



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING September 11, 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 September 11, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Dr. Edward A. Tatro, Vice President Linda Evans, Lou Broccolo, Ann Podoba, Bonnie Ulstad.

Absent: Colette Loecke, Michelle Monbrod

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Alex Vancina: IT Manager, Liz Wetmore: Marketing Manager, Denise Wargowsky: Teen Services and Programming Coordinator, Cari Shelton: Assistant Circulation Manager

Visitors: None

Minutes

- Two grammatical errors were noted and will be corrected by Director Krooswyk. General meeting minutes from the August regular meeting were approved on a motion by Trustee Broccolo, seconded by Trustee Podoba. Special meeting minutes from the August Budget and Appropriation Hearing were approved on a motion by Trustee Evans, seconded by Trustee Podoba.

Audience to Visitors

None.

Staff Report

Liz Wetmore and Denise Wargowsky explained the planning and work that has been invested in the Ghouls and Golf program thus far. Letters have been mailed to over 200 businesses along with email to last year's participants. The Village has committed to an Eagle sponsorship. Liz brought handouts and posters for the Board to hand out. Trustee Podoba asked how many attended last year, which was approximately 700. There is already a lot of word of mouth marketing and many patrons are already getting excited. Yard signs have been simplified and will be available soon. A banner has been purchased and will be hung off the balcony next to the stairs. A committee has been formed and they are helping to contact sponsors. Denise spoke of how the volunteers are organized. The majority of volunteers have been scheduled; last year there were over 200 hours of volunteer involved during the weekend of the Ghouls

and Golf event. Most of these are teen volunteers and have been scheduled to help with ticket taking, ticket sales, set-up and tear down. Denise requested assistance from the Board with ticket taking from advance sales, the raffle table and walking around with candy. This will give the Board the opportunity to mingle and speak with attendees.

Cari Shelton addressed the Board about the duties and responsibilities of Pages. Pages are now her direct reports as of July of this year. A new staff member was recently hired to fill a vacancy, for a total of 4 pages. At the beginning of their shift, pages will walk around the building to see if there are stray items not shelved properly and to straighten up. Then they sign out a cart and shelve away.

Correspondence

Articles:

- The New Lenox Patriot “Everyone is a writer, everyone has a voice” August 3, 2017
- The New Lenox Patriot “Calendar” August 3, 2017
- The New Lenox Patriot “Retired Lincoln-Way coach pens book” August 10, 2017
- The New Lenox Patriot “A Bubbly Time” August 17, 2017
- Trader Magazine “Ghouls and Golf: Save the Date” August 2017
- LEGAL NOTICES – B&A and TITA Hearing

Suggestion Box Submissions:

- Suggestions regarding the book drop, the friends book sale and request for an escalator.

Online:

- Comments about our yarn Facebook post:
 - What a great idea! A great way to get rid of yarn that has been sitting around that someone else might have been looking to get their hands on! Even better someone might have been wanting to learn and now they have free access to supplies! Thanks New Lenox Library!
 - That's awesome!!!! You guys will need a bigger shelving unit for yarn!
- Comments about our 3D printer Facebook post:
 - Love New Lenox, this is just way too cool. Thank you New Lenox Public Library for supporting education and learning in our town and most of all for investing in new technologies that further expand our knowledge. I've been a patron of the New Lenox Public Library since the early 90's and was always impressed with the technology available to the public to use. Thanks again, you guys rock!
 - Love the New Lenox library I have used the DML several times Ashley and all the librarians are very helpful.
 - How about spending money where it matters!!
 - We have had many request from our patrons for a digital printer, the money was raised from fundraisers. We want to continue to bring the latest technologies to our community.

Other:

- Honor Flight Letter – Carl Fosnaugh
- Fall Guide

Director's Report

Administration News

Illinois Philharmonic Orchestra: Partnering with them to offer free tickets to patrons via drawing.

IPLAR: The library's annual report has been successfully completed and submitted.

Library Card Sign-Up: It's library card sign up month! We currently have a promotion where people can win a prize basket if they sign up for a new card, renew a card or refer a friend.

Library Digital Card: Making progress on making a library digital card easy to obtain online.

Manager Training: Currently working with Cari Shelton to train management duties by sitting in on page interviews; October 23 management training scheduled with management team and area directors.

Morning Meetings: Started holding morning meetings to keep staff informed and build teamwork.

Next Chapter Book Club: Looking into partnering with an organization that specializes in book clubs for people with special needs

Rotary: I have started to attend Rotary at 7:00 am on Thursday mornings; making many new connections.

Snow Removal: Dominic received several quotes on snow removal from local businesses; these will be included in the printed board packet.

Staffing: Kelli Part Time Adult Services, Steffanie Full Time Youth Services, Chris Ford is leaving

Village: Working with Beth at the Village to see if we can create an internal communications document and/or calendar for all businesses on the Commons.

Upcoming

- Next Board Meeting: October 9, 2017
- Strategic Plan Stakeholder Meeting: October 16, 2017

Marketing/Outreach News

Outreach events:

- National Night Out, held in commons on Aug. 1, 2017. This is a family event; we had the wheel with prizes, and promoted the Summer Finale party. We had 778 come and visit our booth. This is an excellent event to attend. Attended with: Alissa in Youth.
- Chambers Golf Event on August 5, we did not attend this event but we donated a raffle basket worth 50.00. We continue to support local businesses and the Chambers.
- Health and Wellness with VFW on Aug. 19, this event started at 9am, I attended for the first 1.5 hours, we had a raffle basket for the event. Attendance was low, but we supported the community, which is just as important.
- New Lenox Fire Department Open House on Aug. 19 from 11-2. This event was geared to kids; we promoted 1,000 books before kindergarten, and our fall programs. We had 300 attend our booth, where we had the wheel, prizes and a raffle basket.
- Ladies Night Out in the Commons on Aug. 25, 4-8pm. We promoted upcoming blood drive (had many interested in coming), Mini Golf, and our fall programs. At this event

we had 719 come to our booth, where we had trivia questions, prizes and a raffle. Everyone loved the trivia questions!

New and Events

- We created a video for 3D printing, this was sent to channel 6 which will continue to air for rest of year. We also posted on website and Facebook. We also did a boosted post on Facebook with the results of 2,370 reach and 1,740 views. We let everyone know that the money raised came from our fundraisers. We had multiple comments and everyone was happy to see we are getting new technologies.
- We created a new promotion for opening new library cards, renewing cards and referring a friend to open a new card, once they do one of these actions they will be entered to win a raffle basket containing an Amazon Echo, Hue Smart Bulbs and Hub, and an Amazon gift card. I had a graphic made for the lobby and for outreach to bring awareness to the library card. We posted on our covershot of Facebook and posted with 1,449 reached and 47 clicked on link to check out promotion. This is also posted on our website, and staff are encouraged to promote this.
- We will be having a Heartland Blood Drive in Sept., we are starting to promote this now, we have 8 signed up, and have posted this to Facebook with 1,578 reached and 23 clicked to find out more information.
- Mini Golf is underway; I have hand addressed over 200 letters to New Lenox businesses. These will be mailed out first week of September. I have an email ready to go out to previous sponsors in mid September. The yard signs will be ordered by end of August and put up end of September. The new fall guide features the mini golf event. We also had ½ page ad in Trader Magazine in August.
- New Fall Guide came out in mid August. Our guides now combined are extremely popular. I have had incredible feedback at all of our outreach events, at how they love the guide. It is a great way to promote our programs as well as services the library offers. In the fall we have featured CultureGrams and RB Digital (see attached).

IT News

- None.

Adult Services Department News

- We have moved our Teen collection to their new space in the area on the South part of the building. We have had a great response from both Teens and parents of Teens so far.
- We have moved our Audio book collection into the area where the Teen collection was. We were able to spread out our collection and move them higher up off the floor, which makes them more accessible to our Senior patrons.
- We have hired Kelli Svancarek as a part time Substitute to help with the scheduling when we are short staff members in Adult Services.
- Amy will be beginning her maternity leave on September 8 and be gone until the middle of November. Monica will be taking over duties for manager during that time.

Circulation Department News

- The Circulation Department continued to be busy with library returns from the Summer Reading Program. The Clerks were busy with the check-ins and organizing carts, and the Pages were working on getting the items back on the shelf.
- National Card month started early and patrons are registering for a basket raffle when he/she gets a new library card, renews the card, or refers a friend to get a library card.
- The Circulation staff answered over 500 calls this month. The majority of the calls were patrons asking if the library had the glasses for the eclipse.
- Circulation has been interviewing for a Page position.
- Six patrons with accounts in collection paid \$ 279 and returned materials valued at \$ 62.

Youth Services Department News

- Steffanie Baseley was hired to fill the position left open after Erin Hunter's departure. She has worked at both Gail Borden Public Library in Elgin and McHenry Public Library. She began at New Lenox on Monday, August 21st.
- Alissa wrapped up summer challenge outreach visits in August. We saw an additional 147 children through our summer outreach services.

Facility Maintenance Highlights

Electrical: Maintain all electrical and lighting components as needed.

HVAC System: Troubleshoot and repair 1st stage AC Compressor Fault on 2nd floor. Reset Phase Monitors.

Install new thermostat in 2nd floor fiction area to replace failed unit.

Adjust EMS Parameters to work more efficiently during changing seasons.

Plumbing: The Hot Water Tank was flushed to remove sediments.

Drains and supplies maintained as required for reliable service.

Compliance/ Inspections: No activity to report.

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

New ADA Door Operators have been purchased and installed for both the Men's and Woman's Restroom the on the 1st and 2nd floors.

General: The parking lot and library drives have been cleaned, seal coated and restriped.

Rearrange shelving, tables and cabinets to reconfigure areas as directed in adults.

Procure bids for Seasonal Snow Removal from three vendors and supply analysis to Director for review.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for both June 2017 and August 2017. Budgeted expenses should have been at 100% and the actual expenses were 92.25%. The Treasurer's Report was also presented regarding August 2017. Budgeted expenses should be at 16.67% and the actual expenses are 14.31%. Thanks to one of the student board candidates at Lincolnway skyrocketed our button income because he made 200 buttons that said "vote for me!" Trustee Loecke, though absent tonight, asked Michael to look into our current electric bill. After researching annual electric costs, this amount is in the normal range for expenses for this time of year.

- Trustee Podoba moved and Trustee Ulstad seconded to approve disbursements for August 2017 in the amount of \$62,307.68 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: None

F. Other: None.

Old Business

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

New Business

- APPROVE: Levy Ordinance 17-4 was approved by a unanimous roll call vote on a motion from Trustee Podoba, seconded by Trustee Broccolo.
- APPROVE: The holiday schedule for 2018 was approved on a motion by Trustee Evans, seconded by Trustee Ulstad.
- APPROVE: A motion to approve the Personnel Policy updates was made by Trustee Evans, seconded by Trustee Broccolo. Discussion ensued regarding the modified Policy 208: Compassionate Leave, comp time, solicitation. The updates were approved.
- REVIEW: Serving our Public Chapter 5- Technology. The library is adhering to the requirements of this chapter.
- REVIEW: Strategic Plan Direction – Director Krooswyk introduced the framework of the new strategic plan which incorporates our current mission statement and its tagline (inform. Enrich. Enlighten). The plan focuses on the statement “we are education.” The three pillar format aligns with the mission statement: Inform=research assistance and instruction, Enrich=Self-Directed Education, and Enlighten: Enriching and enlightening experiences.

Executive Session

- None.

Trustee Comments

- Trustee Broccolo mentioned that the men’s restroom door upstairs needs to be oiled, the sink upstairs is leaking, the bushes need some touch up before winter. He also mentioned that a woman in the community is interested in donating a scrapbook about the library.

Adjournment

Trustee Evans moved and Trustee Podoba seconded that the meeting be adjourned at 8:33 p.m. Motion passed by unanimous vote.

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary

Colette Loecke, Secretary