



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
August 10, 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 August 10, 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, Brian Goebel: Maintenance Manager, Monica Waligorski: Adult Services Assistant Manager

Visitors: Alex Vancina

Minutes

- General meeting minutes from the August regular meeting were approved on a motion by Trustee Podoba, seconded by Trustee Broccolo.
- Special meeting minutes from the July 12, 2018 meeting were approved on a motion by Trustee Loecke, seconded by Trustee Podoba.

Audience to Visitors

- None

Staff Report

Brian Goebel: Maintenance Manager – Brian worked as a custodial manager at Plainfield schools for 15 years. He explained his experience and challenges at the schools he worked at. His upcoming projects include ensuring routine maintenance occurs (AED inspection, emergency light test, water heater flushed, HVAC filter/air handlers check, flush floor drains). One of the first projects he is investigating is getting the parking lights appropriately lit. ComEd was contacted about financial assistance, but it will be a long wait time. He also talked about getting the front entrance is better illuminated and cleaning the second story windows soon. Long term he will pursue the ComEd grant for transitioning our interior lighting to LED

Correspondence

Newspapers

- New Lenox Patriot: “T-Rexplorers takes local children back to the Jurassic period” July 19, 2018

- New Lenox Patriot: “State Rep. McDermed hosts immigration workshop in New Lenox” July 27, 2018
- New Lenox Patriot: “Local author discusses work, publishing process at library.” July 27, 2018
- Trader Magazine: Digital Services advertisement

Other

- Email from staff regarding the success of Facebook live and email from patron asking about policies for check outs and renewals that Michelle responded to.

Director’s Report

As requested by the Board, Director Krooswyk presented her quarterly update, which included the top three topics: staffing, door to door statistics, and referendum direction. The search is in process for an Adult Services Manager, and there may be some switching around of staff in Adult Services in the near future. The library has hired a new Circulation Manager, Jolyce Abernathy-Morris, and she will start in the beginning of September. The idea of tucking Technical Services under Circulation might not happen, but will be reassessed once Jolyce is on staff for a few months. Technical Services might get an additional part time person in the next year or two. Director Krooswyk showed the Board the results of the survey. We have a very large difference between users and non-users, as well as ratings of the library in regards to personal input versus perceptions of their neighbors’ values. As a result of these statistics in addition to speaking recently with John Chrastka of EveryLibrary, postponing the referendum is highly recommended. April 2019 would be highly unlikely to pass and there needs to be a lot of homework done to align with people who serve similar populations and community members. Trustee Tatro and Trustee Ulstad mentioned that they are concerned about the selling point of the timing of bond payment falling off and the April 2019 referendum. Director Krooswyk said this was a concern, and at the same time if that is the only reason for the timing of a referendum, then we need to do more work. She said that John Chrastka is willing to come for a special board meeting on October 22, 2018 at 7:00 pm and would like to discuss this further. The Board discussed possible partnerships and stakeholder groups; Director Krooswyk asked everyone to continue to brainstorm and bring their information to the special meeting on October 22.

Administration

- **3D Printing:** There has been a resurgence of discussion on 3D printed weapons. Currently, the library has guidelines on our website (included in the board packet), which includes that no weapons shall be printed. Each and every item to be 3D printed must be approved by a staff member, primarily the Digital Services Manager. The reasoning for keeping this as guidelines rather than policy is to allow fluidity to change parameters as technology quickly changes. Policy would require waiting a minimum of a month to formally approve any changes, which would not allow us to act swiftly if needed. Discussion is welcome from the Board regarding their opinion of what direction to pursue (remain with guidelines or create a Board approved policy).

- **Circulation Manager:** We had over 30 candidates apply! Liz Wetmore, Mary Byford and I conducted interviews and chose an external candidate. Jolyce Abernathy-Morris will start on September 4 and comes to the position with experience working in 3 libraries and a multitude of departments. Her most recent position entailed supervising circulation staff, overseeing accounts/billing/collections and scheduling.
- **Circulation/Tech Services Restructuring:** After speaking with management and staff, it has been decided that the necessity to combine these two departments will be reassessed after the new Circulation Services Manager has assumed her role for a couple months.
- **ComEd:** Brian Goebel has followed with ComEd regarding incentives for LED light conversion and other cost efficient upgrades. An engineer will be visiting our library in the next 1-2 weeks to conduct an assessment of our building over the period of a few hours. We are hoping to obtain financial assistance with some of these projects since we already pay into this incentive program.
- **Evaluation Format/Job Descriptions:** Management Team is hard at work updating and restructuring all of our job descriptions. Once this is completed, Job Specific Standards will be extracted and inserted into the newly formatted annual evaluations. In-depth training will be provided to all staff at the staff day on September 28.
- **MakerDay!** – Details are being finalized for our first annual MakerDay. As a reminder, this event was created to replace the Summer Kick-Off and Finale in order to focus on our strategic plan premise of Libraries=Education. We will have staff demonstrations, volunteers from Michael's and possibly Lowe's as well as community members demonstrating all sorts of DIY projects and concepts.
- **Proud American Days:** Liz Wetmore and I attended the Proud American Days event last month. It was a beautiful day and we got to interact with families who attended the fair.
- **Referendum Direction:** A consultative phone call is scheduled with John Chrastka where we will discuss the results of the door-to-door survey and how it pertains to the timelines we will be pursuing for a referendum.
- **Rewards and Recognition Committee:** The R&R Committee has done an excellent job this summer recognizing staff for all their hard work during the Summer Learning Challenge. Staff's efforts were celebrated with treats and food on Tuesday, August 7.
- **Rotation of Board Committee Meetings:** Included in your packet is a chart with two suggested rotations for committee meetings.
- **September Library Card Signup:** Plans are moving forward to conduct a door to door library card sign up the last week of September. If you're interested in participating, please let me know.
- **Summer Learning Challenge:** Youth Services staff had nearly 2000 kids register for the Summer Learning Challenge, with a completion rate of 70 percent. We had 150 teens and 230 adults signed up for our Summer Learning Challenge as well!
- **Triad:** Thank you to Michelle Monbrod who attended the most recent TRIAD meeting in my absence. I have contacted Marisa from the Fire Protection District and Kathie Johnson from the Food Pantry to see if they were interested in having the library speak at a future meeting.

Upcoming

- **Next Board Meeting:** Monday, September 10, 2018 at 6:45 pm

Marketing Department

Outreach Events:

- Play day in the Commons: Sunday, July 15, this was a new event for the village, and was well attended. We had a booth, with the wheel and prizes. We promoted 1,000 books as well as Maker Day.
- Proud American Days: Saturday, July 28, We will have a booth set up with the prize wheel. We will be promoting Maker Day.

News and Events:

- We partnered with the Chamber for their golf event. We provided a basket for them to give away.
- Had 2 marketing sessions with local businesses in July.
- Partnered with Chicago Shakespeare Theater to give away 4 tickets to Peter Pan on Navy Pier.
- We partnered with Trader Magazine and had an add in their July issue, featuring our digital services.
- We also partnered with IPO for ticket drawing again this year.

Live Streams

- Live Streams: We did an interview with Ron Bay Jr. a local author. He was presenting at the library on July 16 and we wanted to give his presentation more attention. The stream had 5085 views with numerous comments. His presentation on the 16th was full, and he sent us an email saying he has never sold more books at any event.
- Circulation Live Stream: They presented a day in the life of a page. The process ect. We had 6,644 views, 14 shares, 28 likes.
- DML did a live stream about laminating. We had 1,800 views, 10 shares, 17 likes. We had numerous people come in and use the laminating machines after video.

Information Technology Department

- Computer purchasing is finished and old computers have been replaced as needed.
- Power backup for servers and networking equipment have been replaced with new equipment after 17 years. The new backups should give us up to 30 minutes to safely shut down equipment if there is a power outage.

Adult Services Department

- We had 150 teens and 230 adults signed up for our Summer Learning Challenge.
- We hosted local author Ron Bay, Jr. on July 16th. He discussed his latest book, Lost Highway.
- Melissa celebrated Harry Potter's birthday with the teens. The festivities including wand making and potion brewing.

Circulation Department

- Five patrons with accounts in collection paid \$270.50.
- Patrons paid a total of \$724.45 in fines and \$45.00 in replacement for materials, for a total of \$769.45 from eCommerce.

- Circulation issued 230 cards for the month of July, which brings the total of new cards issued during our Summer Learning Challenge to 560.
- Circulation staff has continued to 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 still doing a great job as well, shelving all the additional materials from the Summer Learning Challenge.

Youth Services Department

- Youth Services staff had nearly 2000 kids register for the Summer Learning Challenge, with a completion rate of 70 percent.
- NLPL has had 314.5 volunteer hours in Youth Services this month.
- Two new hires have started in the department, Caitlin Loizon and Sarah Radtke.
- The Hogwarts Hoopla program on July 26 had more than 300 children and adults in attendance.

Maintenance Department

Electrical:

- Parking Lot lighting repair quotes continue to be gathered; this process, which was begun in the spring, was placed on hold pending the replacement of the retiring Maintenance Manager. Will look into ComEd's Energy Efficiency Program for our facility to see if the library can benefit from their cost-saving efforts and/or rebates with these repairs.
- Interior light repair/replacement will begin this month. Possibility of converting Main Lobby fluorescent lighting to LED will be explored at this time.
- A quote for removal of old fluorescent bulbs and fixture ballasts has been gathered. Maintenance will continue to research cost-effective, environmentally responsible methods of disposal.

Building & Grounds:

- West Main Entrance handicap door actuator button is in the process of being repaired. Parts are on order and Door Systems Inc. will perform the service once the parts arrive.
- New post for handicap sign damaged by vehicle in parking lot is on order and will be installed once it arrives. Orange traffic cone currently covers the area where the old steel post was broken off at ground level.
- Gutters on South end of building were observed to be leaking/overflowing during rain storms. Quotes will be gathered for inspection, cleaning, and repair of the gutter system.
- Front Lobby carpet and main staircase carpets were cleaned August 3rd.

Preventive Maintenance Performed:

- Emergency lighting tested
- Water heater flushed
- HVAC filters checked
- A.E.D. inspected
- Floor drains flushed

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for July 2018. Due to an issue with AT&T not possessing the library's current contact information and charging higher monthly rate, the library has switched over to ComCast for our fax, TTY, elevator and fire alarm phone lines.
- Budgeted expenses should be at 8.33%, and the actual expenses were 7.88%.
- Trustee Podoba moved and Trustee Ulstad seconded to approve disbursements for July 2018 in the amount of \$86,886.97; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

Rotation of committees were discussed so that those groups are meeting regularly throughout the year. The Board agreed that a rotation of finance, personnel, building & grounds and policy committees should meet 3 times per year. This rotation will begin in the next month or two.

A. Personnel: None.

B. Finance: None.

C. Building and Grounds: The committee did not meet, but Trustee Broccolo mentioned the bushes that were damaged from work on the condo association.

D. Policy: None.

E. Fundraising: None

F. Other: None.

Old Business

- **DISCUSS:** Strategic Plan Review: Pillar One – Research Assistance and Instruction: Director Krooswyk discussed Goals 1-3, mentioning that one-on-one sessions have increased especially with genealogy. Two new family classes/events include the new MakerDay and the Bicentennial party in December. For webinars for staff, this has been achieved through scheduling group viewings of webinars in the Board Room and also through Niche Academy. Training staff on the importance of early literacy skills is being achieved. Dana handed out packets of information at our Spring Staff Day, and at the Fall Staff Day, the youth services department plans to do an interactive storytime with all staff. This will allow staff to experience how early literacy skills are incorporated into regular classes for children. Continuous education requirements has been incorporated into our newly formatted annual evaluations.
- **REVIEW:** New RAILS Membership Standards: Customers & Serving Our Public Chapter 4 Facilities: The library is satisfying all the requirements of both sets of standards.
- **REVIEW:** Policy Review: General 308 and 221; Personnel 307 & 312 – These policies were reviewed. Trustee Podoba mentioned that discrepancy between bidding amounts in the purchasing policy 308. Director Krooswyk will update this information to correctly reflect state law.

New Business

- APPROVE: Final B&A Ordinance 18-02 – The Final Budget and Appropriations Ordinance 18-02 was reviewed by legal counsel. Trustee Broccolo motioned, Trustee Monbrod seconded and motion was passed by 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 – This discussion was tabled until the next meeting due to Ashley Middleton being absent
- APPROVE: Monica Waligorski Continuing Education Reimbursement at Dominican University for MLIS Degree: Trustee Monbrod moved, and Trustee Podoba seconded to approve financial support of Monica Waligorski for this upcoming semester. Motion passed by unanimous roll call vote.
- APPROVE: Wilhelm Funds to be allocated to Microsoft Surface Tablets for Outreach – The intention of requesting two Microsoft Surface Tablets is to support departments reaching out into the community, and this includes executing our door to door library card sign up next month. It has a rugged case with a handle to make carrying around easier and utilizes a touch screen interface. After the door to door library card sign up is completed, Adult, Youth and Circ Managers will be in charge of keeping track of each Tablet and can use them for outreach events (family reading nights, visiting the high schools, library events, etc). to sign people up for library cards or demonstrate our digital offerings. Phillip Bormet mentioned that our current Youth Services Manager has been using one for a year and it has been very helpful with school visits. Director Krooswyk mentioned that she plans to go out into the community twice a year from here on out to sign people up for library cards; April for National Library Week and September for Library card sign up month. Trustee Tatro asked how this was different from a regular laptop. Phillip Bormet mentioned that it is a lot lighter and more mobile than a laptop. Trustee Monbrod moved, and Trustee Podoba seconded, to approve allocation of Wilhelm funds to purchase two Microsoft Surface tablets and protective cases. Motion passed with unanimous roll call vote.
- APPROVE: Just 4 U Café extended hours (6pm-10pm) on August 31 for Fireworks Event: Trustee Broccolo moved, Trustee Podoba seconded for the Just 4 U café to be open for extended hours on August 31. Motion passed with unanimous vote.
- REVIEW: Tentative Tax Levy Ordinance 18-04 – Director Krooswyk presented the tentative levy for review by the Board. This document will be sent to legal counsel for review prior to the next meeting.

Board Continuing Education: The Director and the Board reviewed the second section (pages 13-20) 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 Loecke mentioned her concerns about 3D printing, but felt reassured now knowing that everything that gets printed through the 3D printer has to be approved. We have guidelines on our website that state we do not print weapons.
- Trustee Podoba mentioned that she will not be at the September Board Meeting along with Trustee Ulstad and Trustee Loecke.

Adjournment

Trustee Monbrod moved and Trustee Broccolo seconded that the meeting be adjourned 8:21 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary