



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING August 14, 2017

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:01 p.m. by President Tatro on Monday August 14, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: 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, Alex Vancina: IT Manager, Liz O'Neill: YS

Visitors: None

Minutes

- Trustee Ulstad asked for clarification on the term “onboarding” in the meeting minutes. Director Krooswyk explained that this is process that is followed after a new staff member is hired to ensure they understand the basics of working at the library. General meeting minutes from the July regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Ulstad.

Audience to Visitors

None.

Staff Report

Liz O'Neill from Youth Services presented on the results from the kids summer reading program. This year there were 1,996 kids that signed up, which is a record. Of those 1,340 finished the program, an increase of 584 kids. 67% finished the first 12 activities on the reading log, 57% finished 24 activities and 52% finished all 36 activities. Liz passed around the reading log for the board members to view. The rise in the registration numbers is due to heavy programming and Alissa, our YS outreach coordinator, developing a working relationship with Michelle Hall to partner with the schools. This is the first time in year that we have partnered with the schools. All of the school age children were sent home with a reading log (the schools took on the cost of printing all of these logs). At each level, the kids can select trinkets or candy, and then at the very end they get to choose a book to keep. Along the way they also receive

free coupons for pizza, theatre tickets, Brookfield Zoo, etc. A new school won the Trophy for the school contest for this year; Haines School. We have received great comments from parents this year.

Correspondence

Articles:

- The New Lenox Patriot "Take advantage of free, summer events" July 6, 2017
- The New Lenox Patriot "Ice, Ice, Baby" July 20, 2017

Suggestion Box Submissions:

- Request from a patron for a book purchase, programs and comments about staff day.

Other:

- None.

Director's Report

Administration News

- ADA Door Operators: Our public restrooms near the elevator on the first and second floor are now outfitted with ADA door openers.
- Annual Evaluations: Director Krooswyk has started to collect feedback from staff regarding the current and future format of annual evaluations.
- Carpets Cleaned: Carpets were cleaned and large stain on main staircase was removed
- Finale Party: We had around 400 people attend our event. Activities included games on our lawn, hot dogs, a snow cone machine from Old Plank Trail Bank, holes of mini golf and dunk the director. Additional parking was provided by the Village. Special thanks to Bonnie and Colette for working the Friends raffle ticket and mini golf ticket sales. Trustee Ulstad recommended setting up information about 1,000 Books Before Kindergarten program.
- IPLAR: Most staff have already returned their statistics and they are starting to get entered into the online IPLAR database.
- Library Card Sign-Up: Thanks to Liz's campaign, we are featuring library card sign-up month during both August and September. New features include door-to-door and online registration.
- Library Management Training: Working with a total of 6 local libraries to provide training to 36 managers.
- Meeting with Directors: Regularly meeting with different area directors to establish good communication and working relationships.
- Natural Gas: Locked in rates for approximately \$.35 a therm, which is \$.13 cheaper than our previous rate. Estimated annual savings of \$2,400.
- Parking Lot Seal Coating: Completed on Staff Day
- Secretary's Audit Scheduled: Tentatively scheduled for Thursday August 17.
- Snow Removal: Dominic received several quotes on snow removal from local businesses
- Staff Day: Held in Coal City; readers advisory and customer service.
- Upcoming - Next Board Meeting: September 11, 2017

Marketing/Outreach News

Outreach events:

- Created a raffle basket for the Chamber Golf Event. This is a great way for us to let the community know we support the Chamber. Their event is Aug. 5.
- Proud American Days July 29: We set up a booth with game wheel and prizes, as well as a craft, marketing created bookmarks for the kids to color, we set up craft table, and the kids seemed to love that. We had around 200 visitors at this event, with this event being so spread out, we weren't as easy to find, but felt that those that came to our booth were very happy. We also promoted, our summer finale party, 1,000 books, and our fall programs.

News and Events:

- The Fall Guide has been printed and out for public.
- We have an ad in the Trader Magazine for our Summer Finale Party this month.
- Marketing attended Safety Meeting at the Village July 26th.
- Creating with Sue from Adults, a video to promote our new 3D Printer. We want to kick it off with a video and a couple of Facebook post. We will be promoting that we used the funds from our mini-golf event 2016. This will also help with advertising our mini-golf event coming up this year. So everything ties in.

IT News

- 18 new computers have been delivered and will be installed in the coming weeks (10 public, 8 staff).
- Microsoft Office 2016 licenses have been purchased for all of the library's computers. These will be rolled out over the next month or two.
- We've accepted a proposal from Heritage Technology Solutions to install a new ceiling-mounted projector and sound system in Meeting Room B. We haven't set a date yet, but work will probably begin in late August or early September.

Adult Services Department News

- We had 277 adults sign up for Summer Reading with 1287 levels completed. 150 teens signed up and finished 631 levels. Total participation represents a 17% increase over last year.
- 16 Teens attended our Mess-tival program.
- The DML now has a 3D printer. Patrons will be able to submit printing jobs starting August 7th. There will be a form on the website.
- We now have a Retroscan film reel digitizer in the DML. Staff is becoming familiar with the equipment before making it available to the public.
- Ashley attended the Distance Teaching & Learning Conference at the University of Wisconsin - Madison. The conference addressed teaching skills for distance learners and how libraries can support these learners. One of the sessions highlighted Makerspaces for distance learners.

Circulation Department News

- For the month of July, eleven patrons paid \$ 319 and returned materials valued at \$ 151.44.

- The Library experienced an upward trend from the previous year of new cards issued during the months of summer reading.
- Maggie Stellwagen, Page, last day of employment was July 29. She will be attending college in Missouri.
- A Page position was posted, and the library has received a great deal of interest in the position.
- The Clerks and Pages did an outstanding job of checking out and checking in library materials during summer reading. The Pages did a great job as well getting the books shelved.

Youth Services Department News

- Carolyn Boyer was promoted to Youth Services Assistant Manager beginning July 17th. She and Dana have been interviewing candidates to fill the position left open after Erin Hunter's departure.
- Summer reading registration numbers are up this year. For the first time, the school district and the library used a single program – the Library's. The school district sent a copy of the summer activities log to each child in the district. We had 1,996 children register for the program, up 584 from last year and up over 200 from our largest participation 5 years ago. This does not include the children we saw via outreach. The department is still completing summer reading outreach activities and those numbers will not be complete for a couple of weeks.
- We also saw a rise in completions. We had 73% complete 12 activities (up from last year's 67%). 69% completed 24 activities (last year was 57%) and 65% finished the program (up from last year's 52%).

Facility Maintenance Highlights

Electrical:

Continue to repair/replace failed lighting as needed....no major or ongoing problems to report.

General lighting: Emergency Lighting and Exit Lighting checked. All OK.

HVAC System:

A thermostat was installed in Study Room #4 to control temperatures in the room. To control cost without compromising efficiency it was relocated from another zone.

Plumbing:

The Hot Water Tank was flushed to remove sediments.

All Water Supplies and drains are working properly.

Compliance/ Inspections:

ADA Door Operators were installed and are functional for the 2 nd floor Men's and Woman's, Patrons Rest Rooms. The 1 st floor restrooms operator installs are in process and expected be completed in early August.

Safety/Security

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

Elevator: Posted recent Passed inspection certificate in elevator.

Interior:

Carpets were cleaned in the Circulation Department, Entrance Foyer, Elevator, rooms "A & B", 2 nd floor service area and stains spot cleaned throughout.

Assembled and put into place all new office chairs.

Continue to relocate and erect shelving from storage on the 2nd floor Adults Areas.

Repairs were made to correct the folding partition wall that was binding on the close cycle.

Exterior:

Scheduled the sealing and restriping of the parking lot and adjacent driveway for Friday August 11 th . The Lot will be reopened Monday August 14 th Early AM.

Meet with Snow Removal Contractors to bid on upcoming snow removal.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for July 2017. Budgeted expenses should be at 8.33% and the actual expenses are 7.28%.
- Trustee Loecke moved and Trustee Monbrod seconded to approve disbursements for July 2017 in the amount of \$115,063.13 and motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: None.

B. Finance: None.

C. Building and Grounds: None.

D. Policy: None

E. Fundraising: Trustee Monbrod asked if Liz Wetmore could come to the next meeting to talk about the update on the Ghouls and Golf event. She also suggested that the lawn signs for this event need to have less information because you cannot read them from the street.

F. Other: Trustee Monbrod and Podoba will be meeting Thursday August 17, 2017 to perform the secretary's audit.

Old Business

REVIEW: Strategic Plan Goal 3 – This was reviewed, and the library is continuing to stay on track in meeting this objectives.

New Business

- APPROVE: Final B&A Ordinance 17-2 was approved by a unanimous roll call vote on a motion from Trustee Podoba, seconded by Trustee Broccolo.
- REVIEW: Samples of area library policies were reviewed by the board with the purpose of keeping patron's credit card information on file in case a high priced DML product is never returned. Since our budget does not allow us to repurchase large ticket items, this allows us to recover funds in case an item is stolen. The board members agreed that Director

Krooswyk should meet with Digital Media Lab Assistant Ashley Middleton to create a policy to be approved at next month's meeting.

- REVIEW: Tentative Tax Levy Ordinance 17-04. The Board was provided with the tentative levy to review. This will be voted on during next month's meeting and it has already been reviewed by legal counsel.
- REVIEW: Serving our Public Chapter 4- Facilities. The library is adhering to the requirements of this chapter.
- DISCUSS: Future Strategic Plan: The Board is targeting Monday October 16 at 7:00 pm for the community stakeholder meeting. Trustee Monbrod suggested that circulation staff members handout out invitations to regular patrons they interact with. Discuss continued that youth services staff invite regular caretakers of young children and that adult services staff focus on extend invitations to both teens and seniors, especially those who attend Senior Coffee. An attendance of approximately 30 people would be the ideal minimum. Invitations should include the purpose of the meeting, date/time, what will be discussed (strengths, weakness, future planning), that refreshments will be served, and RSVP date of October 9 and to mention that attendees are welcome to bring a friend. Trustee Broccolo mentioned that we can work with the Just 4 U Café to cater snacks/desserts for the event.

Executive Session

- None.

Trustee Comments

- Trustee Broccolo commented that the garbage cans on the east entrance were full this morning. Michael Stubler mentioned that Eva, our regular cleaning person, was out on vacation and her replacement for the week might have forgotten. Director Krooswyk will check with Dominic about the frequency about the cans being emptied.
- Board members requested a new directory of staff members and new pictures to be taken of the board members for the directory.

Adjournment

Trustee Ulstad moved and Trustee Podoba seconded that the meeting be adjourned at 8:06 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary