



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
July 9, 2018

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 July 9, 2018 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: President Dr. Edward A. Tatro, Lou Broccolo, Colette Loecke, Michelle Monbrod, Ann Podoba, Bonnie Ulstad.

Absent: Vice President Linda Evans

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: IT Manager

Visitors: Emma Brown, JJC LTA Intern

Minutes

- General meeting minutes from the July regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Broccolo.
- Meeting minutes from the June 18 Building and Grounds Committee meeting were approved on a motion by Trustee Podoba, seconded by Trustee Ulstad.

Audience to Visitors

- Emma Brown – Emma has been working in an intern capacity since mid-May. President Tatro asked what her impressions of this library were so far. Emma said that everyone has been very friendly and she loves how much space we have. Emma mentioned that she also works at Three Rivers Library currently. President Tatro thanked her for attending.

Staff Report

Michelle Krooswyk – Update on Maintenance Manager and Circulation Manager positions:
Maintenance Manager - Brian Goebel starts Monday, July 16 and his background includes working at Plainfield North High Schools and Trinity Services in a custodial and maintenance capacity.

Upcoming projects that Director Krooswyk is recommending in Brian's first week, months and years include:

- Master Key List
- Outdoor damaged lights near café and west entrance
- General cleanup of maintenance rooms
- LED Conversion: interior and exterior, ComEd assistance via incentive program

- Carpets: 5 year plan to replace carpeting with carpet squares
- HVAC system: Modern interface with possibility of remote or smart phone access; surge protectors for our major trunk line. We lost the fire protection system batteries due to a recent brown out and caused our HVAC to shut down requiring manual restart of the system.
- Reception desk removal
- Space needs assessment
- Power supply throughout the building: need for more outlets due to increased laptop usage and charging for patron's other personal devices.
- Landscaping shrub replacement and grounds cleanup
- ADA compliance issues
- Trustee Loecke asked about the security code on the staff entrance, and Director Krooswyk mentioned that she was discussing this with Business Manager Michael Stubler. The first person in the building will have to disarm the alarm, and we receive a log of who enters the building first everyday. If you didn't know how to turn off the alarm or if anyone has left employment and their code gets deleted, the alarm will be set off.

Circulation Manager

Jennie is retiring on August 3. The position was posted on June 25 and it closes this Friday, July 13. We have received 23 applications, with more expected before closing of position.

Upcoming projects that Director Krooswyk is recommending for the next Circulation Manager include:

- Space needs assessment
- DVD checkout efficiency
- Staffing/Workflow
- New employee training program regarding Sierra for entire staff. Each staff member should know how to register patron for a library card, Check out items, Place holds
- Consistent procedures for circulation staff and rest of library staff
- Initiatives for increased library card sign-ups, such as door-to-door or social media campaigns
- Work with PrairieCat more closely to contribute ideas and work on forward focused projects. Since New Lenox is one of the larger libraries in the consortium, it is only fitting that the next manager be more involved in discussions and top level ideas with the PrairieCat system.

Trustee Podoba asked if there was a way to search current DVDs we offer. Director Krooswyk mentioned that you can use the online catalog to limit your search to the format of DVD and location to New Lenox.

Correspondence

Newspapers

- New Lenox Patriot: Ordinances 18-01 and 18-03 appeared in the June 21, 2018 edition

- Director Krooswyk just got a notification today from James Sanchez from The Patriot that the photo of the Friends Gala check with Friends and Board President will be in an upcoming edition of the newspaper.

Suggestion Box

- Suggestions were received regarding the height of the new DVD browser trays and the less than ideal movie selection lately.

Other

- Google Review:

Erin Raatjes 6/7/18 5 stars

Hello Erin,

Thank you for providing us with a 5 star review. It is our goal to ensure an excellent experience every time someone visits our library. Please let me know if you have any future suggestions, comments or concerns. We truly enjoy hearing from our patrons!

Regards,

Michelle Krooswyk

Library Director

director@newlenoxlibrary.org

Director's Report

Administration

Statistics were handed out to the Board at the meeting.

Director Krooswyk mentioned that Circulation Clerk Joyce Bohlander has resigned.

- **Calendar:** Our new fiscal year has begun, so updated calendars were delivered to Board Members. Included in the calendar are pay periods, pay dates, staff days, and holiday closings.
- **Circulation Manager:** This position was opened up on Monday, June 25 and over 20 applications have been submitted thus far. July 13 is the last day to submit applications for candidates, and interviews should begin shortly thereafter.
- **Circulation/Tech Services Restructuring:** Discussion ensued at the last Management Team meeting regarding proposed options for future restructuring possibilities of tech and circulation. Additional suggestions were provided by managers, which was very insightful.
- **ComEd:** After speaking with a company representative, there are options for incentive funding for future projects related to facility efficiencies. These include LED conversion and HVAC operations. Further conversations with ComEd will occur once the new Maintenance Manager begins, which includes having an engineer visit our building free of charge for 3-5 hours to assess and determine if we are candidates for specific projects concerning energy management savings.
- **Digital Services Manager:** Amy, Monica, Phillip, Ashley and Michelle met on June 21 to discuss the transition of this position to its own department.
- **Evaluation Format:** Discussions have ensued regarding core values and evaluation criteria. Information about the new evaluations will be rolled out intentionally little by

little to staff via Friday News over the next few months. The new evaluations will be explained in-depth at the September 28 staff day.

- **External Consulting:** Director Krooswyk has started to research and contact consulting companies that specialize in organizational performance and coaching.
- **MailChimp:** As you may have noticed, Friday News is now being delivered via a newsletter software called MailChimp. Please ensure you are reading through these weekly updates to stay up to date with library happenings.
- **Maintenance Manager:** Brian Goebel is our new Maintenance Manager and will begin employment on July 16.
- **Mango:** Our new language database is getting a lot of attention from our patrons, thanks to word of mouth marketing by staff and the marketing campaign designed by Liz Wetmore.
- **Mini Golf Rental:** We have the mini golf course booked by area libraries three times in the next few months, which results in additional funds for our library.
- **Parking Lot:** Beth from the Village was contacted via phone on June 21 about the possibility of an IGA and regrading our parking lot in next 3-5 years. She let Director Krooswyk know that Kurt is willing to discuss options and to call soon.
- **Proud American Days:** The library will be participating in Proud American Days for the second year in a row on July 28. Come out and visit us!
- **Rotation of Board Committee Meetings:** At the last Building and Grounds Committee meeting, Trustee Podoba mentioned creating a regularly scheduled rotation of special committee meetings. The schedule is in progress and should be presented at the next Board meeting.
- **September Library Card Signup:** We are planning to go door to door in September to sign non-library users for library cards in September. Phillip is investigating ways to use hot spots, tablets and other technology to register library cards on the spot! This is essential because the number of registered users is consistently decreasing and we need to let people know about us. The perk of remote sign up is that they can use their cards immediately from the comfort of their own home with all our specialized online research tools and downloadable books.
- **Summer Learning Challenge:** The library kicked off our Summer Learning Challenge on Monday, June 4. We are excited to partner with School District 122 once again.
- **Triad:** Director Krooswyk attended June's Triad meeting and provided fliers about our Homebound Delivery Service.
- **Village:** The Director has been working closely with the Village Manager and Event Coordinator to prepare and involve one another with upcoming Village and Library events. Director Krooswyk spoke with Beth regarding assistance in future parking lot maintenance needs.
- **Will County Polling Place:** Since approving to become a polling place at the last Board meeting, Director Krooswyk introduced the idea of opening early on voting days to sign up card holders and provide limited assistance. The idea was well received and we will be talking about this more in depth at future Management Team meetings.

Upcoming

- **Next Board Meeting:** Monday, August 13, 2018 at 6:45 pm

Marketing/Outreach

Outreach Events:

- June 7, 2018 Chasing the Sun 5K run with the Chambers. The weather was not great for this event, so we did not have as many visitors to our booth as normal. We handed out granola bars to all the runners. Even if not that busy this is a great community partnership.
- June 21, 2018 Trinity 5K race. We handed out granola bars to all the racers. This race was well attended.

News and Events:

- Had a one on one marketing session with local business. Anointed Hands Physical Therapy and Fitness. On June 26, 2018.
- Live stream on June 12th, with Melissa from adults. We went over all the prizes that will be given out for summer reading. Our stats were: 3, 434 views to the live stream. We had a second live stream on June 25th with Liz O., she talked about our travel postcard program for the youth department. Stats: 4,200 reached with 374 views in 2 days.
- Started a campaign on Mango Languages. This is a new service on how to learn up to 71 different languages. This has gone out in our newsletter, built a webpage with video for this service, extensive Facebook promotion and outreach. Displays in the lobby and adults. We have been getting a great response from the community and our patrons on having this service.
- Maker Day is in August, and we have started to promote this event, with bookmarks that will go in all of our holds. Once summer is winding down we will be ramping up promoting the Maker Day event.
- Facebook continues to grow some of our statistics for June: we reached 13,508 which is up 8% in June. We had 7 recommendations in June up 133%. Views on videos 5,399 up 48%, page followers 76 up 130%, post engagements 4,270 up 32%.

Information Technology Department

- June was spent preparing for new computer purchasing at the start of the new fiscal year.
- A server was set up to allow for faster installation of Windows and other software that will be a work in progress for the next few months.

Adult Services Department

- We have had an intern, Emma, working with us from JJC. She is focusing on Young Adult programming and collection, but learning about other departments.
- Summer Learning Challenge is underway and we already have 136 teens and 198 adult signed up and checking in their bingos. The response has been positive.
- We introduced Mango Languages to our patrons and the response has been great! In the last month, there have been 111 sessions and 36 registered users.

Circulation Department

- Food-for-fines was held May 21-26 and \$484.05 was forgiven for food items donated by the patrons with fees.

- Patrons paid \$204.70 in fees by ECommerce in May.
- Ten patrons with accounts in collection paid \$281.00 and returned materials valued at \$274.00 in May.
- Circulation Clerks issued over 300 cards again this year for June.
- Circulation staff is doing a great job checking in and checking out all the library materials due to the increased numbers during the Summer Learning Challenge.
- The Pages are doing a great job as well shelving all the additional materials from the Summer Learning Challenge.
- Cindy Bennett and Fran Burdelik presented a live stream for Circulation. The topic was Food-for-Fines.

Youth Services Department

- Youth Services staff have registered nearly 1700 kids for the Summer Learning Challenge.
- NLPL has had 348 volunteer hours in Youth Services this month.
- Carolyn and Alissa are in the final stages of filling the two open YS positions.
- The department has seen a dramatic upswing in the use of the YS MakerSpace in June, particularly by the school-age kids the area was designed for.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for June 2018.
- Budgeted expenses should be at 100%, and the actual expenses were 92.58%. There may be some additional journal entries, and we expect to end the fiscal year at approximately 95%. At the moment we are around \$200,000 under budget and that has been consistent over the past two years.
- Michael Stubler mentioned that ISP is under legal fees, which is the fee for performing background checks through the Illinois State Police. Trustee Tatro mentioned that the schools used that and it only checked the state of Illinois. Director Krooswyk mentioned that ISP was a legal recommendation at a recent HR roundtable meeting. She will check to see if the ISP background checks other states in addition to cost of other types of background checks.
- Trustee Monbrod moved and Trustee Podoba seconded to approve disbursements for June 2018 in the amount of \$81,381.99; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: None.

B. Finance: None.

C. Building and Grounds: The committee met on Monday, June 18 at 3:00 pm. Trustee Broccolo mentioned that there was a lot of garbage after the last concert. Director Krooswyk said that she would mention this to Beth at the Village.

D. Policy: None.

E. Fundraising: None

F. Other: None.

Old Business

- **DISCUSS:** Strategic Plan Review: Pillar Three – Instructive and Enlightening Experiences: Statistics for Homebound Delivery and 1,000 Books before Kindergarten is definitely improving. Director Krooswyk passed out an email from Youth Services Assistant Manager detailing the large increase in participants. The Board was also asked if there were other statistics they would like to see in the monthly report due to the fact that Homebound and 1,000 Books are not currently included. The Board said that they would think about it and bring ideas to the next Board Meeting. Feasibility of Extended hours will be investigated in the fall. The storytime classroom will be discussed with Alissa soon. Director Krooswyk listed the partnership classes that have occurred over the past year, which well exceeds our goal of four new classes. Melissa and Liz Wetmore have gotten out and into the high schools for the first time, and they have been advertising and talking to a lot more teens.
- **REVIEW:** New RAILS Membership Standards: Content/Collections – New Lenox Library is actually Exemplary in this category due to FindMore Illinois pilot participation, circulation of unique materials, offering hot spots and local history collections. Trustee Broccolo asked how we could be exemplary if our collection budget is not near 12%. Director Krooswyk reminded the group that these are statewide standards, and that we are very fortunate in what resources we received compared to rural libraries that might not even have a full time director.
- **REVIEW:** Policy Review: General 215 and 221; Personnel 105 and 204 – Trustee Podoba asked if we should be noting when each of the policies are reviewed. Michael Stubler mentioned that the italicized notes at the bottom of each policy indicate when a policy has changed or been updated. If we would like to see when a policy has reviewed, we can refer back to either Board Meeting agendas or the schedule of policy review. Trustee Broccolo asked about the ADA accessibility of the building. Director Krooswyk said that she would add this to the list of duties for the next Maintenance Manager.

New Business

- **APPROVE:** Ordinance 17-04 TITA Hearing Date on September 10, 2018 at 6:45 pm Trustee Loecke moved and Trustee Monbrod seconded to approve the hearing date on September 10, 2018 at 6:45 pm and motion passed by unanimous roll call vote.
- **APPROVE:** Estimate of FY 18/19 Revenues – Trustee Ulstad moved and Trustee Monbrod seconded to approve the Estimate of FY 18/19 Revenues and motion passed with unanimous roll call vote.
- **APPROVE:** Appoint two trustees to audit the secretary's report: Trustee Monbrod and Trustee Podoba were nominated to audit the secretary's report on a motion from Trustee Podoba and seconded by Trustee Monbrod and motion passed.
- **APPROVE:** Tentative B&A Ordinance 18-02: Trustee Broccolo moved and Trustee Ulstad seconded to approve the tentative Budget and Appropriations Ordinance 18-02 and motion passed with unanimous roll call vote.

- APPROVE: Removal of General Policy 220 section regarding Credit/Debit Card Information and Authorization form and Digital Media Lab Equipment Checkout Agreement Form: The Board discusses this and requested further research and information from the Director and Digital Services Manager at the next Board meeting.

Board Continuing Education: The Director and the Board reviewed the first section of the Illinois Public Library Trustee Manual. Director Krooswyk suggested membership for a limited number of trustees to become a member of ILA.

Executive Session

- None

Trustee Comments

- Trustee Monbrod asked if we could put signage in the teen area regarding voter registration.
- Trustee Tatro asked if any other Board Members were asked to serve on the referendum committee for the New Lenox Fire Protection District
- Trustee Broccolo asked about the train station move, and Trustee Tatro mentioned that there is a large delay due to the storms last week.

Adjournment

Trustee Podoba moved and Trustee Ulstad seconded that the meeting be adjourned 8:11 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary