

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois
November 9, 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 November 9, 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, Ann Podoba, Alex Vancina

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

Absent: None

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Brian Goebel: Maintenance 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 November General Meeting on October 12, 2020 were approved on a motion by Trustee Evans, seconded by Trustee Podoba. Motion passed by unanimous roll call vote.

Audience to Visitors

- None.

Staff Report

- Brian Goebel, Maintenance Manager: The original plan was to provide a building safety tour, but with the absence of Board Members due to COVID, a virtual tour will be created. This will be viewed at an upcoming Board Meeting. Brian Goebel showed the Board the emergency panic buttons, which are placed throughout the building at public service desks. Emergency response best practices were also discussed in relation to the panic buttons. Building access codes and staff permissions to enter the building were explained as well.

Correspondence

- The amount of correspondence has decreased significantly due to the dissolution of The Patriot. Sean Hastings recently started working with The Daily Herald and has already contacted the library multiple times regarding stories about programs and services.

Director's Report

Administration

- **Administration Area:** Director Krooswyk is working with the Friends to reorganize the storage closet to provide a modified layout in the administration area. This will allow for an appropriate work area for an administrative assistant, consolidation of printer equipment from Business Manager and Director's office, and proper storage of business files. Reconfiguration of the area is hoping to begin by the end of the calendar year or early 2021.
- **Election Day:** The layout and setup of our building, specifically the meetings rooms, made a hectic Election Day much easier. Brian Goebel, Maintenance Manager was an instrumental in setting up the meeting room and ensuring the room was properly disinfected afterwards. A thank you goes out to Fran Burdelik and Jolyce Abernathy-Morris who came in at 6:00 am to issue library cards and attend to basic circulation functions.
- **Healthcare Provider Changes:** LIMRiCC made the decision to move from Blue Cross Blue Shield to Aetna due to premium increases of over 25% for the upcoming calendar year. Rates and coverage levels will remain the same, this information has been included in the Board packet. A vote is scheduled regarding the level of funding staff members will assume for their portion of health insurance premium coverage.
- **Intergovernmental Meetings:** Director Krooswyk emailed Township Supervisor Michael Hickey to inquire about the status of the Intergovernmental Meetings. She asked if he was interested in pursuing quarterly zoom meetings to allow for a increased attendance from stakeholders that have not regularly attended. Mr. Hickey sent out a notice that there will be a meeting via Zoom on November 13, 2020 at 12:00 pm.
- **Late Fees:** The decision to continue with or discontinue late fees will be discussed in further detail at the meeting. An option to vote on the matter will be placed on the agenda to allow for official action.
- **Library Job Description Update:** Director Krooswyk has been meeting frequently with department managers to work on updating every library job description. This includes updating position titles, adding positions needed to support community outreach initiatives, ensuring language and expectations are consistent across the organization, and confirming job responsibilities are both accurate and relevant.
- **Stop the Bleed Kit:** The library's Stop the Bleed kit was installed by Dan Martin from a generous donation from Marilyn Kurtz. It is recommended to see if Mrs. Kurtz is available for the December Board Meeting so that a picture may be taken with the Board and Mrs. Kurtz. A thank you note will be sent as well.

Adult Services Department

- Monica and Michelle interviewed 6 candidates for the assistant manager position in Adult Services. Juliana Kapetanov has been selected as our new assistant manager. She is currently working on her MLIS. She's coming to us from Whole Foods where she works as a customer service supervisor. She will be starting with us on Monday, November 30th.
- Overdrive has given our consortium 100 Spanish titles for Young Readers. These are ebooks and eaudiobooks available for simultaneous use until 9/30/21.

- The Adult and Youth Services depts. presented an after-hours Spooktacular for teens and tweens.
- Thomas Jaworski from Quest College Consulting presented a virtual program entitled "The Effect of Covid-19 on College Admissions: What Will College Admissions Look Like in the Near and Distant Future?"
- Annette presented a virtual program on making pumpkins from books.
- Melissa created a virtual haunted house escape room for teens.

Circulation Services Department

- 11,352 items were circulated in October.
- Circulation partnered with other departments to put together our Scarecrow for the Scarecrow stroll in the Commons. Together we built a spooky Scarebrarian and she was a huge hit! It was so much fun collaborating with other staff members and putting together all those creative visions!
- Returned items remained quarantined for 7 days during October. Patrons are beginning to become more adjusted to this additional time period that their items remain checked out for.
- Circulation manager also visited Mayor Baldermann in October! He agreed to a presidential themed digital story time for the library and read a children's book called "If I was President". This video was captured by Channel 6 and aired and also shared on our social media pages. The video received over 1,000 views! We are very thankful to Mayor Balderman and Channel 6 for agreeing to participate in this fun story time!

Digital Services Department

- Lingering issues from our website crash in December 2019 are being cleared up and more webforms, including 3D printing and winter's Review to Win Challenge, will be appearing on the website.
- I am helping Youth Services create video programming using the green screen wall.
- Digitization services continue to be very popular.

Information Technology Department

- Additional wiring has been put in place and a new camera has been added back in the YS tree area. With the decision to not staff the tree desk at this time it was viewed as a good placement point.
- I have also been making efforts to add to the new inventory system from older assets.

Maintenance Department News

- K&T ChemDry carpet cleaners have cleaned and chemically sanitized the Meeting Rooms A & B carpeting following the busy voter turnout from the elections. The sanitation treatment has a 60-90 day residual germ killing effect. This cleaning tops off the disinfecting performed by Maintenance to ensure a germ-free meeting room and was preceded by: air-borne aerosol disinfectant spray "bombing" immediately upon closing on November 3rd; disinfecting of ALL tables, doors and door handles, light switches, and chairs used during polling.
- Indicom Electric will begin repairing/replacing the remaining inoperable exterior lighting at the library on November 5th. This work will include replacing all recessed soffit lighting

around the building with energy efficient LED lighting. The wattage of each fixture will be reduced from 150 watts down to just 25 watts.

- Superior Service Solutions is scheduled to clean the library windows and entrances, both inside and outside on Friday November 6th.

Marketing Department

- We will be hosting a blood drive on Nov. 21st, 10 am – 2 pm to highlight our community partnership. We advertised this in our November newsletter, on Facebook and on our homepage of the website. Our blood drive had a goal of 24 (which was all that could be done in the time frame), and we have filled all the slots as of Oct. 26.
- We are highlighting our online services with an emphasis on our newer service CreativeBug, which will be featured on social media and our website.
- Bookmarks will be added to the Village water bill in November.
- Social Media:
 - Facebook: For video performance, our post reach is 15,446, which is up 47%. New Page likes are at 13, which is up 8%. Post engagement is at 3,038, which is up 62%. Video views were 8,594 for October, which is up 491%. We have 22 new followers. We spent \$30 to boost posts for College Admissions programs and it reached 2,218 people.
 - Instagram: librarywide followers are at 376, which is 20 additional followers since the month prior. For the kids Instagram account, we added 3 followers for a total of 145. For the Teen Account, we added 6 followers for a total of 303.
 - Twitter: The library has a total of 434 followers, which is up 2% from the previous month. The library posted 50 tweets. The top tweet was the Blood Drive with 4,359 impressions
 - YouTube had 493 views for last 28 days with 14.7 hours of viewing time, and 5 new subscribers.

Technical Services

- Technical Services staff are working on weeding and relabeling call numbers for the Youth Services Department.

Youth Services Department

- The Youth Services department continues to find innovative ways to reach our patrons during COVID-19, most recently by compiling a collection of video book talks that were distributed to the school media librarians of Dist. 122.
- We have also been working on creating grab and go book bundles for patrons who are trying to limit their time in the building.

Treasurer's Report

- Business Manager, Michael Stubler, presented the Treasurer's Report. Trustee Monbrod moved and Trustee Evans seconded to approve disbursements for October 2020 and remaining FY2020 expenses in the amount of \$71,969.77; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Met a half hour prior to this meeting; please see corresponding meeting minutes.
- **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:** Scheduled to meet March 8, 2021
- **Fundraising:** Scheduled to meet January 11, 2021 at 6:30 pm.

Old Business

- REVIEW: RAILS Membership Standards: Funding - The library is satisfying all requirements for the core standards.
- REVIEW: Serving Our Public 4.0 – Chapter 12: Technology & Chapter 13: Marketing, Programming, and Collaboration – These chapters were reviewed and the library is satisfying suggested requirements.
- REVIEW: Policy Review – Personnel Policy 203: Policies were reviewed individually with no recommended changes.
- REVIEW: Strategic Plan – Pillar 2: Enrich– Self Directed Education – Director Krooswyk provided an overview of the goals for this portion of the strategic plan.

New Business

- ACTION: APPROVE Library Health Insurance Premiums with LIMRiCC/Aetna – This action item was postponed; the Board Trustees requested additional information regarding other libraries approach to the portion of health insurance premiums for which the staff are responsible.
- ACTION: APPROVE Updated Disaster Preparedness Plan – A motion was made by Trustee Loecke and seconded by Trustee Vancina to approve the updated Disaster Preparedness Plan. Motion passed by unanimous roll call vote.
- ACTION: APPROVE Updates to Holiday Closures including 2021 Calendar Dates, General Policy 205 Hours, & Personnel Policy 202 Holiday and Library Closings – The Board requested to move the approval for General Policy 205 and Personnel Policy 202 to be moved to the next meeting on December 14, 2020. A motion was made by Trustee Podoba and seconded by Trustee Loecke to approve the 2021 Holiday Closings with a modification to be open all day on the day before Thanksgiving, Wednesday, November 24, 2021. Motion passed by unanimous roll call vote.
- ACTION: APPROVE Updates to Library Fee Structure including General Policy 204 Fees, General Policy 206 Circulation Policy – Director Krooswyk presented on the facts, history and current trends surrounding fines in public libraries. Trustee Ulstad asked if this is something we could try temporarily for only Thanksgiving; Director Krooswyk stated that if fine free doesn't work for our library, we can reverse the decision in the future. Trustee Vancina stated that fines are less than 1% of income and the benefits could exceed far beyond that with increased library usage including getting material back. Trustee Podoba said her opinion has not changed since the discussion last month and believe fines support personal responsibility for patrons returning items. She said we shouldn't get rid of the rule if we don't like to enforce it anymore; there's no consequence for personal responsibility. Trustee Vancina said there are still rules in place such as the card/account being locked if the items are past due, there wouldn't be daily monetary fines. Trustee Monbrod asked if the library can forgive all the outstanding fines with a clean slate for January 1. Trustee Evans asked if the library would still have to go through the process of calling patrons. Director Krooswyk stated that notifications are automated and staff do not call patrons. The library can still keep fines on expensive items, such as Tech2Go. Otherwise there are still incentives to return items on time (blocking card, billing item when checked out beyond a specific number of days after due date, etc.), but they aren't daily monetary fines. Trustee Loecke said that she thinks the library will get patrons back that

weren't using the library due to being blocked by fines. Some trustees are worried about patrons keeping items overdue longer without fines, Director Krooswyk stated that people are keeping things overdue with fines in place anyways. Trustee Vancina stated that people with fines are current users of the library, so still blocking their card and ability to checkout if they have overdue provides an incentive to return the items without a daily monetary penalty. Many libraries have done this and there have been no known instances where libraries have reverted back to charging fines. Director Krooswyk also mentioned that she is not bringing this topic to the Board just for people to argue; she is seeing a trend and feels that she will be bringing this topic back within the next year for approval again due to other libraries moving forward with becoming fine free. Director Krooswyk reminded the Board that the library would not be getting rid of due dates and replacement costs for lost/damaged items.

It was decided that General Policy 206 be postponed to the December meeting for approval.

Motion was made by Trustee Vancina moved to alter General Policy 204 fees to change Section C. to "There will be no daily fines assessed for items returned late to the library. After 60 days, items will be considered lost and the patron will be charged for the full price of the item and the library card will be blocked. This may include exceptions to special collections, such as Tech2Go" and seconded by Trustee Monbrod. Yays: Trustee Vancina, Trustee Monbrod, Trustee Evans, Trustee Loecke. Nays: Trustee Podoba, Trustee Ulstad. Abstain: Trustee Tatro. Motion passes.

- ACTION: APPROVE General Policy 210 Update: Photographing and Recording Policy – Trustee Evans motioned to approve the update to General Policy 210 and seconded by Trustee Ulstad; motion passed by unanimous roll call vote.
- ACTION: APPROVE Personnel Policy 301 Update: Standards of Conduct and Staff Corrective Action - Trustee Vancina motioned to approve the update to Personnel Policy 301 including staff being allowed to wear professional appearing jeans without logowear and stipulate that staff should wear identifying name badge or lanyard while on duty. Motion was seconded by Trustee Evans. Yays: Trustee Vancina, Trustee Evans, Trustee Loecke, Trustee Monbrod, Trustee Podoba, Trustee Tatro. Nay: Trustee Ulstad. Motion passes.

Executive Session

- None.

Trustee Comments

Trustee Vancina said that the new board packets look better with using the fully digital format versus the previous scanned version.

Adjournment

Trustee Monbrod moved and Trustee Loecke seconded that the meeting be adjourned 9:00 p.m. motion passed by unanimous vote.

Michelle Krooswyk, Recording Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary