



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
August 12, 2019

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 12, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present: President Dr. Edward A. Tatro, Colette Loecke, Michelle Monbrod, Ann Podoba, Bonnie Ulstad, Alex Vancina

Absent: Vice President Linda Evans

Staff present: Michelle Krooswyk: Director and Recording Secretary, Brian Goebel: Maintenance Manager, Jolyce Abernathy-Morris, Circulation Services Manager, Monica Waligorski: Adult Services Assistant Manager

Visitors: None

Minutes

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

Staff Report

- Jolyce Abernathy-Morris: Circulation Services Manager – Circulation will be trying something new that was successfully executed at a park district that Jolyce worked at. It will be a Halloween Costume Exchange for all ages. The flyer that Liz Wetmore created was passed out to Board Members along with a brief description. Patrons can exchange a costume or purchase a gently used children’s costume for \$2 or \$4 for an adult costume. They will be subject to availability and are first-come, first-serve. Some inexpensive rolling clothing racks are being used for display and storage. This will not be advertised in the Guide since it is new and we are not sure how popular it will be. Trustee Monbrod suggested dropping off flyers to local PTO groups and for the virtual backpack for District 122.

Audience to Visitors

- None

Correspondence

Newspapers

- New Lenox Patriot – July 11, 2019
 - *Social Snapshot pg. 13*
 - *Legal Notice for B&A Hearing pg. 35*
- New Lenox Patriot – July 18, 2019
 - *Residents pack room to learn about Beatles history pg. 6*
 - *Fishing for Fun pg. 9*
 - *Dancing to the Music pg. 11*
- New Lenox Patriot – July 25, 2019
 - *Hi Yah! Pg. 7*
 - *Fibers Arts and Sewing Club at library open to everyone pg. 11*

Other

- New Lenox Neighbors: Basic Library Contact Information and Library Events Advertised– July 2019
- Trader Magazine: Quarter Sheet Ad
- Thank you Card from Lou Broccolo

Director's Report

Administration

- **Budget and Appropriations Ordinance:** The hearing was held fifteen minutes prior to the regular August Board Meeting, and is up for approval later in this meeting.
- **Café:** We are reorganizing our spaces to accommodate changes in staffing. The receiving room will now house our Maintenance Manager's office, which allows for extra storage for tools and other equipment that takes up significant space. The office he is vacating will be occupied by the new Digital Services Manager position allowing for secure storage of delicate and expensive equipment and supplies.
- **Digital Services Specialist:** A posting for our new Digital Services Specialist position is live; this position will be focused on staffing our DML desk and assisting with other digital projects. As a result, the library will be able to provide more support to patrons on DML specific topics and projects during normal operating hours.
- **Friends:** The new Friends President has been meeting with the Director regularly to improve communication between organizations. New ideas for future Friends fundraising initiatives as well as methods for tracking funding provided to the library.
- **Future Funding:** Director Krooswyk has been in contact with John Chrastka multiple times regarding future funding endeavors. There are many steps left in the process, and at the same time, staff and the Board have done an excellent job over the past two and a half years really ramping up for this initiative. The strategic planning process, community survey, community input meeting, door to door surveys, door to door library card signup in addition to embedding ourselves in the community has truly made a difference and placed us in a great position.

- **Levy Rate:** The tentative 2019 Levy (for funds to be extended in 2020) is included in the packet. Legally we must publish notice for and hold a hearing if the amount to be levied will be in excess of 5% of last year's actual extension. Director Krooswyk is currently researching the past 10+ years of levy extensions in comparison to what was requested/levied. If traditionally we haven't received 5%, it may not be worth pursuing a larger increase.
- **Outreach:** Staff have been present at many summer outreach events this year, including Proud American Days, Family Fun Day, and National Night Out.
- **PrairieCat Statistics:** As a reminder, PrairieCat is the consortium that handles our integrated library system, Sierra. They also keep track of our statistics regarding patron registrations as well as circulation of all materials. Staff were excited to discover that we were 2nd in new patron registrations as well as circulation of materials out of 114 libraries.
- **Summer Learning Challenge:** We had over 2,300 participants for this year's challenge, which far surpassed last year numbers.

Adult Services

- Adult Services Department continued with shifting the Fiction collection
- Summer Learning Challenge - 110 teen readers and 320 adult readers registered
- Donate School Supplies to Kids in Need Program - this program was a huge success; we collected lots of donations from the community for New Lenox kids in need
- We created several new displays to advertise the collections: Cozy Up with a Classic/ Books Gone Hollywood/ Short Stories Collection/ Start a New Series/ Fun Summer Reads

Circulation Services

- Passports have been surprisingly slow this month. We think the majority of families have already seen us to get their passports processed before they headed off on their vacations.
- Passport Program Night was a huge success with 28 patrons attending! We will consider holding a passport night before peak travel times to better accommodate working travelers.
- Booming book donations! Friends will begin a Buy One Get One Free sale 8/1/2019.
- New Lenox was the 2nd highest circulating library in our library district of 125 libraries! We circulated 26,612 items in July!

Digital Services

- We began accepting applicants for the new Digital Services Specialist position on July 29. The last day to apply is August 17.
- We have combined the Fiber Arts and Sewing clubs together successfully. The club appeared in the New Lenox Patriot the week of July 22. We have gained one new member and interest from multiple others due to the article, and I've emailed the reporter a thank you.
- Ashley Middleton and Pam Taylor are working together to put Local History items on the website. We are in the "collecting and organizing" stage.

Information Technology

- New computers are starting to be purchased with the start of the fiscal year.

- Working to expand scope for the documentation of computer systems to allow for more detailed record keeping.
- Review network QoS (Quality of Service).
- A new receiving area camera has been installed; others will follow at the public service desks.

Maintenance

Building & Grounds Repairs:

- Extensive HVAC repairs have been performed by Precision Control Systems after a total failure of the second-floor chiller unit on July 8th. The hot, humid weather during the prior week had left the upstairs warm and humid and both the first and second-floor systems began struggling to cool the building, as was noted in last month's report. Service was already scheduled when a blown transformer and massive coolant leak took the second-floor system completely out of commission. The failures and subsequent repairs were caused by age-related wear. Repairs were completed by July 12th.
 - The second-floor chiller unit received the following:
 - New transformer.
 - Compressor "B" received a new valve plate.
 - Compressor "A" received a new oil pressure switch.
 - Coolant leak was located and repaired in circuit "B".
 - System was recharged with coolant in both circuits "A" and "B".
 - The first-floor chiller unit received the following:
 - Coolant leak was located and repaired in circuit "A".
 - System was recharged with coolant in circuit "A".
 - Shut-off valves were installed in circuit "B" on the chiller unit to isolate non-running compressor "B" and enable further pressure testing. It is unknown if the compressor can be repaired or if it needs to be replaced as yet. Precision will return to make this determination.
 - Circuit "B" was determined to have a possible leak in one of the two cooling coils. Once compressor "B" can be pressurized, this can be confirmed. If cooling coil replacement is needed, it will be done after the end of the air conditioning season as it necessitates the complete dismantling of the air conditioning components of the first-floor system. Heating ability will be unaffected.
 - Boiler system was revealed to be inoperable through all of the HVAC repair. The building has been quite cool after the air conditioning repairs and it was discovered that the boilers would not fire in order to provide "make-up heat" to better regulate the temperature. It can safely be assumed that this is also an age-related problem. Precision and Maintenance will work closely to resolve the issue.

Building & Grounds Improvements:

- K&S Landscaping has re-mulched the planting beds across the library grounds.
 - Weed removal will continue in planting beds and front sidewalk areas.
 - Trees and shrubs have been trimmed for appearance to functionality.

Marketing/Outreach

News:

- Submitted for the Trader Magazine both Maker Day and Mini Golf Ads. We receive these ads we get for free in exchange for a golf hole at our fundraiser.
- Joined Joliet Herald and Times Weekly to add our events to their event page.
- Maker Day marketing efforts are underway. Below are some of the highlights of marketing the event:
 - Posted event in Patch, Joliet Herald, The Times Weekly
 - Posters and handouts have been delivered to all the businesses that are participating as a presenter.
 - Channel 6 interview scheduled for Aug. 15
 - Patriot will be creating an article for the Sept. 5 issue, we have an interview on Aug. 26
 - Sent request for Village Electronic Bulletin Board
 - Facebook post weekly the month of Aug. and paid boost closer to the event.
 - Facebook live stream in September.
 - Highlighted in our newsletter and website
 - We will be visiting businesses in New Lenox to ask if we could leave our flyers.
- Partnering again this year with Illinois Philharmonic Orchestra to have 4 tickets for each of the fall performances to raffle off and will be starting August 1.
- Our Fall Guide is out
- Hello Welcome which is a group that give welcome packet to all new homes in New Lenox, and we gave them our Summer Guide and a digital service bookmark and they handed out over 100 a month. We also will provide them with our Fall Guide. This will be ongoing partnership with the Library and a great way to reach new community members.

Outreach:

- Donating a raffle basket to the Chambers for their golf event.
- At Proud American Days we had a booth where we had the prize wheel and we promoted Maker Day 2019 and the Summer Finale Party.
- At the Safety of New Lenox Committee meeting on July 31 we shared our MakerDay Event and asked them to spread the word for us.

Social Media

- Live Stream on Facebook for Tech to Go
- Focused on Adult Events, Hedda! And Meal Planning, did boost post for both of these event.
- Boosting our Fall Guide through August 2 and had 1.7K reaches, 273, likes, 34 shares, and 216 downloads.
- Facebook stats for July: 17,502 reaches, 641 page views, 5,084 engagements, 4 recommendations, 42 new page followers, 2,127 video views, 14 new page likes.

Youth Services

- Youth Services has hired 3 new part timers to fill the positions vacated previously. Also, a new full time Youth Services staff member has been hired and will be starting August 12.
- The finale party was a great success. Over 200 people showed up to pet, feed and view the animals from Forest View Farms. Children even had the chance to ride some ponies!

Technical Services

- Tech entered 1,112 items in July, discarded 1,560 items. We were #3 with most items entered for the month. Mary and Erin represented the library at the Proud American Days on July 27. Mary helped AS shift the fiction section. Tech also started having monthly department meetings since we are a department of 3. Worked on Missing and In-Repair Reports. Helped with IPLAR report.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for July 2019, including specific overages on individual library budget lines. Budgeted expenses should be at 8.33%, and the actual expenses were 10.35%. The higher amount is due to a couple of one-time expenses that are due at the beginning of the fiscal year.
- Trustee Loecke moved and Trustee Podoba seconded to approve disbursements for July 2019 in the amount of \$101,412.30; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet November 12, 2019.
- **Finance:** Scheduled to meet December 9, 2019.
- **Building and Grounds:** Scheduled to meet February 10, 2020.
- **Policy:** Scheduled to meet October 14, 2019
- **Fundraising:** Scheduled to meet January 13, 2020.
- **Intergovernmental Meeting:** Reconvenes in the fall.
- **Other:** None.

Old Business

- **REVIEW: RAILS Membership Standards: Customers** – The library is meeting all standards and is exemplary in this category.
- **REVIEW: Serving Our Public Chapter 8: Public Services: Reference and Reader's Advisory Services** – The library meets all the requirements for this chapter for the statewide standards.
- **REVIEW: Regular Policy Review Schedule** – General Policies 201, 203, 212 & Personnel Policies 305 – These policies were reviewed; Director Krooswyk mentioned that she would like to discuss the minimum age of cardholders to sign up without an adult at the next policy committee meeting.
- **REVIEW: Strategic Plan Pillar 1** – Research Assistance and Instruction – updates were provided to Board Members; staff are progressing well on each tactic for this year's plan.

New Business

- APPROVE: Monica Waligorski tuition reimbursement – Per Policy, staff members must receive approval from the Board prior to the start of each course. Monica Waligorski is halfway through her MLS program and is requesting tuition reimbursement for the Fall 2019 Semester. Trustee Monbrod moved to approve tuition reimbursement for Monica Waligorski for the Fall 2019 Semester, seconded by Trustee Vancina; motion passed by unanimous roll call vote.
- APPROVE: Budget and Appropriations Ordinance 19-1 – Motion to approve the Budget and Appropriations Ordinance 19-1 made by Trustee Podoba, seconded by Trustee Monbrod; motion passed by unanimous roll call vote.
- APPROVE: Estimate of Revenues for FY2020 – Motion to approve the Estimate of Revenues for FY2020 made by Trustee Loecke, seconded by Trustee Ulstad; motion passed by unanimous roll call vote.
- APPROVE: StudioGC Contract – Visioning and Master Planning - Motion to approve the Studio GC Contract for Visioning and Master Planning made by Trustee Podoba, seconded by Trustee Loecke; motion passed by unanimous roll call vote.
- APPROVE: StudioGC Contract – Facility Assessment - Motion to approve the Studio GC Contract for a Facility Assessment made by Trustee Vancina, seconded by Trustee Loecke; motion passed by unanimous roll call vote.
- APPROVE: Two trustees to audit the secretary’s report – Trustee Podoba and Trustee Vancina volunteered to audit the FY 2019 Secretary’s Report.
- APPROVE: FY2019 Illinois Public Library Annual Report - Motion to approve the Illinois Public Library Annual Report made by Trustee Podoba, seconded by Trustee Monbrod; motion passed by unanimous vote.
- APPROVE: Change to General Policy 407 to add Circulation Manager to approved list of Credit Card Holders - Motion to approve the change to General Policy 407 (take off Marketing Manager and replace with Circulation Manager) made by Trustee Vancina, seconded by Trustee Podoba; motion passed by unanimous roll call vote.
- REVIEW: Tentative Levy Ordinance 19-3 – The Ordinance was reviewed and no questions were asked by the Board.

Board Continuing Education

Director Krooswyk shared recent conversations held with John Chrastka regarding future funding. A tentative calendar was provided to the Board regarding deadlines and goals.

Executive Session

- None.

Trustee Comments

- None

Adjournment

Trustee Vancina moved and Trustee Podoba seconded that the meeting be adjourned 8:05 p.m.
Motion passed by unanimous vote.

Michelle Monbrod, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary