



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
November 12, 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 November 12, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: Vice President Linda Evans

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Brian Goebel: Maintenance Manager, Ashley Middleton: Digital Services Manager, Liz Wetmore: Marketing Manager

Visitors: Mike Vita

Minutes

- Meeting minutes from the regular Board Meeting on October 14, 2019 were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod. Motion passed by unanimous vote.
- Meeting minutes from the Policy Committee Meeting on October 29, 2019 were approved on a motion by Trustee Vancina, seconded by Trustee Loecke. Motion passed by unanimous vote.

Staff Report

- Liz Wetmore: Marketing Department – MakerDay was successful and will be doing it again in Spring of 2021. Liz also presented statistics from the recent Ghouls and Golf including attendance and profit. This past Saturday was International Game Day, which is a new event that was initiated by Tana Petrov, Adult Services Manager. Old Plank Trail Bank came and brought with their popcorn machine and the Park District brought their oversized games as well. Monica Waligorski, Liz O’Neill and Liz Wetmore created a campaign for our downloadable services from November 12-December 20. A description of the campaign was provided to the Board. The Trader magazine will place an end of the year ad if there is room in the December issue. Some of these statistics will also be posted regularly on Facebook over the next few weeks to highlight all the library does for the community! The new Guide is out; Trustee Monbrod suggested to place a sign saying “if you want to save a tree, download this guide online” in front of the paper guides in the library.

Audience to Visitors

- Mike Vita: Thornton Powell Insurance – Director Krooswyk introduced Mike Vita to the Board. The final decision on insurance coverage will take place at the regular December Board Meeting. Mr. Vita introduced himself as a 16 year New Lenox resident who is involved on the Board of the Chamber of Commerce and he coaches many of the local sports teams as well. He proceeded to present the quote for insurance coverage from Hanover Insurance including deductibles, coverage rates and price quotes.

Correspondence

Newspapers

- New Lenox Patriot – October 10, 2019
 - *Shoppers spend morning sifting through Community Rummage Sale p. 10*
- New Lenox Patriot – October 24, 2019
 - *Ad for Ghouls and Golf p. 3*
 - *Ghouls and Golf to take over New Lenox Public Library for 7th Year p. 8*
- New Lenox Patriot – October 31, 2019
 - *Action heroes, animals and athletes play Halloween mini-golf at NL Library p. 7*

Director's Report

Administration

- **Financial Consultant:** Director Krooswyk has been working closely with Jamie Rachlin of Meristem Advisors to audit the past 3-5 years of expenses and project future funding, which includes some large-scale capital projects while incorporating the mandated increased minimum wage over the next 5 years.
- **Future Funding:** Included in the packet is an approximate timeline of our future funding process, which will be discussed in detail at the meeting. Conversations with community members and stakeholders have been going strong and outcomes have been largely positive in nature.
- **Ghouls and Golf:** We had 901 attendees this year and made \$8,700 from our event. It was great to see so many community members having fun and staff, board members and volunteers assisting the day of the event. The Patriot newspaper and Local Channel 6 News provided excellent coverage of our event as well.
- **Illinois Library Association Annual Conference:** Due to this annual conference taking place at the Tinley Park Convention Center this year, the library was able to send more library staff than normal. Staff from Youth, Adult, Circulation, IT, and Admin all enjoyed the conference. Those who could not attend are benefitting from Staff Continuing Education Reports being posted on the staff intranet for everyone to view.
- **Information Only Communication Campaign:** Should a referendum be approved by the Board at the December regular meeting, town hall dates will need to be scheduled for disseminating information to the public. Financial and architectural consultants will be present at the town hall meetings that take place at the library. Also, one sheet fliers and websites are being organized in order to be prepared for the coming months.
- **Jingle and Mingle:** This year's Chamber of Commerce Jingle and Mingle event will take place on Friday, December 6 from 5:30-7:30 pm at the Atrium at Gatto's. Board

Members that are interested in attending need to make Director Krooswyk aware so that reservations can be made. Nominations for Business, Partner and Citizen of the year are still being accepted, and the deadline will be Friday, November 15.

- **PrairieCat:** The Director of the PrairieCat Consortium contacted Director Krooswyk to ask if our library could be utilized as a filming location for upcoming training videos in late November. This is a great opportunity to showcase our library!
- **Studio GC:** Initial findings from the facility assessment and vision planning have been presented to Director Krooswyk. Rick McCarthy would like to present his complete findings from the Vision Planning to the Board at a special meeting the week of December 2. Craig Meadows would like to present his findings at the December regular Board Meeting.

Upcoming:

- **Personnel Committee Meeting:** Tuesday, November 12, 2019 at 6:30 pm
- **Finance Committee Meeting:** Monday, December 9, 2019 at 6:30 pm
- **Next Board Meeting:** Monday, December 9, 2019 at 7:00 pm

Adult Services

- October was *Intellectual Disabilities Awareness Month* for Adult Services staff. We reviewed several articles and videos with tips on how to better serve these patrons, such as J.J.'s Disability List, Establishing a Positive Staff Culture Around Mental Health, Disability Etiquette, and 10 Tips on How to Communicate with Autistic People.
- We promoted the collection by creating several new displays: Stop Bullying/ Read for a Lifetime and Lincoln Award Display/ Scary Stories for Halloween/ Genealogy handouts in our Genealogy Center/ Fall Into a Good Book/ Read Your Way Around the World.
- Melissa provided outreach to Lincolnway Central High school to promote teen programs and to make wash tape clothespins with students.
- Dawn's notary stamp arrived; she is waiting for her certificate before she is able to resume her notary public duties.
- Dawn completed her Passport Training; she has been helping with the library's passport programs on Saturdays.
- Tana, Melissa and Monica attended *ILA Annual Conference* in Tinley Park, where Tana and Melissa presented on the topic of "Library Programs after Hours". This was an extremely helpful and interesting conference and we all learned about new trends in the library field.
- Pam attended the *Illinois State Genealogy Conference*, where she attended several sessions. Pam reports she got new ideas for her upcoming genealogy programs.
- Tana attended the *Counted In Forum* and the *Conference on Inclusion and Diversity in Library and Information Science* at the University of Maryland. Tana reports she was able to learn about civic engagement and the Census 2020.
- Tana and Julie worked during our Golf and Ghouls event – patrons had a great time and everything went smoothly thanks to a great organization and teamwork.
- Kelli created a new information display in the "Senior" area of the library where all the flyers and program information can be kept.
- We continued our partnership with the New Lenox Food Pantry. Monica donated 4 boxes of donated books to them

Circulation Services

- 15,542 items circulated in October.
- Our first walk-in passport day was a huge success. 17 new passport applications were processed on that day. We planned to do another event like this in November.
- At our in staff-day, staff was trained on how to register patrons for new library cards. Each department was also given a library card registration kit making this process available at all service desks going forward.
- PrairieCat Administrative Council decided to move forward with Capira Technologies to provide Prairie Cat Libraries with a mobile application for members. Once a membership count is finalized, it would take about 5 months to implement.
- Halloween costume exchange was a success. Bringing in more than \$190.00! We will do this again next year.

Digital Services

- With our new Specialist, we have been able to have our desk covered an average of 8 hours a day Monday–Thursday, a little more than doubling our average. Jane is doing a fantastic job. Jane preps for our Crafting with the Cameo program and has organized our Make & Take bulletin board with the leftover takeaway craft projects.
- We ran the photo booth for Ghouls and Golf, which was a blast, and created a video thanking our sponsors. As of November 1, it has been viewed over 1,200 times!

Information Technology

- Genealogy section now has its own computer for one on ones with the public.
- A new server was purchased.
- All public PCs updated to newest feature release of windows

Maintenance

Building & Grounds Repairs:

- Chicago Backflow Inc. performed state mandated testing of municipal supply backflow devices October 17th.
 - All backflow devices passed well within specifications.
 - CBI technician informed maintenance that two main cast iron fire suppression backflow valves are rusted and at the end of their typical service life of 15-20 years. Projected replacement estimate: \$25,000.
- Gutter cleaning for the most noticeable areas of the first-floor gutters was scheduled for Monday, Nov. 11th. Simplex Gutter Systems will also reseal the four gutter seams directly above west Main Entrance steps.
- K&S Landscaping renewed contract for winter snow removal for November through March.
- Nov. 11th and Nov. 17th air handler unit filter replacement scheduled.
 - Purchased new “toe tags” to attach to equipment to document maintenance.
- Confirmed with NLPFD Fire Marshal James Brown that we are not required by law to have sprinkler system pressure tested annually. \$450 annually saved.
 - Industry standard is to static pressure check system every 5-7 years. Last test performed at NLPL was in late 2017.

- Sprinkler system pressure and flow is directly connected to and monitored by the Eastcom 911 dispatch center; any leak, drop in pressure, or burst pipe would immediately be detected and the fire department would be dispatched.

Building & Grounds Improvements:

- Met with StudioGC building engineers on October 24th to assess condition of the building and its equipment.
 - Met with StudioGC again on November 7th to hear progress and provide input concerning mechanical, fire safety, and building upgrades.

Marketing/Outreach

News:

- Ghouls and Golf had 19 sponsors, 901 attendees generating \$8,777.28 total revenue. We had very positive feedback from both our sponsors and the community. Everyone loves this event!
- Created a Ghouls and Golf video and shared on Facebook as well as Channel 6
- We had an article for Ghouls and Golf in the Patriot and Trader Magazine as well as on the event page of The Patriot, Patch, and The Times Weekly.
- We had a paid ad in the Patriot for an in-kind sponsorship from The Patriot.
- The Halloween costume exchange in the lobby of the library received a paid boost post. After Halloween the remaining costumes will be donated.
- Promotions ensued for Ghouls and Golf, International Games Day, Food for Fines, and Tom Kelly Kickback on Nov. 4 during October.
- One-on-one meetings with community members started with 3 sessions in October
- Held Halloween Trick or Treat in the library on Oct. 31st. The weather was bad and at the last minute we decided to host trick or treat, we invited community members to join. We had 96 visitors, 21 groups enjoyed the photo booth and button making. We had candy throughout the library.
- Two Saturdays in October we promoted walk-ins for passports. Due to its success, we will be doing these more regularly in the future.

Outreach Events:

- Octoberfest on Oct. 5 was hosted by the Village of New Lenox, and we had a table at this event and promoted mini golf.
- Big Bad Pumpkin on Oct 13: This event was hosted by the Park District, and we had a booth there with the prize wheel to hand out goodies while promoting mini golf.
- Trunk or Treat on Oct. 26 was hosted by the Chambers of Commerce. The weather was very cold and rainy. We decorated a car trunk and we promoted mini golf.

Social Media:

- We had numerous videos for October promoting mini golf with over 5,889 views.
- In October, we had reached 23,908 people with our posts, and had 8,060 post engagements including comments and likes. We had 40 new followers to our page along with 4 new recommendations for the library.
- We boosted the Facebook post on our Mini Golf video, Ghouls and Golf event, and Teen scholarship tips. These boosted post targeted Facebook users that are not following our page.

Youth Services

- Two of our YS staffers attended ILA in Tinley Park and brought back some great ideas for us to look into as a department.
- Staff has been trained on how to issue library cards, and Chris F. has already been able to issue two cards.
- Our J-fiction weeding and re-labeling project is moving along steadily.
- Elizabeth DeVito has begun researching grant opportunities for a sensory space for YS.
- Liz Y. visited several schools with book talks for the Halloween season.

Technical Services

- Tech Services Meeting Reddick Library 10/10
- Worked Big Bad Pumpkin 10/13
- Helped set up golf holes 10/16
- Worked Ghouls & Golf 10/ 27
- Items Added 965
- Items Deleted 1, 249

Treasurer's Report

- Michelle Krooswyk gave the Treasurer's Report explaining income and expenses for October 2019. Budgeted expenses should be at 33.33%, and the actual expenses were 29.33%.
- Trustee Monbrod moved and Trustee Vancina seconded to approve disbursements for October 2019 in the amount of \$79,556.96; 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.
- **Other:** The Intergovernmental lunch will meet on November 22.

Old Business

- **REVIEW: RAILS Membership Standards: Professional Leadership and Training**– The library is meeting all standards and is exemplary in this category.
- **REVIEW: Serving Our Public Chapter 11 – System and ILLINET Membership Responsibilities** – The library meets all the requirements for this chapter for the statewide standards.
- **REVIEW: Regular Policy Review Schedule – Personnel Policies 207 and 208** were discussed with no recommended changes or questions.
- **REVIEW: Strategic Plan 1 – Research Assistance and Instruction** – updates were provided to Board Members.

New Business – Consent Agenda

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

- A. APPROVE: General Policy 201: Update minimum age for obtaining a library card from 18 to 16 years of age.
- B. APPROVE: General Policy 211: Remove required A/V deposit fee
- C. APPROVE: General Policy 307: Reformat of Request for Reconsideration Form and rewording of question #8
- D. APPROVE: Just 4 U Café extended hours during Christmas on the Commons events

Action item “A. APPROVE: General Policy 201: Update minimum age for obtaining a library card from 18 to 16 years of age” was requested to be removed from the Consent Agenda by Trustee Ulstad to discuss in more detail prior to voting. Action items B-D were approved on a motion by Trustee Podoba and seconded by Trustee Vancina; motion passed by unanimous vote.

New Business

- Item “A. APPROVE: General Policy 201: Update minimum age for obtaining a library card from 18 to 16 years of age” was requested to be removed from the Consent Agenda by Trustee Ulstad to discuss further. Item A was approved on a motion from Trustee Vancina seconded by Trustee Podoba; motion passed with unanimous vote.

Executive Session

- None.

Trustee Comments

- Trustee Vancina said that he thinks it’s great that PrairieCat will be using our library as a filming location for upcoming training videos.
- Trustee Podoba asked about the backflow valve in the Maintenance Department report. Brian Goebel explained the situation and said that the valves are at their end of lifespan and also still passed the recent required inspection.

Adjournment

Trustee Vancina moved and Trustee Loecke seconded that the meeting be adjourned 8:43 p.m. Motion passed by unanimous vote.

Michelle Monbrod, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary