



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING November 13, 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 November 13, 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,

Absent: President Edward A. Tatro, Bonnie Ulstad.

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

Visitors: Mike Vita, Thorton Powell Insurance

Minutes

- General meeting minutes from the September regular meeting were approved on a motion by Trustee Broccolo, seconded by Trustee Podoba.

Audience to Visitors

Mike Vita – Thorton Powell has been in business for over 37 years and they are full lines insurance brokerage company, along with health, life and employee benefits. Mike has been a commercial agent with Thornton Powell for 2 year. He has been a New Lenox resident for 14 years, and he is extremely active in the community. Our current company is Hartford and Utica, which are both A rated companies. Mr. Vita went with a company called Hanover Insurance, and this company currently insures the Frankfort Library. Thorton Powell does over 3.5 million in commercial revenue with Hanover. Mr. Vita shared some information regarding the coverage quotes he obtained and compared them to our current insurance carrier's prices. Mr. Vita suggested added Abuse and Molestation coverage due to the number of children coming through our doors every day. Many companies are adding this coverage just for covering costs for a mere allegation of this issue. He also showed us the difference in workman's comp and this is where he can save the most premium for the library. Thornton Powell's quote totals \$21,765.

Staff Report

Amy Hollis – Adult Services: Amy has returned and will be part time through the end of the year. The teen collection has been moved and there still is some shelving that does need to be

moved. In addition, there will be 4 teen computers installed in that area, which will be reserved for teens only. The yarn exchange is doing really well and has even been commented by on by a Facebook user in England. Sewing machines are starting to circulate. Amy brought in some examples of holiday gifts that can be made in the DML. We will be a drop off location for Miracles for Mya.

Correspondence

Articles:

- Trader Magazine “Ghouls and Golf: Save the Date” October 2017
- New Lenox Patriot “NL library, D122 schools partner for Summer Reading Challenge” October 5, 2017
- New Lenox Patriot “Library to transform into mini-golf course for fundraiser” October 19, 2017
- New Lenox Patriot –Quarter Page Ad for Ghouls and Golf Event - October 26, 2017

Other:

From Ashley Middleton:

“Gail Brugnara is one of our patrons who has come in for help with computers and job seeking. Adult Services staff members connected her with local job assistance (I believe the Workforce Services Division of Will County).

She came in this afternoon for assistance making copies and wanted to tell us how much she appreciates what the library has to offer. She told me to let everyone upstairs, as well as Alex, know that she loves us and keeps us in her prayers. She was feeling really lost about job hunting until she came to the library.

Great job, everyone!”

Community Stakeholder Meeting

There were so many wonderful compliments from the participants regarding what we are currently doing. Great customer service, interesting classes and their love of the Digital Media Lab were all expressed.

Director’s Report

Administration News

Channel 6: Channel 6 was able to film “Update with the Library” and our Ghouls and Golf event this past month.

Ghouls and Golf: Our annual event was the most successful that it has been in the past 5 years with 1,178 attendees. This year’s mini-golf total comes to \$8,430.90 taken in. For comparison sake, Mini-Golf made \$5,947.00 in FY2016.

IT Manager: A fulltime position has been posted to the RAILS and library website. Alex and Michelle met with a couple tech companies and determined that we will utilize services to assist new hire in first few months.

Library Visits: As an ongoing effort to build relationships with area directors, I have met with both the Plainfield and Manhattan Director last month; visits planned with Manteno and Dekalb Directors

Manager Training: New Lenox hosted 5 other area libraries and their managers for a training session on October 23 by Management Association. Reviews were all positive from participants.

Next Chapter Book Club: Not pursuing this opportunity at the time due to capacity of staff and other concerns.

Rotary: Planning to present on the library in January to the group. Continuing to make lots of connections in the community with a great group of business owners and individuals.

Storytimes: Assisted with Wacky Rascals and Wee Readers to connect with families and support staff.

Strategic Planning: Staff input sessions are scheduled and spoke with author and Howard County Executive Director Valerie Gross concerning the three pillar format.

Thank you Notes: Sent out to attendees of community stakeholder meeting.

Upcoming

- Policy Committee Meeting: November 15, 2017 @ 4:00 pm
- Chamber of Commerce Jingle and Mingle on Friday December 1 from 5:30-7:30pm (RSVP deadline November 24)
- Next Board Meeting: December 11, 2017

Marketing/Outreach News

Outreach Events:

- Big Bad Pumpkin Party held Oct. 8th: The Park District sponsored this event; we were invited to attend this event, and set up a table. At this event we had 378 visit us at our booth. We had the wheel where they spin and do an activity and then get a prize. This was an outdoor event that was well attended. For promotion we handed out 1,000 books before Kindergarten, and our Fall Guide.
- Pant for the Pantry held Oct. 15: This was a 5K race sponsored by Old Plank Trail Bank. We had a table where we handed out Granola Bars to the racers, I also had a raffle basket to enter. We had 265 visit us at our booth.
- Trunk or Treat held Oct. 28: The Chamber of Commerce sponsored this event, which was held in the Commons. We decorated our car, handed out candy, and set up a practice hole for our mini golf. We had over 300 visit our car and golf hole. This event also helped promote our mini golf event, we pre sold numerous tickets that day.

News and Events:

- 5th Annual Mini Golf Event: We had 1,178 attend this year. We raised \$8,430.90. We had 17 hole sponsors and 25 par sponsors this year (up from last year). I have gotten very positive feedback from our sponsors saying they love this event.
- We had 70 volunteers for both the day before set up, event, and clean up.
- We raised \$992.00 in the raffles.
- We gave out 10,000 pieces of candy (including Trunk or Treat the day before), which many of the sponsors help provide.
- We pre sold 286 Tickets in advance compared to last year under 80 tickets.
- Last year we raised \$5,947.00, which shows how excited the community is for this event, and look forward to it every year.
- *Marketing For Event:*
- *Facebook ads, I ran ads starting in September and running straight through to the event. I had the ads run in a 10-mile radius from the Library. We reached an additional 7,000 new views.*
- *We also created a video promoting the event, which was posted to Facebook and YouTube. We received over 647 views.*
- *We purchased 50-yard signs that were placed throughout New Lenox.*
- *We advertised mini golf on the cover of our Fall Guide.*
- *Promoted event at all Sept. and Oct. Outreach events*
- *We placed a practice hole in the lobby starting Sept. 1st, to get everyone excited.*
- *Facebook cover shot, website slider, electronic bulletin board*

- *Placed ads in Trader Magazine, and Patriot in trade for a golf hole, this would be over \$2,000 in marketing expenses.*
- *I sent press releases to all the major news outlets. In doing this we received an article in the Daily Southtown, Channel 6, as well as the Patriot.*
- *Attended Business After Hour Events with the Chambers to help gain awareness, and potential sponsors.*
- *Went to businesses to ask about putting up posters for us, many said yes.*
- *Created a Facebook Live Event on the day of mini golf. In doing this we had people see the event, and then come out just because of the video. This video is still getting viewed; as of today we have had over 1,284 views on Facebook.*

In the weeks to come, I plan on putting together a complete action plan for the mini golf. The planning of this event will need to start earlier next year, as a lot of businesses said they would have sponsored if it were not so late in the year, as they have spent the money allocated already. So next year will start much earlier.

IT News

- Alex's last day will be December 8, 2017. We plan to re-hire a full time IT Manager.

Adult Services Department News

- We had over 1100 people come out for Ghouls and Golf. Volunteers donated 215.75 hours of their time.
- Amy will be coming back from leave on November 8.

Circulation Department News

- Patrons paid \$ 249.45 for late fees through ECommerce.
- Twelve patrons paid \$ 401.50 in fees with accounts in collection for the month of September. Eleven patrons paid \$ 433.50 in fees, and returned library materials valued at \$ 130.00 in October.
- Cari Shelton, Emma Jankowski, and Diane Cochran were on the Ghouls & Golf Committee.
- Erin Collins is on the Rewards & Recognition Committee. Staff got a Halloween treat on October 31st.

Youth Services Department News

- Alissa has been continuing her Introduction to Reference Resources tours to 6th grade classes in the school district. The intent is to tell them about the homework resources the library has as well as familiarize them with the adult services department as these students transition from youth services to teen services.
- Liz presented spooky booktalks at Haines and Nelson Prairie. She did a total of 27 talks across four days.
- Alissa attended the Illinois Library Association's annual conference. This year's ILA focus was access (the theme of the event was Rise Up) and several of the sessions Alissa attended gave input on how to make libraries more user-friendly. Of particular interest to Alissa was a session on Pop-Up Libraries hosted by the staff of Milner Library at Illinois State University, which gave guidelines for bringing library services out into the public sphere, and a session on helping staff overcome implicit bias in order to provide great service to all patrons.
- Carolyn and Dana attended the Management Association's presentation on interviewing and the ADA. The presenter reviewed the kinds of questions to ask and not ask when interviewing as well as information pertaining to the legalities of the ADA.

Facility Maintenance Highlights

Electrical: No problems to report.

HVAC System:

New starter relays were installed in the Drive Panel for the 2nd floor Return Fan Motor.

Plumbing:

The Hot Water Tank was flushed to remove sediments. Six leaking lavatory sink valves were replaced.

Compliance/ Inspections:

All Five Water Backflow devices were tested and recertified during their annual Compliance Inspection.

Midwest Fire Protection has Tested and completed the Annual certification of the Fire Sprinkler System.

CES has completed the Annual inspection and Certification of the Fire Alarm System.

No problems were detected during any of the Annual Inspections.

Safety/Security

The AED (Defibrillator) was Tested and passed the monthly inspection.

All Emergency Lighting was tested and inspected.

We have Started the installation of Emergency Lights in All Restrooms and storage closets that did not have any along with replacing old emergency light fixtures with Lower Cost LED Fixtures. New Emergency lighting and LED Lighting has also been installed in the Evacuation stairways. Exit signs are also being updated to LED.

The two damaged handicap sign poles were replaced in the East Lot.

The Electronic Door Lock at the Employees Entrance was failing and was replaced.

Interior

Continue working on the completion of the Pegboard for the Makerspace Wall.

Help set-up and prep for Mini Golf Event.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for October 2017. Budgeted expenses should have been at 34% and the actual expenses were 28.54%.
- Trustee Monbrod moved and Trustee Podoba seconded to approve disbursements for October 2017 in the amount of \$59,132.97 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: Policy Committee will be meet this Wednesday.

E. Fundraising: None

F. Other: None.

Old Business

REVIEW: Strategic Plan Goal 2 – This was reviewed, and the library is continuing to stay on track in meeting these objectives.

New Business

- REVIEW: Serving our Public Chapter 7 – Collection Management. The library is adhering to the requirements of this chapter.

- DISCUSS: Strategic Planning – The Board discussed a few questions regarding the library:
 - What do you like most about our library? It has books. It is a welcoming and community focused center. There are many more materials besides books and you can meet new people. It seems as if there is always something happening. The library is a bargain: more bang for your buck. The staff is hardworking.
 - What makes our library critical to education to all people? The study rooms are widely used, especially for kids studying for finals. The meeting room is used by many community organizations. Free access to Lynda, and we are sometimes the first step to someone’s experience in technology. We have books on any topic imaginable, and if we don’t have it, we can find a library that does own it. There are plenty of staff to assist with researching information.
 - What are the burgeoning economic, social and technology trends shaping education that our library should consider as it plans its goals for each of the three pillars? We will continually have to update computers and software. People can test equipment here before buying and transfer old formats to new digital formats. Students use our computers for more and more digital learning. Our local population’s view of taxes is a big economic impact. The community is growing quickly and there is emphasis on the importance of family. Due to aging aspects of population, there may be more requests for homebound services.
 - How might we strengthen and expand our offerings and improve our facilities to improve the curriculum? We would like to remove the desk up front that is no longer utilized. Longer hours would be ideal, both Saturdays and later on weekdays. Programs that are history related would be interesting. We need to be able to pay staff appropriately to maintain talent.
- APPROVE: Status of Closed Meeting Minutes – Director Krooswyk recommended that closed meeting minutes remain closed. She has copies of the meeting minutes available to review if the board wanted to go into closed session. The Board did not go into executive session and approved that the minutes remained closed on a motion by Trustee Podoba seconded by Trustee Broccolo by unanimous roll call vote.

Executive Session

- None.

Trustee Comments

- Trustee Broccolo presented his concern regarding staff being alone for an entire shift on a public service desk. Director Krooswyk stated that she would ask Adult and Youth Managers to see if ensuring double desk coverage would be possible at this point.

Adjournment

Trustee Broccolo moved and Trustee Monbrod seconded that the meeting be adjourned at 8:30 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary