

**New Lenox Public Library District  
Board of Trustees Meeting**

120 Veterans Parkway, New Lenox, Illinois

August 10, 2020

*Budget and Appropriations Hearing 6:45 pm*

*Regular Meeting - 7:00 pm*



**MINUTES – B&A HEARING**

The Budget and Appropriations Hearing for the New Lenox Public Library District was called to order at 6:45 pm by President Dr. Edward A. Tatro on August 10, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Dr. Edward A. Tatro, Michelle Monbrod, Ann Podoba, Alex Vancina.

**Trustees Present via Remote Meeting (Zoom):** Vice President Linda Evans, Colette Loecke,  
**Absent:** Bonnie Ulstad

**Staff present at the Library Building:** Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Monica Waligorski: Adult Services Manager

**Visitors (Online via Zoom):** None

All the Board Trustees agreed that the meeting would occur by audio or video conference call. (5 ILCS 120/7(a) of the Open Meetings Act). The public, staff, and Trustees were able to access the meeting in person at the library building or via a Zoom link provided in the Board Agenda, which was posted online and at the front entrance of the library building.

**Hearing**

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No guests were present at the library building or remotely via Zoom.

**Adjournment**

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Trustee Vancina moved and Trustee Podoba seconded that the meeting be adjourned 7:00 p.m. motion passed by unanimous vote.

**MINUTES – REGULAR MEETING**

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, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Dr. Edward A. Tatro, Michelle Monbrod, Ann Podoba, Alex Vancina.

**Trustees Present via Remote Meeting (Zoom):** Vice President Linda Evans, Colette Loecke,  
**Absent:** Bonnie Ulstad

**Staff present at the Library Building:** Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Monica Waligorski: Adult Services Manager

**Visitors (Online via Zoom):** None

All the Board Trustees agreed that the meeting would occur by audio or video conference call. (5 ILCS 120/7(a) of the Open Meetings Act). The public, staff, and Trustees were able to access the meeting in person at the library building or via a Zoom link provided in the Board Agenda, which was posted online and at the front entrance of the library building.

### **Minutes**

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- Meeting minutes from the July General Meeting on July 13, 2020 were approved on a motion by Trustee Podoba, seconded by Trustee Vancina. Motion passed by unanimous roll call vote.

### **Audience to Visitors**

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- None

### **Staff Report**

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- **Adult Services:** Monica Waligorski, Adult Services Manager, presented on what she learned the last semester and reported that she only has one more semester to complete her MLIS. Director Krooswyk attempted to play a pre-recorded introduction from the new Adult Services Assistant Manager, but came across technical difficulties. The video will be sent to the trustees via their official Board email addresses later.

### **Director's Report**

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#### **Administration**

- **Café:** Teardrop at the Library opened on Monday, July 20 with a ribbon cutting by the Chamber of Commerce that was well attended.
- **Curbside Pickup:** As we progressed with our reopening, we phased out curbside to a "request only" process. Hold items will now need to be checked out at the front desk. Patrons can still call in to have items pulled, checked out and brought to the front of the library upon request, which provides an accommodation to those who need it.
- **Facility Assessment Update:** Director Krooswyk is working with Maintenance Manager, Brian Goebel, to update and modify the Facility Assessment. It was decided that the main focus of this year will be patching the current HVAC system and planning for its overhaul in FY2022.
- **Library Position Overhaul:** Director Krooswyk met with the Management Team last month to introduce the Gantt chart surrounding the evaluation and update of library staffing structure, position titles and job descriptions. This entire process will take the full fiscal year to complete, and at the same time it will incorporate many projects that were needed but placed on hold to await the results of the referendum.
- **Reopening:** The library reopened the building to the public on July 13 with a Ribbon Cutting by the Chamber of Commerce. It was uncertain as to how many patrons would visit us upon reopening, so a process was created to track the number of patrons on each floor at one time. We never reached capacity and the front checkpoint was phased out a few weeks later. Many patrons were extremely happy and excited for the building to be open again. Additional precautions put in place include plexiglass sneeze guards,

social distancing floor stickers, additional cleaning of frequently used spaces, ample PPE for staff and those patrons who forgot to bring a mask with them. Circulation has been doing an excellent job monitoring for facial covering compliance.

- **Statistics:** A newly formatted statistics summary document has been created and will be presented to the Board at the September Board Meeting.

#### **Adult Services Department**

- We received 19 applications for the Adult Services Programming Coordinator position. We've interviewed 6 candidates and are in the process of hiring one of them.
- 101 adults participated in our Summer Learning Challenge along with 37 teens. Last year's numbers were 320 adults and 110 teens.
- We are returning to limited in-person programming in August. We have two programs scheduled: Fairy Furnishings and Genealogy Club.
- The Writer's group has returned for in-person meetings. The Fiction Book Club met outside in the Commons. They will be meeting outside in August but if the weather is bad, we will facilitate a Zoom meeting for them.
- We have a new database - AtoZ Food America.

#### **Circulation Services Department**

- We welcomed 325 people through the doors on the first open Monday. Library lobby has been going well; thanks to AS and YS for sharing their staff with us and continuing to be extremely flexible.
- Compared to this month last year, we are averaging about half as many patrons. We had about 15,000 patrons through the door last July which breaks down to about 483 patrons per day and now we average about 250-300 daily patrons.
- Beginning August 7, we will no longer be doing fine free check in. We will however be examining records and waiving fines if necessary. This information can be found on FB and our website.
- We hope to begin accepting passport applications at the end of August. Passport acceptance agents had a meeting to discuss the logistics of restarting this service.
- Tech 2 go is circulating well. Within an hour of opening on Monday, all our hotspots had been checked out. We are looking into ordering more.
- Museum adventure passes- can begin again but it is up to the patron to research their destination and see if it is open or hours are adjusted.
- Cari is returning on August 3 and will be part time at first.

#### **Digital Services Department**

- Starting in August, Digital Services staff is offering additional digitization services so patrons do not have to stay in the library. Cost is only for materials. Getting popular already!
- Digital Media Lab will be open two days a week, Monday and Thursday, starting August 3
- 4 appointments available per day with staff hoping not to overlap sensitive equipment usage that is difficult to clean

- 72 hours between open days allow for room surface quarantine in addition to staff cleaning, which keeps expensive and sensitive equipment from being saturated/damaged by cleaning liquids
- Programs offered were Stitch Together (Zoom) and Take & Make Craft
  - Big thank you to the Friends of the Library for sponsoring our craft supplies!

### **Information Technology Department**

- Expanding mobile hotspot offerings due to high demand.
- Installed camera for monitoring the front security panel.
- Purchased meeting owl for hybrid programming, and we are awaiting its arrival. This is a special 360\* camera with built-in software, speaker and microphone to simplify the digital equipment necessary for Zoom meetings and online/hybrid programming sessions.

### **Maintenance Department News**

#### **Building & Grounds Operations and Improvements:**

- Cintas Facility Services is now servicing 18 hand sanitizer stations throughout the library. This number provides a fair amount of stations given the number of reference desks, service lines, and computer areas spread throughout the Library.
  - Stations are serviced every Friday and the cost remains the same whether we use all, some, or none of the sanitizer; usage has been highly encouraged for both patrons and staff alike.
  - Current cost is a little over \$100 a week, but given the now ridiculously inflated cost and hardship of finding available hand sanitizer, this is a reliable source for a competitive price.
  - We can eventually greatly reduce the number of stations as necessity decreases which will greatly reduce the service price.

#### **Building & Grounds Repairs:**

- Wunderlich Doors of Joliet will be repairing/replacing the worn out and malfunctioning Receiving and Café exterior doors. Work is expected to begin the week of August 10<sup>th</sup>.
- Precision Control Systems is scheduled to begin teardown and rebuilding of the failed air conditioning compressor for the second-floor system on Tuesday, August 11<sup>th</sup>. Projected repair time is three days, but the total job price remains the same no matter how long it takes or if there needs to be follow-up adjustments/repairs, per the signed repair contract between Maintenance and Precision.

### **Marketing Department**

- We created bookmarks to go in the Village water bill the month of September, which will be delivered to 9,000 residents. We are highlighting our online services for easy access at home.
- Summer Learning Challenge wrapped up, we had videos every day through July 25 highlighting different programs.
- **Social Media**  
**Facebook:** This month I did not boost any post, I felt that with the last couple of months we were posting an unusable amount to Facebook, so decided to hold back and not post as much to prevent burnout and prepare for fall programming.

- Page views: 582 - These are people that come to our Facebook page directly.
- Page likes 14
- Post reach: 13,012- down 23% due to no boosted post for the month
- Recommendations 6 – Up 50%
- Post engagements: 2,783- down 24%
- Video Views 8,552 – down 61% (our videos continued till July 25 at the end of SLC challenge, the last week of July we did not have any new videos, so that would account for the lower number).
- New page followers: 32 – down 24%

#### **Instagram**

- Library Account: 321 followers up from 295 last month 411 post
- Kids Account: 134 followers and 170 post. Marketing has helped with this account and created post daily in July.
- Teens: 286 followers and posted 621 post

**Twitter:** is organic we do not pay for any boost

- 430 Followers, 46 tweets, 26 retweets, 62 likes, 19 link clicks, Tweet impressions 6,694, Profile visits: 31, Mentions 5

**YouTube:** 359 views for last 28 days, 14 hours of view time, 4 new subscribers, Impressions 10,409 (shown in timeline)

#### **Technical Services**

- Tech processed and entered 1,092 items for the month, which put us at number 2 in the system out of 243 libraries total.
- Coded all the materials' bills and invoices for the Business Dept.

#### **Youth Services Department**

- YS had 524 participants for the Summer Learning Challenge this year.
- YS has finished with Summer programming and has been working on adapting Fall programs to a combination of Zoom and pre-recorded
- YS had partnered with LWSRA for a summer book club, which ended last week. We had 24 participants, and it was hosted on Zoom by LWSRA. We will be doing another, shorter session with them in August.

#### **Treasurer's Report**

- Trustee Vancina moved and Trustee Monbrod seconded to approve disbursements for July 2020 in the amount of \$69,840.25; motion passed by unanimous roll call vote.

#### **Committee Reports**

- **Personnel:** Scheduled to meet November 9, 2020 at 6:30 pm.
- **Finance:** Scheduled to meet December 14, 2020 at 6:30 pm.
- **Building and Grounds:** Scheduled to meet February 8, 2021 at 6:30 pm.
- **Policy:** Scheduled to meet October 12, 2020 at 6:30 pm.
- **Fundraising:** Scheduled to meet January 11, 2021 at 6:30 pm.
- **Other:** The Intergovernmental lunch will not meet until the school year resumes.

## **Old Business**

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- REVIEW: RAILS Membership Standards: Content and Collections - The library is satisfying all requirements for the core standards.
- REVIEW: Serving Our Public 4.0 – Chapter 8: System Member Responsibilities and Resource Sharing – This chapter was reviewed and the library is satisfying suggested requirements.
- REVIEW: Policy Review – General Policy 308 & Personnel Policies 307, 312: Policies were reviewed individually with no recommended changes.
- REVIEW: Strategic Plan – Pillar 2: Enrich – Self-Directed Education – Director Krooswyk provided an overview of the goals for this portion of the strategic plan.

## **New Business**

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Any item on the Consent Agenda may be removed for separate consideration by any Board Member.

- ACTION: APPROVE Budget and Appropriations Ordinance 20-1
- ACTION: APPROVE Ordinance 20-2 to levy .02% tax for Maintenance, Repairs, and Alterations of Library Building Equipment
- ACTION: APPROVE Estimate of Revenues FY21
- ACTION: Approve tuition reimbursement for Fall 2020 semester for Monica Waligorski
- ACTION: Approve update to General Policy 212: Unattended Children Policy

Motion made by Trustee Monbrod and seconded by Trustee Vancina to approve the consent agenda. Motion passed by unanimous roll call vote.

- REVIEW: Tentative Levy Ordinance 20-3 – The tentative ordinance was reviewed. Director Krooswyk reported that she spoke with a Will County Tax Extension Office staff member at length regarding how to calculate future funding with our recently approved operational tax rate increase. The levy request will show a 60% increase; 50% of this is from the referendum approved rate and the remaining 10% is attributed to historical trends of EAV growth in Will County and some buffer.

## **Executive Session**

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- None.

## **Continuing Education**

Director Krooswyk recommended offering a 5-10 minutes overview of services and/or resources our own library offers so that Board Members may be well equipped with talking points when out in the community.

## **Trustee Comments**

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Trustee Monbrod announced that today is former Board Member Lou Broccolo's 1<sup>st</sup> wedding anniversary.

## **Adjournment**

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Trustee Vancina moved and Trustee Loecke seconded that the meeting be adjourned 7:41 p.m. motion passed by unanimous vote.

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Michelle Krooswyk, Recording Secretary

Respectfully Submitted,  
Michelle Krooswyk, Director & Recording Secretary