



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING October 9, 2017

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 6:59 p.m. by Vice President Evans on Monday October 9, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Vice President Linda Evans, Lou Broccolo, Colette Loecke, Michelle Monbrod, Ann Podoba, Bonnie Ulstad.

Absent: President Edward A. Tatro

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

Visitors: None

### **Minutes**

- Two errors were noted and will be corrected by Director Krooswyk. General meeting minutes from the September regular meeting were approved on a motion by Trustee Ulstad, seconded by Trustee Podoba.

### **Audience to Visitors**

None.

### **Staff Report**

Alex Vancina – IT Manager - Since last speaking to board, the new website launched in June and feedback has been generally positive, and it seems like people are liking it. In addition, we switched to our new LibraryCalendar software for events and there is a marked increase in usage via mobile devices. We switched from First Communications to Comcast for our phone service, which has saved us about half the price. We also have a battery backup for the phone systems. The study room TVs have been installed; patron can hook up laptops and students have been using that a lot for collaborative work on projects. Our two hot spots should be circulating soon. Each device is free, but we have to commit for paying for a year of service (\$120/year) per device, which can connect up to 10 devices. This will be a trial and error as far as circulating the two devices to see what works best for our patrons. If a hot spot is lost, we have the ability to remotely turn off the service. We will also be offering an application for a library card completely via online allowing only access to digital services for 30 days.

## Correspondence

### **Articles:**

- The New Lenox Patriot "Village Commons turns into one-stop shop at annual rummage sale" September 21, 2017
- Trader Magazine "Ghouls and Golf: Save the Date" September 2017

### **Suggestion Box Submissions:**

- Suggestions from some of our youth patrons requesting free books, free food, free library cards and more computers!

### **Other:**

- Thank you letter from Mayor Tim Baldermann

## Director's Report

### **Administration News**

- **Business After Hours:** We had 25 people attend our event here at the library.
- **Ghouls and Golf:** Our annual event is fast approaching. Please let Liz W. or Denise W. know if you would like to volunteer to work the raffle basket table or walk around and hand out candy.
- **Manager Training:** October 23 management training scheduled with management team and local area library managers.
- **Next Chapter Book Club:** Looking into partnering with an organization that specializes in book clubs for people with special needs
- **Patron Behavior:** A certified letter was sent via USPS to address a patron's behavior with friending multiple staff members on Facebook.
- **PUG Day:** Our library's consortium, PrairieCat, held an in-service day on Friday September 29. Looking into possibly utilizing this event as the fall in-service since ATLAS may not be holding their staff day again next year.
- **Rotary:** Have utilized Rotary meetings to build relationships in community and advertise library events.
- **Rummage Sale:** Arrived at the library at 6:00 am to open the building and assist with setup. The evening before, Friends President, another Friends volunteer and I sprayed all the lines for the booths and numbered spaces.
- **Storytimes:** Planning to assist with a couple storytimes to connect with families and support staff.
- **Strategic Planning:** Finalizing details on presentation for the Community Stakeholder meeting.
- **Triple Play:** The final Triple Play concert of the year occurred on September 2 without having to utilize the Library building as a severe weather shelter. The mayor sent a letter thanking us for our participation and support.

### **Upcoming**

- Next Board Meeting: November 13, 2017

## **Marketing/Outreach News**

### **Outreach events:**

- September 9 - Friends of the Library Rummage Sale held in the Commons.
- National Fall Prevention Fair - September 21, held at the VFW. This event was for seniors and had over 100 attend. We set up a table and promoted our programs and mini golf, along with a raffle basket for the event.

- BAH Business after Hours - The library hosted the business after hours. We had 25 attend, and we promoted to the businesses being a sponsor for our mini golf fundraiser.
- Heartland Blood Drive held on Sept. 23 here at the Library. We had 21 register and donations were 17 whole blood and 2 Double Red Cells. We exceeded our goal of 12.
- Safety of New Lenox Committee, on Sept. 27- I talked to the group about our mini golf fundraiser and the advantages this event has to the businesses.

### **New and Events**

- September was National Library Card Sign up Month. We ran a promotion in August and September to celebrate this month. We gave out a raffle basket and our winner was posted on Facebook. Molly R. For this campaign we had 247 new cards open, 153 cards renewed, and 2 referrals.
- Mini Golf is underway we have 16 sponsors as of Oct. 1st. Marketing placed a ad in the Trader Magazine, Facebook ad and we have 2 upcoming ads in the Patriot on Oct. 9 and Oct. 23rd. We also will have an article in the Patriot on Oct. 19th. Yards signs have been put up throughout the Village.

### **IT News**

- Our new ceiling-mounted projector and sound system have been installed in Meeting Room B.
- Microsoft Office 2016 has been installed on all of the library's Windows 10 computers, except for those being replaced in the next few weeks.
- 10 computers in the Tech Center have been replaced, as scheduled. The 8 replacement staff computers are being installed now.
- Our two mobile wireless hotspots are ready to use and we expect to begin lending them by the end of October.

### **Adult Services Department News**

- Amy had her baby on September 8th.
- Ashley presented Design for Learning: Can Libraries Teach Online? at PUG day. Monica also attended.

### **Circulation Department News**

- The Circulation Department welcomed our new Page, Andrew Stai. Andrew is a junior at Lincolnway West High School. Andrew participates in the tennis program at the school.
- The library received \$ 257.75 from patrons paying through ECommerce.
- The department had delivery count September 08-September 15.
- National Library Card month was in September and patrons registering/renewing a library card were eligible for a raffle basket.

### **Youth Services Department News**

- Chris Ford submitted her resignation. Dana is currently accepting applications for the part-time position.
- Haines School was the winner of the Summer Reading Challenge school competition. Liz O. presented the trophy to the school.
- The local Lions Club conducted vision screening for young children at the library.
- Dana attended LACONI's "Summer Reading is Not Just for Reading Anymore" at Schaumburg Public Library on Friday, September 22<sup>nd</sup>. Staff from Chicago Public Library, Gail Borden Public Library and Minnesota's St Paul Public Library presented on incorporating more than reading into the summer program, making it more activity/learning focused. There was also presentations from two vendors that have created reading program software that can be used to track participants, activities, prizes, etc.

## **Facility Maintenance Highlights**

### **Electrical**

- We experienced a power outage that required systems to be reset. No apparent damage was present.

### **Plumbing**

- The Hot Water Tank was flushed to remove sediments.
- Drains and water supplies maintained.

### **Compliance/ Inspections**

- Work with the Village Contractors to Inspect and Test the incoming water meter for proper operation and calibration... all OK.

### **Elevator**

- The Elevator passed its Quarterly Inspection and an annual Hydraulic Inspection is being scheduled soon

### **Safety/Security**

- The AED (Defibrillator) was Tested. The AED Battery was replaced along with expired Adults and Children's Chest Pads.
- The remote Handicap transponder for the Exterior West Entrance was tested and repaired the batteries were also replaced.

### **General Building**

- We have extended the contract for Snow Removal with our current contractor K & S Landscaping with no increase in cost.
- The Bleach Pump for the Automatic Dishwasher was repaired to accurately dispense a measured supply of bleach.
- Set up Mini Golf hole for upcoming Event.
- Continue to set up and install DVD Racks and rearrange shelving and furniture on 2nd floor.
- Work on Pegboard for Makerspace in Children's.
- Clean Carpets in Circulation, Rooms A & B, 2nd floor Office, Main Desk Area in Adults, Elevator and Main Foyer along with spot cleaning throughout the Library.

## **Treasurer's Report**

- Michael Stubler gave the Treasurer's Report explaining income and expenses for both September 2017. Budgeted expenses should have been at 25% and the actual expenses were 21.46%.
- Trustee Loecke moved and Trustee Monbrod seconded to approve disbursements for August 2017 in the amount of \$72,738.14 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:** Will need to meet in the near future; Director Krooswyk will email the policy committee to organize a date.

**E. Fundraising:** None

**F. Other:** None.

### **Old Business**

REVIEW: Strategic Plan Goal 1 – This was reviewed, and the library is continuing to stay on track in meeting these objectives.

### **New Business**

- APPROVE: LIMRiCC Rate Adjustment for healthcare coverage costs. Trustee Broccolo moved and Trustee Monbrod seconded to approve absorbing the additional rate increase for full time staff health insurance coverage, which amounts to around \$18 for all applicable staff for the year. Motion passed by unanimous roll call vote
- APPROVE: DML Equipment Checkout Policy. Trustee Podoba moved and Trustee Loecke seconded to approve new DML Equipment Checkout Policy and motion passed by unanimous roll call vote.
- APPROVE: Just 4 U Café Hour Extension for Future Special Events. Trustee Broccolo moved and Trustee Monbrod seconded to approve extension of Just 4 U Café hours during special events on the Commons and motion passed by unanimous vote.
- REVIEW: Serving our Public Chapter 6 - Access. The library is adhering to the requirements of this chapter.
- REVIEW: Strategic Plan Community Stakeholder Meeting Planning - Director Krooswyk gave copies of the handout to be used during next Monday's meeting. An open invitation will be going up on the website tomorrow to advertise to the full public. She also went through the agenda and format of the meeting. Refreshments and light snacks will be served. The meeting will begin with introductions and short presentation about the library, followed by discussion within the three focus groups. Help is needed to be a scribe/facilitator at the individual group tables.

### **Executive Session**

- None.

### **Trustee Comments**

- Trustee Broccolo was concerned about the appearance of the new CD racks. Director Krooswyk said that Dominic will be building a wood end panel to hide the more modern look of the racks. Also, the men's restroom doors are still squeaking and the faucets are leaking. He also mentioned that he appreciated the new mulch outside and there is a light out in the large parking lot.

### **Adjournment**

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at 8:00 p.m. Motion passed by unanimous vote.

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Colette Loecke, Secretary

Respectfully Submitted,  
Michelle Krooswyk  
Director, Recording Secretary