



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING OCTOBER 10, 2016

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by President Tatro on Monday, October 10, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Louis Broccolo, Linda Evans, Ann Podoba, Edward Tatro, Bonnie Ulstad,

Absent: Colette Loecke, Michelle Monbrod

Staff present: Michelle Krooswyk, Director and Recording Secretary, Michael Stubler, Business Manager, Alex Vancina, IT Manager, and Dominic Anco, Maintenance Manager

Visitors: None

Minutes

- Meeting minutes from the September 12th regular meeting were reviewed. The minutes were unanimously approved, on a motion by Trustee Podoba, seconded by Trustee Broccolo.

Audience to Visitors

- None

Correspondence

- The New Lenox Patriot covered the new Youth Services Coding Club program in September and Director Krooswyk's appointment.
- A comment was received regarding the timing of courtesy email notices, which the Circulation Manager answered. Friendly reminders are controlled by the PrairieCat Consortium. Two additional comments were made requesting us to carry Coin World. As a result, the Adult Services Manager has contacted our magazine vendor to add it to our collection.

Treasurer's Report

- Mr. Stubler presented the Treasurer's Report.
- Trustee Evans moved and Trustee Podoba seconded to approve disbursements for September 2016 in the amount of \$74,855.73 and the motion passed by unanimous roll call vote.

Director's Report

- Packets for Library Board Trustee elections are available at the Circulation Desk. Per state and county law, notices have been posted on website and front door.
- FOIA and OMA online training has been completed by Director Michelle Krooswyk.
- Sgt. Hilary Davis and Director Michelle Krooswyk met to discuss the library's participation in increased surveillance on the Commons. A letter was received from Village Administrator Kurt Carroll verifying that we would not be fiscally responsible for equipment installed and we would have access to cameras once installed.
- Margaret Pearson from the Organ/Tissue Donor Program of the Illinois Secretary of State set up a table in our lobby on Wednesday September 28 to sign residents up for the program.
- Heartland Blood Drive sent us a thank you letter from the blood drive; they had 16 donors and successfully collected 13 products.

Upcoming

Ghouls and Golf Mini Golf Event

- Sunday October 30, 11:00 am-4:00 pm

Marketing/Outreach News

- Friends Rummage Sale, Sept. 10, I walked around and handed out New Lenox bags, as well as promoted mini golf.
- Library sponsored a business after hours on Sept. 22, for all local businesses to network. We made some new connections and had one of the businesses want to sponsor or mini golf fundraiser. We had around 20 attend.
- Heartland Blood Drive, Sept. 24th we had a successful blood drive, we had 12 donors be able to give blood but we had 17 that came out to donate. I talked to heartland and mentioned maybe we could do this yearly. They liked that idea.
- Attended New Lenox Safety meeting on Sept. 28, I am on the committee and I will be talking about our fundraiser.

Mini Golf Update

- I ordered 50-yard signs and have placed them all over New Lenox. We have 2 ads that will be placed in the Patriot (they will have a hole for doing this). I have a half page ad in the trader magazine (see attached), we will also have an additional ad in the October addition. I have a half page ad in Trinity Annual Dinner Dance program (see attached).
- We have 17 sponsors; I am waiting for payment from two of them. If you would like to view all the sponsors go to: <https://www.newlenoxlibrary.org/Mini-golf2016>

September is National Library Card Month

- With any new or renewed card you will be enter into winning a raffle basket. We have had 96 entered to date.

1,000 Books before Kindergarten

- Started in September, we have created stickers to give out for 100, 200, 400, 600, 800 and 1,000 increments. I have also posted this as a web slider on our home page of our website. We are also looking into 1,000 book bags to give at the end of program.

IT News

- Upgrade to new patron registration system to be addressed in New Business.

Adult Services Department News

- Amy and Hayley are signed up to attend ILA conference in October
- We have purchased new/used DVD/CD shelving from Schaumburg Public Library for a great price.
- Amy, Hayley, Monica, and Denise are attending a seminar in December on Mental Health First Aid being put on by the Safe Communities committee and the NL Police Department.

Circulation Department News

- Five candidates were interviewed for the page position. The position was offered and accepted by Emma Ruback. Emma is a graduate of Lincoln-Way West, and is currently attending classes at JJC.
- Circulation clerks were busy registering new patron cards for the month of National Library Month.

Youth Services Department News

- YS provided early developmental screening opportunities for toddlers the week of September 12. A local Will County agency came in and talked to interested parents before and after toddler storytimes.
- Nicole DeVries was offered and accepted a position at Aux Sable Elementary School in Minooka. Her last day at the library was September 15th.

Facility Maintenance Highlights

Electrical:

- Replaced failed lamps and ballast for general lighting on the 1st and 2nd floors as needed.
- Inspected and repaired as required Electrical Emergency Lighting and Exit Signs.

HVAC System:

- Repairs are required to replace a failed 1st Floor AC Compressor, Repair quotes have been submitted to the board for approval.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.
- Water supplies, fixtures and drains have been maintained as needed.

Compliance/ Inspections:

- No activity to report.

Safety/Security

- The AED (Defibrillator) was Tested and passed the monthly inspection
- Overhead Exterior Lot Lighting Fixtures that were not working have been repaired.
- Three Exterior Bollard lights are currently not operating; we are working with the Manufacturer for free Warranty Replacement.

Interior

- We are currently painting interior walls in and around the Circulation Dept. Painting is an ongoing project throughout the Library.
- Several stained ceiling tiles in Meeting Rooms “A & B” have been replaced.
- Media CD Shelving units have been picked up from the Schaumberg Library for future installation in the Adults Dept.

Board Reports

- None

Committee Reports

A. Personnel: None

B. Finance: None

C. Building and Grounds: Trustee Broccolo mentioned an abundance of leaves and cobwebs near the east entrance; Dominic Anco will check on this. Height of the drive-up book drop was also mentioned and briefly discussed.

D. Policy: The policy committee planned a tentative meeting date of Tuesday October 25th at 4:00 pm.

E. Fundraising: None

Old Business

- **ACTION:** Approve replacement of air compressor – Dominica Anco, Maintenance Manager, presented on the additional quotes he gathered, and discussion ensued about the quotes. It was recommended that we proceed with the quote of \$17,350.00 from Precision Control Systems due to the 5 year warranty, the unit being completely rebuilt to UL standards, the positive customer service experience with Precision and the fact that the original controls for the system were installed by Precision, providing continuity with the user interface. Trustee Broccolo made a motion, seconded by Trustee Podoba, to approve the replacement of the air compressor by Precision Control Systems in the amount of \$17,350.00. The motion passed by a unanimous roll call vote.
- Director Krooswyk obtained an example of a local library’s current alcohol policy and spoke with Dennis Walsh of Klein, Thorpe and Jenkins. Per Walsh’s suggestion, he would advise obtaining Dram Shop insurance for library events. Krooswyk will contact different insurance companies to gather quotes for Dram Shop prior to the policy committee meeting.
- 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 have been contacted concerning this issue; they informed us that we had a policy that covered crime and employee theft. Cook and Kocher are contacting the underwriter and they will be getting back to us concerning coverage of library trustees.

New Business

- **ACTION:** The Digital Media Lab Policy was updated to provide clarification on what age groups are allowed to use the lab with or without a parent. It was decided that the

Policy Committee would further clarify the wording of the policy at their next meeting. No vote was taken.

- ACTION: Trustee Evans made a motion, seconded by Trustee Ulstad, to approve the update to the Illinois Freedom of Information Act policy, which changed Pilar Shaker to Michelle Krooswyk as the FOIA Officer for the library. The motion passed by a unanimous roll call vote.
- ACTION: Director Krooswyk and IT Manager Alex Vancina explained the benefits of LibraryMarket's new patron registration system over our current vendor Evanced. Initial setup would be \$2500, and the first year would be \$1000 for the service. Discussion ensued, which included benefits of the product being Drupal based, ease of use by staff, ability to tailor the software, and a better patron experience, especially in the mobile format. Trustee Podoba made a motion, seconded by Trustee Broccolo, to approve the contract with LibraryMarket for \$3500. The motion passed by a unanimous roll call vote.
- ACTION: Trustee Broccolo made a motion, seconded by Trustee Evans, to the TITA hearing date for 6:45 pm on Monday November 14, 2016. The motion passed by a unanimous roll call vote.
- REVIEW: The Board was provided with Ordinance No. 16-04 to review prior to public hearing and vote in November to approve said ordinance.
- REVIEW: The Board was provided with a draft of a new Homebound Service Policy, which will be discussed at the next Policy Committee meeting.
- REVIEW: Serving Our Public Ch. 6 – Access. The Library meets all of the recommendations.
- REVIEW: ALA Trustee Training video on Strategic Planning. Trustee Tatro recommended that Director Krooswyk review progress of the strategic plan at future Board Meetings. The current Strategic Plan ends in 2017.

Executive Session

- None

Trustee Comments

- Trustee Broccolo suggested that we should do something to observe the 15th anniversary of moving into our new building, which will be December 10th.

Adjournment

Trustee Broccolo moved and Trustee Evans seconded that the meeting be adjourned at 8:19 p.m. The motion passed with all in favor.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Recording Secretary