



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING SEPTEMBER 12, 2016

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:05 p.m., by Vice President Evans on Monday, September 12, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Colette Loecke, Ann Podoba, Bonnie Ulstad, Linda Evans, Michelle Monbrod and Louis Broccolo

Absent: Edward Tatro

Staff present: Michelle Krooswyk, Director, Michael Stubler, Business Manager, Alex Vancina, IT Manager and Recording Secretary, and Dana Russell, Interim Director and Youth Services Manager

Visitors: None

### **Minutes**

- Meeting minutes from the August 8<sup>th</sup> regular meeting were reviewed. The minutes were unanimously approved, with corrections, on a motion by Trustee Podoba, seconded by Trustee Loecke.

### **Audience to Visitors**

- None

### **Correspondence**

- Interim Director Russell shared several notes received in our suggestion box: one requested that the Library provide vending machines for when the café is closed, another requested that the Library open at 9:00 a.m., and one suggesting that the Library install an escalator.

### **Treasurer's Report**

- Mr. Stubler presented the Treasurer's Report.
- Trustee Monbrod moved and Trustee Loecke seconded to approve disbursements for August 2016 in the amount of \$56,498.20 and the motion passed by unanimous roll call vote.

## **Director's Report**

- The Library closed due to power failure on Monday, August 15. Dominic determined it was an internal issue that would take an undetermined amount of time to figure out. Dominic called an electrician; it was one of the compressors. On Tuesday, the 16th, he worked with Precision Control and learned that the compressor will need to be replaced.

## **Up-Coming**

- On Sept. 22, the Library is hosting a business after-hours program in conjunction with the Chamber from 5 – 7 pm.

## **Staff Reports**

### **Marketing/Outreach News**

- *Outreach:* Firehouse Family Day, this event was well attended 200-300, and we did the wheel game and handed out candy as prizes. As well as promote 1,000 Books before Kindergarten, and mini golf.
- *Ladies Night Out:* This event did not have the turnout of last year, but it did have more vendors. I think this is due to them changing the day from Friday to Wednesday. We promoted the Blood drive and mini golf. This event was worthwhile as we let many people know about our events that did not hear of them before.
- Created a new guide for seniors, which includes puzzles as well as programs. We handed them out at the senior coffee and this was well received.
- September
  - We are having a blood drive on Sept. 24<sup>th</sup>, registration is going slow but we are hoping to have a lot of walk-ins.
  - Senior health fair is September 22, at this event we will have a raffle as well as out new program guide.
  - Sept. 22 the Library is hosting a business after hours with the Chamber.

### **IT News**

- All of the new computers purchased for Circulation and the Tech Center have been installed, including the four Tech Center iMacs.
- Two of our older wireless access points have been replaced. This should improve the wireless network speed and coverage at the south end of the building on both floors.

### **Circulation Department News**

- Unique Management collections for the month of July –Ten patrons paid fees of \$ 307.85 and returned materials valued at \$ 97.00. Eleven patrons paid fees of \$ 373.50 and returned materials valued at \$ 89.00.
- Circulation staff continued to be very busy with the returns of the summer reading checkouts.
- Congratulations to Emma on her new granddaughter, Faye, born on August 26.

### **Adult Services Department News**

- The AS office furniture re-arrangement is finished. Everyone is adjusting to their new desks/surroundings.
- Ashley attended the Design 4 Learning Conference in Madison, WI.

### **Youth Services Department News**

- As a thank you for our summer reading volunteers, Erin & Denise from AS provided tickets to a Joliet Jackhammers game, meeting the teens and their families at the ballpark for an evening of baseball and fun!
- Nelson Ridge won the Summer Reading School Competition by less than one percent over Spencer Trail Kindergarten.

### **Building and Grounds**

- **Electrical/HVAC**

Troubleshoot Power Failures...determine cause to be a failed 1st-3rd stage AC Compressor for the 1st floor.

Submit proposal and recommendation for compressor replacement to Dana Russell for presentation to the board for approval.

Complete Installation of an independent AC System for the Computer Server Room.

Maintain Lighting and Electrical systems as required.

Troubleshoot problems with 3 Exterior Bollard lights...Contact Manufacture and report for warrantee replacement 5 yr. guarantee. (In Process)

- **Plumbing**

The Hot Water Tank was flushed to remove sediments.

Repaired or replaced plumbing fixtures, supply lines and drains as needed.

- **Compliance/ Inspections**

Inspect and repair as needed all Emergency Lighting for the 1st and 2nd Floors.

Test Emergency Lighting Systems.

- **Safety/Security**

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

Repair the Emergency Exit door in Children's Area.

Change door locks on Friends Storage Room and in proposed new Study Room 2nd floor.

- **Interior:**

Complete office renovations for the 2nd floor Adults Office.

Paint Office Hallways and copier room walls.

### **Statistics**

- August's monthly and year-to-date visits were up from last year. August is usually a slow month.
- Programming stats were also up.

- Monthly and year-to-date circulation is slightly lower than last year.

### **Board Reports**

- None

### **Committee Reports**

**A. Personnel:** None

**B. Finance:** None

**C. Building and Grounds:** None

**D. Policy:** None

**E. Fundraising:** None

### **Old Business**

- The Library's insurance agent has advised us that, to accept payment for alcohol at events, we should purchase dram shop insurance. Cook & Kocher Insurance Group can provide annual coverage for \$1,000 per year or individual event coverage for \$400-500 each. The alternative is to accept donations at the bar instead of charging for drinks. The President of the Friends of the Library will be invited to the next Policy Committee meeting to discuss options for the Spring Gala.
- In order to qualify for our per-capita grant from the State Library next year, the Library needs either a surety bond for our Treasurer or to have coverage for theft and embezzlement through our insurance policy. Cook & Kocher is investigating options and will get back to us.
- The Library's Budget & Appropriations Ordinance was filed, and the required public notices were published.

### **New Business**

- The Board discussed getting bids from contractors other than Precision Control Systems for the 1<sup>st</sup> floor air compressor replacement. Trustee Broccolo made a motion to accept Precision's proposal to provide a factory remanufactured compressor for \$17,350. The motion failed for lack of a second. Director Krooswyk will investigate other options and bring a report back to the Board.
- Trustee Monbrod made a motion, seconded by Trustee Ulstad, to approve the 2017 Holiday Schedule with the correction of January 1<sup>st</sup>, 2017, falling on a Sunday instead of Monday. The motion passed by a unanimous roll call vote.
- REVIEW: Serving Our Public Ch. 5 – Technology. The Library meets all of the recommendations, with the exception of applying for E-Rate telecommunication discounts, for which we do not qualify.
- REVIEW: ALA Trustee Training video on Strategic Planning. Trustee Boccolo made a motion, seconded by Trustee Loecke, to table the review of the Strategic Planning video until the October meeting. The motion passed with all in favor.

### **Executive Session**

- None

### **Trustee Comments**

- Trustee Broccolo stated that another trustee will need to attend the community Leadership Committee meeting on September 23<sup>rd</sup> with Director Krooswyk, since he will be unavailable. It was decided that the Library will not attend this month's meeting.
- Trustee Broccolo suggested that we should do something to observe the 15<sup>th</sup> anniversary of moving into our new building, which will be December 10<sup>th</sup>.

### **Adjournment**

Trustee Podoba moved and Trustee Broccolo seconded that the meeting be adjourned at 8:06 p.m. The motion passed with all in favor.

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Colette Loecke, Secretary

Respectfully Submitted,  
Alex Vancina  
Interim Recording Secretary