

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois
October 12, 2020
Regular Meeting - 7:00 pm



MINUTES – REGULAR MEETING

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 October 12, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Dr. Edward A. Tatro, Colette Loecke, Michelle Monbrod, Bonnie Ulstad, Ann Podoba, Alex Vancina.

Trustees Present via Remote Meeting (Zoom): Vice President Linda Evans

Absent: None

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: Information Technology Manager,

Visitors (Online via Zoom): None

All the Board Trustees agreed that the meeting would occur by audio or video conference call. (5 ILCS 120/7(a) of the Open Meetings Act). The public, staff, and Trustees were able to access the meeting in person at the library building or via a Zoom link provided in the Board Agenda, which was posted online and at the front entrance of the library building.

Minutes

- Meeting minutes from the September General Meeting on September 14, 2020 were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod. Motion passed by unanimous roll call vote.

Audience to Visitors

- None.

Staff Report

- Technical Services: Mary Byford, Technical Services Manager, presented about updates in the department included staffing, current relabeling projects with Youth Services, and how she has been checking in with all departments regarding satisfaction of the tech services processes. Trustee Tatro asked Mary what she sees as her primary responsibility. Mary responded said that her department tries to get the materials to the public as quickly as possible once they arrive.

Correspondence

- Sean Hastings who formerly worked at The Patriot, has recently announced that he has secured a job with The Daily Herald reporting on New Lenox.

Director's Report

Administration

- **County Levies and Ordinances:** All of the libraries annual ordinances and levies have been sent to Will County Clerk's office, and we have received date/time stamped copies back to keep on record in the Business Office. We will be notified of our actual extended levy amount in March 2021.
- **Election Day:** The library's lobby, new book section, and circulation desk will be available on Election Day from 6-9am. Then the library will be open during regular hours of 9am-7pm. The entrance between the security gates will be utilized as a check point to ensure anyone entering the library is wearing a mask. Brian Goebel, Maintenance Manager, will deep clean the meeting room immediately after Election Day to ensure safety for patrons and staff. Also, there is a ruling from the State expected October 15 that may affect whether or not the library is allowed to be open.
- **Healthcare Provider Changes:** The library was informed last month regarding a change of healthcare providers from Blue Cross Blue Shield to Aetna due to a significant increase of 25% or more in premiums with BCBS. LiMRICC has been holding webinars to present the new information and answer questions from all the libraries affected. Coverage types and rates will be extremely similar. This change takes effect January 1, 2021. More information will be presented at the next Board Meeting on November 9, 2020.
- **Illinois State Library Grant:** A grant to secure \$500 in funds for PPE supplies and equipment was successfully submitted. Notification of whether or not the library was selected will occur in early December.
- **Library Position Overhaul:** Great progress is being made with this long-awaited process. Position titles are being finalized and some changes to the organizational structure to ensure consistency and enhance collaboration (see included organizational chart).
- **Patron Survey:** A survey is being created to query the public to ask about how the library is doing with COVID-19 precautions, availability of materials, future programming requests and more. The last time we surveyed the public was during the Strategic Planning process back in 2017.
- **Per Capita Grant:** Full funding for the Per Capita Grant was received recently.
- **Statistics:** Monthly statistics are once again included regularly in the Board Packet. An annual spreadsheet has been finalized and staff will be working on filling in previous year's numbers so that annual trends can be easily observed.
- **Will County PPE Grant:** The library was notified on September 22, 2020 that the full \$15,000 in funding was approved!

Adult Services Department

- We have restarted Homebound Services. We currently have 12 patrons in the program.
- We had a programming meeting within the dept. on September 22nd to discuss upcoming programs for October, November, and December.
- Melissa has started separating teen mystery, science fiction, and fantasy into their own carts so these materials can be labeled by genre. Dawn will be pulling books already in the collection and labeling them with genre stickers. Dawn has been pulling out biography books that are in bad condition and either repairing them or giving them to Monica to review for possible replacement. Melissa has been weeding the teen fiction collection.
- Monica has been weeding the 600s in the adult non-fiction collection.
- Clarice created Rice Paper Lantern kits for a take and go craft. 21 kits were handed out.

Circulation Services Department

- 11,708 items circulated in September; foot traffic is starting to pick up!
- Library card sign up month was successful with 75 new cards issued and over 90 card renewals. We continue to accept requests for digital library cards and in September we processed 28 digital library card applications.
- September led to an increase in quarantine time for returned items. This came as a recommendation after test results were revealed from REALM testing and infection rates in our area began to rise. We began holding materials for a full 7 days during September and continue to do so.
- We received free comic book day materials for use next year; COVID put a damper on this year's plans. We also applied for free census 2020 materials and received a small package.
- We have been receiving more passport inquiries and appointments are starting to pick up again!
- We have also been registering many young voters! Many circulation clerks and other employees across departments are voters registrars.
- The shelveers teamed up with Adult Services to help organize authors books with series. Together they made a plan and grouped books written by authors with multiple series to make series books easier for patrons to find. They did a great job working together and finishing this joint project!
- Circulation has agreed to head up the annual Scarecrow Stroll that will be on display in the Village commons from 10/24-11/01!

Digital Services Department

- Jane's last day with us will be October 8. Michelle and Ashley are working through the job description and the hiring process for new staff.
- Three new hotspots were purchased for the Tech2Go Collection.
- September's latest Take & Make was so popular that we had to put in another order for boards! We ended up sending out 72 craft kits.

Information Technology Department

- I began more in-depth research in to updating our phone system in September. A system that would offer more flexibility and even access remotely would be helpful given current and maybe future circumstances. It seems going forward do to cost a formal RFP process will need to take place. Michelle and I will begin planning this towards the end of 2020.

Maintenance Department News

- Indicom Electric will be performing the following repairs:
 - Assessing the building's main circuit breaker for adjustability and/or need for replacement; an out-of-adjustment or worn-out main breaker can be a significant factor related to the library's frequent power outages.
 - Adding LED wall pack down lights to the chiller area wall to eliminate the dark area behind the trees and bushes.
 - YS Patio Area soffit recessed lighting retro-fit conversion to LED.
 - Adding "canopy style" down lights to the southern-most edge of the soffit to better light the grass "pathway" between our parking lot and the Commons, yet keep the light off of the neighbors houses and property.
 - LED retro-fit conversion of the rest of the non-functioning white wall lights mostly facing the Commons and at each of the Main Entrances.

- Commercial Electronic Systems will be replacing the dead fire alarm panel batteries that were brought to our attention by the fire department during a power outage on Sept. 9th. We also have a bad smoke detector, which CES has ordered and will replace at that time.
- Mike Kazluskas from K&S Landscaping will be providing the following extra services for the library:
 - Performing fall cleanup of leaves well into November so the library doesn't end up with piles of dead leaves behind trees and bushes, especially for an election year polling place.
 - Cleaning all first-floor rain gutters.
- Superior Service Solutions will be performing the annual cleaning of exterior windows, entryways, and door glass of any dirt, cobwebs, etc. in the next few weeks. We are next on their list as soon as they finish two colleges that they contracted to clean (College of DuPage and Northwestern).

Marketing Department

News

- Created new bookmark for Village water bill. These were sent to printer and will be in the November water bill.
- September was National Library Card Sign up month. We had a raffle featuring gift cards from local businesses. We promoted weekly with new coloring sheets and new characters to promote this special month. I boosted a post promoting the event, we reached 2,598 new pages, 24 post engagement and 14 clicks to our link (our webpage to sign up for a card). Winner: Katie Hamende 75 New Cards 95 Renewed Cards

Social Media

- Facebook:
 - Video performance: 1.2K views, 538 minutes viewed, 70 engagement
 - Facebook post: Post reach 12,497 (down 4%), Page likes 14, Page views 715
 - Recommendations 3 (down 50%), Post engagements 2,051 New followers 22 (down 28%) Responsiveness 100%
- Instagram: Library account: Followers 353, up from 321 last month, Kids account: followers 142, up from 134 last month, Teen Account: followers 297 up from 290 last month
- Twitter: Followers 433: tweets up 14%
- YouTube: 322 views for last 28 days, 14.9 hours of view time, 48 subscribers (up 7 from last month)

Technical Services

- Tech has finished the J paperback project. There were hundreds of books with JP on the call label. Tech has removed the P from the call on the book and in the record. This has been a three month project.
- I have met with A, DS, J, and T departments to touch base with them and to see if any department would like any changes/improvements with tech. All departments were very happy with the job TS is doing.
- I am also starting later on Tuesdays/Thursdays so I can work with Erin. She has changed her hours and days around to adjust to her daughter's homeschooling. J and T departments have an ongoing weeding project we work on.

Youth Services Department

- In September, we welcomed a new YS staff baby - Katie Gross' little girl arrived! We are expecting Katie back after her maternity leave.
- We have also completed, with the help of tech services, the re-labeling of all the former J Mysteries to be consistent with the rest of our collection.

- We also launched our Zoom storytimes and digital art and Lego clubs, all of which has gotten great feedback from our patrons!

Treasurer's Report

- Business Manager, Michael Stubler, presented the Treasurer's Report. Trustee Monbrod moved and Trustee Ulstad seconded to approve disbursements for September 2020 and remaining FY2020 expenses in the amount of \$80,550.84; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet November 9, 2020 at 6:30 pm.
- **Finance:** Scheduled to meet December 14, 2020 at 6:30 pm.
- **Building and Grounds:** Scheduled to meet February 8, 2021 at 6:30 pm.
- **Policy:** Met prior to today's meeting October 12, 2020 at 6:00 pm. Fines, dress code and holiday policies were discussed. Discussion of the history of fines, facts surrounding our library's fine situation, benefits of going fine free and benefits of continuing to charge fines. There will still be repercussions for items that aren't returned after a number of weeks or items that are damaged. Over one third of our card holders are blocked due to fines over \$10 on their card.
- **Fundraising:** Scheduled to meet January 11, 2021 at 6:30 pm.
- **Other:** The Intergovernmental meetings have not resumed.

Old Business

- REVIEW: RAILS Membership Standards: Facilities - The library is satisfying all requirements for the core standards.
- REVIEW: Serving Our Public 4.0 – Chapter 10: Programming & Chapter 11: Youth/Young Adult Programming – These chapters were reviewed and the library is satisfying suggested requirements.
- REVIEW: Policy Review – General Policies 211, 219 & 305: Policies were reviewed individually with no recommended changes.
- REVIEW: Strategic Plan – Pillar 1: Inform – Research Assistance and Instruction – Director Krooswyk provided an overview of the goals for this portion of the strategic plan.

New Business

Any item on the Consent Agenda may be removed for separate consideration by any Board Member.

Motion made by Trustee Vancina and seconded by Trustee Loecke to approve the consent agenda.

Motion passed by unanimous roll call vote.

Consent Agenda:

- ACTION: APPROVE Tuition reimbursement for Ashley Middleton: Information Accessibility Design and Policy Certificate Program from University of Illinois
- ACTION: APPROVE update to Personnel Policy 206 clarifying continuing education reimbursement period from "year" to "fiscal year."

Executive Session

- None.

Continuing Education

Director Krooswyk reviewed the “about” section of the library’s website.

Trustee Comments

Trustee

Adjournment

Trustee Evans moved and Trustee Monbrod seconded that the meeting be adjourned 7:59 p.m. motion passed by unanimous vote.

Michelle Krooswyk, Recording Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary