



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
September 8, 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 September 8, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: None

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Ashley Middleton: Digital Services Manager

Visitors: None

Minutes

- Meeting minutes from the Special Meeting for the Budget and Appropriations Ordinance Hearing on August 12, 2019 were approved on a motion by Trustee Ulstad, seconded by Trustee Podoba. Motion passed by unanimous vote.
- Meeting minutes from the regular Board Meeting on August 12, 2019 were approved on a motion by Trustee Ulstad, seconded by Trustee Podoba. Motion passed by unanimous vote.

Staff Report

- Ashley Middleton: Digital Services Manager – Ms. Middleton is in the final stages of hiring a Digital Services Specialist, and this person will be scheduled to cover Monday through Thursday evenings. The Tech2Go collection has been branded and marketed quite a bit recently. Ashley demonstrated a few gadgets that can be checked out, including a device that can be taken home to burn DVDs from a home VCR. Another was a document camera that can be used to project detailed demonstrations in a larger format. One of the concerns she was hearing from patrons was that CD players are becoming less commonplace. As a result, a few CD walkmans were purchased; they have Bluetooth capability as well.

Audience to Visitors

- None

Correspondence

Newspapers

- New Lenox Patriot – August 8, 2019
 - *Bringing the Zoo to You pg. 20*
- New Lenox Patriot – August 15, 2019
 - *Local teens pack book bags with supplies for NL children in need pg. 6*
 - *Meal planning class coming to New Lenox library pg. 8*
- New Lenox Patriot – August 22, 2019
 - *New Lenox Public Library offering Halloween costume exchange pg. 9*
- New Lenox Patriot – August 29, 2019
 - *Budget and Appropriations Ordinance pg. 38*

Director's Report

Administration

- **Budget and Appropriations Ordinance:** The B&A was approved at the last meeting; it has appeared in the August 29 edition of The Patriot and sent to County per state regulations.
- **Digital Services Specialist:** Digital Services Manager Ashley Middleton and Director Michelle Krooswyk conducted interviews for our new part time Digital Services Specialist. We will hopefully have the new staff member starting sometime in September. As a reminder, this position is part of the process for ultimately ensuring the DML desk during the library's normal operating hours.
- **Dram Shop Insurance:** The library has pursued additional Dram Shop insurance to cover up to four events that would serve alcohol. The cost of one event was \$400, and the cost of four events within one year was only \$725. Staff and Friends are investigating different opportunities for attracting new patrons with programming and/or additional fundraising opportunities by offering additional events where alcohol is either served or becomes an educational topic (home brewing or wine making).
- **Financial Consultant:** Director Krooswyk has reached out to financial consultants to inquire about services related to future funding and to conduct a study of past trends and future spending suggestions. This will work hand in hand with StudioGC for our Facility Assessment and Vision Planning.
- **Friends:** The Friends of the Library are accepting grant proposals from library staff in order to provide funding. The Friends have also graciously provided funds to support the final hole of golf at this year's Ghouls and Golf event once again this year.
- **Future Funding:** Within the next month or two, Board Members and the Director are encouraged to reconvene with the stakeholders they spoke with earlier this year. More specific information and instructions will be provided at the September meeting.
- **Genealogy Section:** Visit our new genealogy section! Resources have been condensed to one area to make it more efficient and easier to access all of this information.
- **Levy Rate:** After researching 10 years of levy extensions, Director Krooswyk decided to levy for 4.99% of last year's extension. Previous year's extensions fall into the 2% range on average.

- **Winter Guide:** Liz Wetmore and Director Krooswyk are working together to feature the library being paid off in a fun way. The “Director’s Corner” will focus on what we have achieved in our 18 years on the Commons to compliment this feature. Future online newsletters will also feature excerpts detailing how the library is successfully achieving strategic plan goals and how we want to do more to serve the community better.

Adult Services

- During the month of August, Adult Services staff finished shifting and shelf-reading the Fiction collection.
- We are in the process of weeding several of our smaller collections - Fiction DVDs, Graphic Novels, Young Adult Fiction, and Large Type. We are looking into updating the Non-Fiction DVDs/ documentaries collection as it needs to be updated with newer, more relevant materials.
- We created Genealogy/ Local History Club, where all of our genealogy resources have been moved into one place: genealogy vertical files, microfiche reader, as well as genealogy and local history books. We will be placing a computer for patrons to do genealogy research using our databases.
- ATLAS Multi-Library Geocaching Competition was very successful for us. Among 32 libraries, we took fourth place with total number of participating patrons: 129
- We created several displays to highlight the collection: Banned Books/ Beat the Back to School Blah’s/ Go ahead, judge an audiobook by its cover! / “Word” with large print books with one-word titles/ Fall Adult Programs.

Circulation Services

- Considering options for a new mobile app service available to PrairieCat member libraries.
- Eek-o-friendly costume exchange is already a success although not officially launched yet. A clothing rack has been set up in the lobby to attract attention and we have begun to accept donations that are being kept in the back of the department until the official launch date of 9/16.
- A lot of passport action this month! Many families seem to be preparing for fall/winter travel to tropical destinations. There have been discussions within my dept about having “Passport Saturdays”. On these Saturdays there will be set walk in hours and additional passport agents available to accommodate working families.

Digital Services

- New Digital Services Specialist hire is in process for after-school and evening hours.
- Teen and young adult usage of the DML has been increasing.
- The Tech2Go Collection rebranding has increased circulation of special items.
- Fiber Arts & Sewing Club attendance has been increasing, especially after we were featured in the New Lenox Patriot.

Information Technology

- Public computer signage was changed to make it tidier and easier to see.
- Remote support software put on most back-office staff computers. This will allow remote support in case of extended absences or ease of support after normal hours.

Maintenance

Building & Grounds Repairs:

- Precision Control returned to the library to install new contactor switches in the Second-Floor chiller unit as a continuation of ongoing work that was outlined in last month's update.
- Precision will return this week to begin working on boilers in preparation for the heating season.

Building & Grounds Improvements:

- Commercial floor mats were purchased to replace the employee entrance/receiving room mats rented from Ajax Linen & Uniform on a monthly basis. This will save the library over \$800 annually. These new mats have a life expectancy of at least 20-30 years, fit better, look nicer, and when soiled can be easily and cheaply cleaned as needed. This eliminates an unnecessary annual expense the library has paid for since 2001.

Marketing/Outreach**News:**

- Printed guides for the New Lenox Food Pantry.
- 250 Golf letters have gone out to local businesses and emails will go out last week of August
- Conducted interview with Tana Petrov for channel 6 to go over all of our large fall events including MakerDay, Ghouls and Golf, International Game Day and the Friends of the Library Rummage Sale
- Did interview with Patriot for both MakerDay and Mini Golf; he will be placing in the newspaper 1-2 weeks prior to events.
- Hand delivered MakerDay handouts to all businesses in the Commons and the Park District.
- September will be library card sign up month, and we are planning a campaign again this year.

Outreach:

- New Lenox Fire Department Family Fun Day Aug. 3. We did the prize wheel for the kids and handed out candy, buttons, and pencils. Promoted Maker Day and Rummage Sale
- Ladies Night Out on Aug. 16. We had wheel with trivia questions for the ladies to answer and a prize of chocolate. We promoted Maker Day and Friends Rummage Sale.
- Friday After 5, Aug. 23 we set up table and handed out granola bars, and advertised Maker Day and Rummage Sale.

Social:

- Instagram for both youth and teens both have separate accounts and individual departments are handling them. This will take some time to build up a following, but we advertised it in our guide, our website, and other materials.
- Boosted Facebook post for our fall guide so we could reach people that might not be coming into the library to pick up guide. We reached 3.3K, had 322 downloads, and 124 came to our website.
- Boosted a post on MakerDay with Gene Ha who will be spending the day with us. Reached 2.2K, 108 likes, 61 post clicks

- We did a Facebook live video talking about our “Tech To Go” program, and it received 2K views
- The month of August we reached 17,659, which is up 5%; we had 4,998 post engagements and 35 new followers.
- Our Channel 6 interview was shared to our Facebook page and had 165 views.

Youth Services

- Youth Services took advantage of August being a light programming month for our department by organizing our storage areas in order to make preparing for future programs more efficient.
- Our pop up books collection has expanded to the point that we needed more shelving. We moved the pop up book shelf in such a way that we are able to use the front and back. It is also closer to the comfortable seating area located in the front of the YS department, so we’re hoping this will encourage kids to grab a few pop up books to bring to this area for their enjoyment.
- We’ve expanded our shelving for the Illinois State book awards (Monarch, Bluestem, and Caudill). This allows us to display the books and book lists in a more appealing way.
- We’ve also relocated our staff picks. They are now located close to the YS main desk. We’ve increased the number of staff picks as well. This new location should be more eye-catching which will hopefully increase the circulation of these items.
- We were contacted by JJC to arrange a tour for LTA students of the YS department and the DML. They will be coming the evening of October 9th.

Treasurer’s Report

- Michael Stubler gave the Treasurer’s Report explaining income and expenses for August 2019. Budgeted expenses should be at 16.67%, and the actual expenses were 16.94%. The higher amount is due to one-time expenses that occur at the beginning of fiscal year.
- Trustee Podoba moved and Trustee Vancina seconded to approve disbursements for August 2019 in the amount of \$59,628.45 and remaining FY2019 expenses of \$377.16; 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 17, 2019
- **Fundraising:** Scheduled to meet January 13, 2020.
- **Intergovernmental Meeting:** Meeting in September 27
- **Other:** None.

Old Business

- **REVIEW: RAILS Membership Standards: Facilities** – The library is meeting all standards and is exemplary in this category.

- REVIEW: Serving Our Public Chapter 9: Programming – The library meets all the requirements for this chapter for the statewide standards.
- REVIEW: Regular Policy Review Schedule – General Policies 105, 202, 306 & 307– These policies were reviewed.
- REVIEW: Strategic Plan Pillar 2 – Self-Directed Education – updates were provided to Board Members.

New Business

- APPROVE: 2020 Holiday Schedule - Discussion ensued regarding maintaining the current holiday closure schedule. Ideas such as staying open until regular closing on the day before Thanksgiving and being open the day after Thanksgiving were investigated. Trustee Vancina moved and Trustee Podoba seconded to keep the current library holiday closures. Roll call vote was taken and motion passed; 6 ayes and 1 nay from Trustee Tatro.
- APPROVE: Acceptance of Bid for Auditing Services – Three different proposals were reviewed from O’Neill & Gaspardo, Karrison LLC, and Bruns & Bruns. After review and discussion, a motion was made from Trustee Evans and seconded by Trustee Podoba to select Bruns & Bruns as the auditor for FY2020. Motion passed by unanimous roll call vote.

New Business - Consent Agenda

- Trustee Loecke moved and Trustee Vancina seconded to approve the consent agenda. Motion passed by unanimous roll call vote.
 - APPROVE: Final Levy Ordinance 19-3
 - APPROVE: Closure of the library on Friday, April 17, 2020 for Spring Staff In-Service Day
 - APPROVE: Update to General Policy 201 – Remove sentence “...for patrons and visitors, which includes sandwiches, salads, baked goods and beverages.”
 - APPROVE: Food for Fines Week of November 4 with a limit of \$25 per person and \$1 per item donated

Board Continuing Education

Director Krooswyk shared an article focusing on evaluating the need for additional funding as well as different options to pursue. She also let the Board know that we will plan on visiting with stakeholders from earlier in the year once again. This will take place the last two weeks of October and November. More detailed instructions will be provided at the next Board Meeting.

Executive Session

- None.

Trustee Comments

- Trustee Evans thought that Director Krooswyk was doing a wonderful job.
- Trustee Monbrod noted that the keypad on the staff entrance door is wearing out and might need to be replaced.

- Trustee Loecke brought an example from a wine walk in Naperville and asked if the library could do something similar to attract new patrons.

Adjournment

Trustee Loecke moved and Trustee Vancina seconded that the meeting be adjourned 8:16 p.m. Motion passed by unanimous vote.

Michelle Monbrod, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary