



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
September 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 September 10, 2018 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: President Dr. Edward A. Tatro, Vice President Linda Evans, Lou, Broccolo, Michelle Monbrod

Absent: Colette Loecke, Ann Podoba, Bonnie Ulstad

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: IT Manager, Brian Goebel: Maintenance Manager, Jolyce Abernathy-Morris: Circulation Services Manager. Ashley Middleton: Digital Services Manager

Visitors: Alex Vancina, Debbi and Mark Vojvoda: Owners Just 4 U Café, Michelle Dodge

Minutes

- General meeting minutes from the September regular meeting were approved on a motion by Trustee Broccolo, seconded by Trustee Monbrod.
- Special meeting minutes from the September 10, 2018 Budget meeting were approved on a motion by Trustee Broccolo, seconded by Trustee Monbrod.

Audience to Visitors

- Michelle Dodge: Michelle asked if the café was always designated as a café. She is involved with Simply Music, and was wondering if the Board would be interested in changing the space to something other than a café. Trustee Broccolo and Tatro said that they had never thought of that before or entertained the idea. Director Krooswyk mentioned that the library is always looking to partner with local businesses and organizations to present seminars, classes or workshops and the library would be happy to work with her in that regard. The Board stated that it was always laid out as a café. Michelle Dodge said that as a long time resident of New Lenox (they just moved out a year ago) she has watched the library and café over the years, and also was wondering if that was even an option for a different revenue stream because they have students day through night. President Tatro said that he could not speak for future Board Members, but we are willing to entertain anything. It was designed as a café and he said that the Board hopes to keep it as a café. Trustee Broccolo said that the Board had discussed other options when they had difficulty getting a tenant, such as a bookstore. Trustee Evans asked if Michelle Dodge was planning to have lessons in the space and renting it and Michelle Dodge said yes. Trustee Monbrod thanked Michelle Dodge for previously donating to the Spring Arts Festival. The Board thanked her for her comments.
- Debbi and Mark Vojvoda: Owners Just 4 U Café – A case was presented by the owners of the café for the library to purchase a new commercial grade refrigerator. Examples of models and their corresponding prices were provided. Director Krooswyk asked if the proposed refrigerators were comparable to the size of the current machine, and Mark said yes. Trustee Tatro asked the owners

to confirm that they wanted the library to pay for the new refrigerator replacement. Director Krooswyk mentioned that the Lessor, the Board of Trustees, and the Lessee, the Just 4 U Café, had signed a contract stating that the Lessee is responsible for purchasing equipment. That is why the Director has brought this to the Board to decide upon. Business Manager Michael Stubler also added that the current contract with the Just 4 U Café sunsets in February 2019.

Staff Report

Jolyce Abernathy-Morris: Circulation Services Manager- Jolyce introduced herself as the new Circulation Services Manager and included that she has 6 years library experience. She is also in her last quarter of library school at College of DuPage. Her first few days she has been acclimating herself to the new library system, which is different from the one used at Homewood. She started in reference, worked in children's and teens, and most recently was the overdues and fines clerk at Homewood, which was equivalent to an assistant circulation manager role. Trustee Tatro asked what brought Jolyce to the New Lenox Public Library. Jolyce said that she was not full time and she was looking for more challenges. The Board welcomed her to the library.

Correspondence

Newspapers

- New Lenox Patriot: "Library celebrate Harry Potter character's birthday" August 9, 2018
- New Lenox Patriot: TITA Hearing Notice and Final B&A – August 30, 2018

Other

- 5 star Google review

Director's Report

Administration

- **Adult Services Department Update:** We have hired a new Adult Services Manager; Tana Petrov comes to us from Joliet Public Library and will be starting on September 24. Melissa Leggero, our Teen Services and Programming Coordinator, will be stepping down from full time to part time in the next few weeks while maintaining a majority of teen services responsibilities. In the meantime, Adult Services will be hiring a new full time reference assistant to bring staffing levels to comparable levels to that of Circulation and Youth Services. This was the result of researching weekly staffing hours in each department.
- **Channel 6:** On August 30, Liz Wetmore and Director Krooswyk, with the assistance of Don Winnie at the Village, recorded an update regarding fall events and library services. The video was shared to the library's Facebook page on September 5.
- **Circulation Manager:** Jolyce Abernathy-Morris started September 4 and is getting to know staff as well as departmental procedures. She will be introducing herself at this month's Board Meeting.
- **Disability Awareness Training:** After Alissa and Carolyn attended a presentation by JJs List regarding Disability Awareness training, it was decided that this would be required content for all staff to view (thanks to RAILS recording the webinar and posting it online). If you are interested in viewing this webinar about person first language, please let the Director know.
- **Friends of the Library:** Susan O'Donnell, president of the Friends group, is stepping down from the group after the September 8 Rummage sale due to personal commitments. The Friends group will continue to meet to discuss future events and want to work on getting more people to participate in the annual events and come to meetings.
- **Guest Lecture:** Director Krooswyk will be guest lecturing at Dominican University for a library management class at the end of October.

- **Guide:** Managers met together to evaluate the Guide since it has been in existence for two years. Deadlines and content were discussed, which allowed staff to gain an extra month's worth of planning time. The meeting was productive and staff are very appreciative of having a few more weeks to plan out relevant and educational classes and events.
 - **MakerDay!** – Our first ever MakerDay was a success! We had Michael's, local crafters and businesses (including former Board Member Carl Fosnaugh demonstrating wood working) help to educate patrons on all types of DIY materials. A survey will be sent to staff to evaluate what we can improve next year, including timing of the event, content presented, and engaging with more outside organizations. We hope to make this bigger and better every year!
 - **Rotation of Board Committee Meetings:** We will start rotation of the committee this month (September) with personnel or next month (October) with policy. This can be discussed at our Board Meeting.
 - **September Library Card Signup:** If you're interested in participating, please let me know. The available dates are as follows:
 - Tuesday, September 25 - 10:30-11:30 am
 - Wednesday, September 26 - 6:30-7:30 pm
 - Thursday, September 27 - 6:30-7:30 pm
 - Saturday, September 29 - 10:30-11:30 am
 - **Special Board Meeting:** As a reminder, we have a special Board Meeting scheduled on Monday, October 22, 2018 at 7:00 pm to discuss the path to a future referendum with John Chrastka from EveryLibrary. Interested managers and staff have been asked to attend as well.
 - **Staff Day:** We have our fall Staff In-Service Day on Friday, September 28, 2018 and the library will be closed all day.
 - **Triad:** Director Krooswyk contacted the Manhattan Library Director, Ashley Hopper, and discussed the possibility of partnering for future TRIAD meetings. They plan to meet and discuss prior to the September meeting. Also, Director Krooswyk expressed interest in presenting next year at one of the meetings and Marissa at TRIAD was more than happy to accept the offer. Date TBD.
 - **Village Board Meetings:** The last two Committee of the Whole Village Board Meetings that Director Krooswyk had planned to attend were both canceled (June 18 and August 20). She is scheduled to attend the September 24 Village Board Meeting.
- Upcoming**
- **Next Board Meeting:** Monday, October 8, 2018 at 7:00 pm
 - **Special Board Meeting:** Monday, October 22, 2018 at 7:00 pm

Marketing Department

Outreach Events

- Chamber Golf Event: Aug. 3, 2018 We donated a gift basket to the chamber to raffle off at their annual golf event.
- Fire Department Open House: Aug. 4, 2018. We had 275 people visit our booth at the open house; we had the game wheel and prizes. We promoted Maker Day 2018. This is an excellent event.
- National Night Out sponsored by the NL police department, Aug. 7, 2018: This is an extremely busy event, with over 400 visitors to our booth. We did the game wheel and prizes. We promoted Maker Day.
- Ladies Night Out: Aug. 17, 2018. We did a trivia game and gave out chocolate. We got rained out but made it through the first 3 hours of the event. We had 200 visits our booth this year. We promoted the Rummage Sale and Maker Day.

Events

- Maker Day Aug. 25, 2018. This was an entire library event, we had 12 stations set up throughout the library, where we held classes. The public really loved this event. We also go out raffle prizes of tote bags, custom made table and Raffle basket with Fire Tablet. We had 250 attend.

Marketing to Businesses

- Marketing held 3 one on one marketing sessions with local businesses in August. Two of the businesses have signed on to do our mini golf this year.

Promotions

- Maker Day
- Library Card Sign up Month started on Aug. 22, 2018
- Mini Golf- Sent out letters to businesses, and emails in Aug.
- Teen Art Contest promotion started and will continue through Oct. 31st

Social Media

- Facebook we did Live Stream on homebound
- Live stream on fall events coming up
- Live stream Maker Day
- Live Stream winners of baskets
- Visiting Channel 6 for interview on fall events on Aug. 29

Information Technology Department

- Moved YS computers to allow staff to monitor usage more effectively. There are no longer stations hidden behind the pillar.

Adult Services Department

- Our intern, Emma, completed her internship for JJC's LTA program with us this month. She did a great job!
- We processed our first passport application and have a couple more appointments scheduled.
- Monica met with Kathie Johnson from the New Lenox Food Pantry to discuss books we will be donating to the pantry.

Circulation Department

- The month of August brought some changes to the Circulation Department. We lost our substitute Joyce to her full retirement. We lost Jennie to her retirement on August 3. We also lost our seasonal Page Maggie to her going back to school on August 10.
- Our summer had been busy with check-ins/checkouts and new cards. We did 330 in June, 230 in July and 147 in August, giving us a grand total of 707 new cards for the 3 months of summer.
- During the month of July we recovered monies owed through Collection from 11 patrons a total of \$542.75. Of this \$477.75 were late fees and \$64 were material cost.

Youth Services Department

- Great progress has been made in shifting the J Mysteries in to the general J Fiction. This will make it easier for patrons to find titles.
- Carolyn has begun the process of having a stand-alone Spanish collection for Youth. We will be moving books to a new location this month.
- MakerDay was a wonderful success, and Youth Services saw many new families in the department to explore our Makerspace and STEAM-focused activities.
- Alissa and Carolyn attended a program hosted by JJ's List Disability Awareness Players that informed better strategies for staff to provide customer service to patrons with disabilities.

Maintenance Department

Electrical:

- Parking lot lighting repair quotes continue to be gathered. Met with Fox Electric and Indicom Electric along with Indicom's supplier, KSA Lighting and Controls to discuss LED lighting product and installation options. KSA will also assist with filing for ComEd's Energy Efficiency Rebate Program which offers an incentive of roughly 40 cents per watt reduction in power usage. KSA estimates that each fixture will be reduced from 400 watts to approximately 120 watts. With a total of 18 fixtures, the total wattage reduced will be approximately 5,040 watts, making for a potential rebate of \$2,016.
- Power outage on August 16th brought to the forefront the necessity of replacing a failed General Electric transient voltage surge suppressor unit for the library's 1200-amp main power supply. Estimates have been gathered, the best offer being from Fox Electric, which prices the unit at \$2,700 installed. The unit from Current Technologies will match another updated unit that is already in place at the library. It is on order with the manufacturer; generally, there will be a 3-4 week lead time before installation can take place.

Building & Grounds:

- West Main Entrance handicap door actuator button has been repaired.
- New post for handicap sign damaged by vehicle in parking lot is in place. The concrete base of this post weighs 250 pounds; it can withstand a minor collision with a vehicle, will not blow over in the wind, cannot be easily moved by vandals nor pranksters, and is more durable than posts set into the ground which over time can rust and easily be broken off.
- First and second floor exterior window and entrance washing is scheduled for September 13th. The originally scheduled date during the last week of August was pushed back due to inclement weather.
- Graphics printing area has been reorganized and fitted with re-purposed surplus furniture that provides an efficient working area for our Marketing/Graphic Design Manager and the entire staff. It now also accommodates both the existing copier/fax machine and the new printing machine that is currently on trial at the library.
- Desk in the rear of the Youth Services Department has been moved and expanded to better accommodate the space needs of our youngest patrons, while providing staff a much improved vantage point from which to serve them.

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 August 2018.
- Budgeted expenses should be at 16.67%, and the actual expenses were 14.80%.
- Trustee Monbrod moved and Trustee Evans seconded to approve disbursements for August 2018 in the amount of \$81,345.49; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel: Decided they would meet 15 minutes prior to the regular meeting on October 8 (@6:45 pm).

B. Finance: None.

C. Building and Grounds: Trustee Broccolo mentioned his concerns regarding a grill being left on our property and replacement of a bush that was damaged when work occurred on the condominiums to the east of the library. Maintenance Manager Brian Goebel spoke about our plans going forward for repairing the exterior lighting in the parking lot. After obtaining quotes, the total cost will be approximately \$11,000, which includes a rebate from ComEd. We are deciding upon Indicom to do the work because we were given the option to sit down with the manufacturer to ensure that the light direction does not shine directly into the residential homes surrounding the library's large parking lot.

D. Policy: Needs to schedule a date to meet in October.

E. Fundraising: None

F. Other: None.

Old Business

- DISCUSS: Strategic Plan Review: Pillar Two – Self Directed Education

Goal 3 – People will find library material convenient and easy to access.

Tactics:

- Provide experiences for passive readers advisory by creating appealing and attractive displays.
A new staff picks display is up in the youth services department.
- Increase monies allocated to books, audiobooks, DVDs, magazines.
This was completed with the FY2019 budget.
- Research the feasibility of streaming services and other requested databases.
Hoopla was investigated and found to be too costly (\$2-3k per month). We did add Mango databases along with Niche Academy.

Goal 4 – The library will strive to offer unique materials and spaces that are useful, educational and needed by the community.

Tactics:

- Develop and implement Youth Services Makerspace plans.
Work has begun on this in the Youth Service Department.
- Increase loan rate on featured unique items.
Ashley Middleton is working with Mary Byford to get all the unique items cataloged so that their checkouts can be monitored. Also, Adult Services will be featuring these unique items in their display case soon to draw more awareness to their existence.

Goal 5 – People will experience library offerings and resources through an innovative use of technology.

Tactics:

- Expand digital selection and highlight other accessible avenues for digital content.
Additional funds have been allocated to digital collection and Biblioboard is starting to be communicated to staff and patrons.
- Library will provide hotspots to enable access to digital offerings.

Complete.

- Existing specialized online research tools will be featured on a regular basis on social media and the library's website.

Ongoing with Facebook Livestream videos and posts.

- REVIEW: New RAILS Membership Standards: Facilities & Serving Our Public Chapter 5 Facilities: The library is satisfying all the requirements of both sets of standards: The library is "exemplary" according to the RAILS Membership Standards and we are up to date and compliant with the Serving Our Public Facilities checklist.
- REVIEW: Policy Review: General 101 & Personnel Policy 306, 308 – There were no additional comments on these topics, but there will be time to discuss policies at the upcoming October Policy Committee meeting.

New Business

- APPROVE: Final Levy Ordinance 18-04 – Director Krooswyk mentioned that the operating levy will increase 11% and the bond levy will decrease by 5% creating an overall request for a 7% increase. As a reminder, the library is not asking for a higher taxing rate, which is only done through a referendum, but rather asking for a bigger portion of the pie from the taxes that are collected. Trustee Evans motioned and Trustee Monbrod seconded to approve Levy Ordinance 18-04 and motion passed with a unanimous roll call vote.
- APPROVE: Purchase of new refrigerator for Just 4 U Cafe – Trustee Evans stated that it sounds like that if we want the Café to run, we have to buy the refrigerator. Trustee Tatro mentioned that the contract states otherwise. Trustee Broccolo added that he is surprised that the contract is written that way since the library originally supplied the equipment. Director Krooswyk noted that in the original documentation is that the café would be run by staff, but the decision was overturned very quickly. Trustee Broccolo feels that the café promotes a positive viewpoint of the library and that library patrons enjoy it. Trustee Tatro reminded everyone that a personal business is profiting from the space. Business Manager Michael Stubler mentioned that the lease for the café sunsets in February 2019. Trustee Broccolo said that it is a good service to the community; Director Krooswyk mentioned that the library prides itself on providing free classes and events supported by tax payers' dollars. Trustee Tatro asked if the library could ask legal counsel to see if it was acceptable to purchase the refrigerator. Trustee Monbrod motioned and Trustee Broccolo seconded to approve purchase of a refrigerator for the café space contingent upon approval from legal counsel. Motion 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 – It was decided to table this decision and to discuss it further at the upcoming Policy Committee meeting.
- APPROVE: 2019 Holiday Schedule - Trustee Evans motioned and Trustee Broccolo seconded approval of the 2019 holiday schedule and motion passed with unanimous roll call vote.

Board Continuing Education: The Director and the Board reviewed the second section (pages 21-24) of the Illinois Public Library Trustee Manual.

Executive Session

- None

Trustee Comments

- Trustee Evans said it was nice to meet the new managers.

Adjournment

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned 8:18 p.m.
Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary