



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
July 8, 2019

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 6:59 p.m. by Vice President Linda Evans on July 8, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present: Vice President Linda Evans, Colette Loecke, Michelle Monbrod, Ann Podoba, Alex Vancina

Absent: President Dr. Edward A. Tatro, Bonnie Ulstad

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

Visitors: Lou Broccolo, Craig Meadows & Pat Callahan: Studio GC

Minutes

- Meeting minutes from the regular Board Meeting on July 8, 2019 were approved on a motion by Trustee Podoba, seconded by Trustee Vancina. Motion passed by unanimous vote.

Staff Report

- Mary Byford: Technical Services Manager – Mary talked about statistics over the past two fiscal years. In fiscal year 2018, 9,910 items were added and 7,856 deleted, and for fiscal year 2019, 10,892 items were added and 16,362 were deleted. The large number of deletions are due to a much needed weeding project that has been overdue for over ten years. We are in the top five in our consortium for items added. In addition, Mary also shared her processes and procedures in the Technical Services department with the Board, including billing and invoicing.

Audience to Visitors

- Craig Meadows & Pat Callahan: Studio GC – Mr. Meadows and Mr. Callahan presented to the Board regarding their background and experience with facility assessments for libraries as well as visioning process going forward. Visioning involves what the Board, community and staff want to be or where we want to go while focusing on learning, creation, social connection and technology. The facility assessment will tackle where the library is now with the “health” of existing physical aspects of the building. Mr. Callahan presented some basic statistics, which included New Lenox Library’s very low funding per capita as compared to other libraries. Mr. Meadows mentioned that their studies are very much data driven and

help libraries to plan for future large level expenditures five, ten and even twenty years into the future. This allows the library to be prepared and allow for saving money to attend to large capital projects down the road. Trustee Vancina asked about the estimated timeline, and Mr. Callahan said 3-4 months. Trustee Loecke asked about the part of the proposal that detailed reimbursable expenses. Director Krooswyk stated that she already talked to StudioGC about that, and the reimbursable expenses would most likely only include printing costs. There is also the ability to set a cap to these fees if requested.

- Lou Broccolo voiced his concern over the overgrown weeds in the islands along the Commons drive. Director Krooswyk explained the recent conversations held with the Village regarding this same concern. Mr. Broccolo thanked Director Krooswyk for taking care of this eyesore.

Correspondence

Newspapers

- New Lenox Patriot – June 6, 2019
 - *Longtime library board member's term coming to an end*
- New Lenox Patriot – June 20, 2019
 - *Broccolo leaves library board after 3 decades*

Other

- New Lenox Neighbors: Basic Library Contact Information and Library Events Advertised– June 2019
- Trader Magazine: Quarter Sheet Ad

Director's Report

Administration

- **Budget and Appropriations Ordinance:** The hearing will be held fifteen minutes prior to the regular August Board Meeting, then approved at the regular immediately thereafter.
- **Email Addresses:** Board Members were provided with newly formatted email addresses.
- **Evaluations:** New evaluations were completed and staff/managers did an excellent job with the new format. Managers have already been discussing tweaks to next year's format to make the process more efficient. Next steps include completing ratings levels for Job Specific Standards along with updating job titles and their associated job descriptions.
- **Meetings with Directors:** Director Krooswyk met with local directors to create working relationships within the library community.
- **Minimum Wage:** The new rates have taken effect, and long-term projections need to be calculated. Director Krooswyk will project salaries and hourly wages for the next few years of minimum wage level adjustments by the end of the calendar year. A formal salary study will need to be conducted in the future to ensure these rates are as up to date and accurate as possible.
- **Proud American Days:** Staff are scheduled to work this event on Saturday, July 27.
- **Rotary:** Starting July 1, Director Krooswyk assumed the role of President for the Rotary Club of New Lenox.

- **Summer Learning Challenge:** The Summer Learning Challenge began June 3 and we continue to hand 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. Please check out our Guide for all events and classes we are offering this summer. Our grand finale will be a petting zoo here at the library!
- **Village/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. The Village requested our facilities to be utilized as a severe weather shelter a week before the 4th of July holiday; unfortunately staff were unavailable to assist last minute. Next year we will revisit this possibility earlier in the year. The library was also contacted by the Village regarding landscaping upkeep around the Commons and Director Krooswyk followed up with the Village Administrator.

Marketing

News

- We partnered with Hello Neighbor Welcome Service. This organization will go to all new residents in New Lenox with a Welcome packet. We will be including our guide and a bookmark with our digital services and how to sign up for a library card and use the services immediately. We supplied them with 300 summer guides, and 300 bookmarks.
- The Summer Learning Challenge Kickoff was a family event for all ages. We handed out ice cream and also painted kindness rocks with over 300 patrons in attendance.
- New framed posters (6) were placed in the computer lab that highlight the digital services the Library offers. This will make it easy for patrons to check out our databases while they are on the computers.
- We partnered with Hamilton the Exhibition and raffled off 2 tickets to the opening event; the winner was picked on June 24.

Outreach

- Trinity 5K Race on June 20: we participated and gave out granola bar to the racers. We also promoted Summer Learning Challenge and Maker Day.
- Family Play Day in the Commons on June 30: we will have the prize wheel out for the kids as well as promote, 1,000 books, Maker day, School Donations, and Summer Learning Challenge.

Facebook

- Posted a video for Summer Learning Challenge on Facebook that reached 2,700 people with 773 views and 73 likes.
- We posted over 56 Facebook posts in June that reached 4,000 people, received 2,576 likes and currently have 2,746 followers.

Information Technology Department

- A new wide format printer was purchased for marketing, which prints on poster size paper. It will add and improve signage in the library and will only be used internally.
- A new iMac for the Digital Media Lab was purchased in June to handle more intensive tasks. The expected lifespan of the new device is until failure or no longer supported by Apple.

Adult Services Department

- We took a break from collection development in the month of June. We will resume ordering in the new fiscal year (beginning in July 2019). In the meantime, we finished weeding the Fiction Collection and began shifting to spread out books evenly throughout the Fiction shelves.
- Melissa did a great job with planning and hosting the '80s After Hours Party. Tweens and teens got to experience music, glow-in-the-dark games, costume contest and cool prizes!

Circulation Department News

- 25,832 items were circulated in June. This made for a very busy start to the Summer Learning Challenge!
- Circulation staff have been working together to put together specifics for our newest addition to our department, The Eek-o-friendly Halloween Costume Exchange. Specifics will be presented at the August board meeting.
- Circulation went up against Adult Services for a bit of friendly interdepartmental competition to see who could sign up the most adult readers for this year's SLC with Circulation completing this challenge in just one day! We were delighted to be treated to a congratulatory pizza party by the Director!
- Passports: 40 passports were processed in the month of June. We are working successfully together as a department to accommodate as many requests for appointments as we can during this busy season.

Youth Services Department

- The Youth Services Department has signed up more than 1700 children for the Summer Learning Challenge.
- We have visited five daycare facilities to bring our Outreach Summer Learning Challenge to more than 200 kids.
- We have hired three part-time staffers in Youth Services who will be starting in early July.

Maintenance Department

Building & Grounds Repairs:

- Indicom Electric completed installation of the flag pole flood lights at the front entrance.
- KT Chem-Dry cleaned the carpeting in many places throughout the library. The Friends of the Library group have offered to pay a portion of the cleaning bill for carpet soiling that occurred during the Gala Event. The group will discuss and arrange for this payment with Library Administration.
- Air Conditioning system diagnosing and repair is being scheduled with Precision Control Systems. The latest heat wave has left the second floor warm and humid. Labor will be covered by existing block of pre-paid service hours. Work to be done includes:
 - Checking coolant charge of second floor chiller unit.
 - Locating and repairing coolant leak in first floor air conditioning system.
 - Recharging of coolant and cleaning of cooling coils in both systems.
 - Diagnosis of one "bad" compressor; determining feasibility of repair or need for replacement.

- Replacement of air handler filters.

Building & Grounds Improvements:

- Homer Tree Service removed the dead and dying trees on June 12th. Plans to replace the trees removed from the planting bed near the book drop driveway will move forward.
- K&S Landscaping continues work on cleaning up plant beds where mulch will be spread and they will also be directed to focus on cleaning up the plant islands throughout the parking lot.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for June 2019, including specific overages on individual library budget lines. Budgeted expenses should be at 100%, and the actual expenses were 88.59%
- Trustee Loecke moved and Trustee Vancina seconded to approve disbursements for June 2019 in the amount of \$98,177.79; motion passed by unanimous roll call vote.

Committee Reports

- A. Personnel:** The Personnel Committee is postponed due to the proposed TITA hearing in September.
- B. Finance:** Meeting is postponed due to proposed B&A Hearing in August.
- C. Building and Grounds:** Scheduled to meet July 8, 2019.
- D. Policy:** Scheduled to meet October 14, 2019
- E. Fundraising:** None schedule at this time.
- F. Intergovernmental Meeting:** Reconvenes in the fall.
- G. Other:** None.

New Business

- APPROVE: Hearing date for Budget and Appropriations (Ordinance 19-1) Hearing August 12, 2019 – Trustee Podoba motioned and Trustee Monbrod seconded to approve August 12, 2019 as the date for the Budget and Appropriations Hearing; motion passed by unanimous vote.
- APPROVE: New hearing date for Truth in Taxation Act (Ordinance 19-3) on September 9, 2019 – Trustee Vancina motioned and Trustee Evans seconded to approve September 9, 2019 as the date for the Truth in Taxation Hearing; motioned passed by unanimous vote.
- APPROVE: Changes/Updates to General Policy 206 & 219 and Personnel Policy 301 – Trustee Loecke motioned and Trustee Monbrod seconded to approve the updates to General Policy 206 & 219 and Personnel Policy 301; motion passed by unanimous vote.
- APPROVE: New Rotation of Committee Meetings – Director Krooswyk provided a new rotation of committee meetings that incorporated hearing dates and the fundraising committees. These are tweaks to the original rotation that was started a year ago. Trustee Monbrod motioned and Trustee Podoba seconded to approve the new rotation of committee meetings; motion passed by unanimous vote.

Board Continuing Education

Postponed due to guest speakers from Studio GC.

Old Business

- REVIEW: RAILS Membership Standards: Content/Collections– The library is satisfying all core, accomplished and exemplary levels with the exception of the targeted percentage of funds allocated to the collection. This is due to our overall funding as well as the new minimum wage mandated increases.
- REVIEW: Serving Our Public Chapter 7: Collection Management and Resource Sharing – We are achieving all recommended aspects of this chapter.
- REVIEW: Regular Policy Review Schedule – General Policies 217, 218 & Personnel Policies 302, 303: No suggestions or modifications were suggested for these policies.
- REVIEW: Strategic Plan Pillar 3 – Director Krooswyk provided a handout detailing the goals and tactics for Pillar 3: Instructive and Enlightening Experiences. There were no questions from the Board.

Executive Session

- None.

Trustee Comments

Adjournment

Trustee Podoba moved and Trustee Monbrod seconded that the meeting be adjourned 8:20 p.m. Motion passed by unanimous vote.

Michelle Monbrod, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary