending the Chamber of Commerce networking event the next day. She also expressed the importance of advocacy over the next few years; she is working on talking points for the Trustees as they are out and about in the community.
- REVIEW: General Policy 211: Meeting Rooms. The policy was reviewed; questions were asked regarding selling items in the meeting room and tutors. Tutors are allowed to use study rooms and meeting room renters are not allowed to sell items.

Executive Session

- None.

Trustee Comments

- Trustee Podoba asked if we had received any updates regarding our application to become a passport facility. Director Krooswyk said she would check with Amy Hollis to see if she had heard anything.

Adjournment

Trustee Loecke moved and Trustee Broccolo seconded that the meeting be adjourned at 8:34 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary