



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING December 12, 2016

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m., by President Tatro on Monday December 12, 2016 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: Edward A. Tatro, Linda Evans, Lou Broccolo, Colette Loecke, Ann Podoba, Bonnie Ulstad. Michelle Monbrod joined the meeting at 7:03 p.m.

Absent: None

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

Visitors: Matthew Bruns CPA

Minutes

- General meeting minutes from the November regular meeting were approved with two corrections on a motion by Trustee Ulstad, seconded by Trustee Broccolo.

Audience to Visitors

- Matthew Bruns – There were no major changes or findings in this year's audit report and Mr. Bruns has issued an unqualified opinion. President Tatro inquired about the term unqualified opinion; Mr. Bruns explained that everything they have found in the audit is true and correct, whereas a qualified opinion means they have found something they have found an issue with. Fund balances were up approximately \$247,000, which is nice because approximately half is in the general fund. Mr. Bruns has noticed that the budget has truly leveled itself out over the past few years and the library is on the right track. President Tatro also inquired about the reasoning that half of the funds are in the general fund and Mr. Bruns answered that there is more flexibility to spend this money for needed expenses rather than being restricted by the caps in the other categories (ie. Social security fund, Workman's comp, etc). The Annual Financial Report for the Year Ended June 30, 2016 was approved on a motion by Trustee Broccolo, seconded by Trustee Loecke and passed by unanimous roll call vote.

Correspondence

- Director Krooswyk shared an article from The Patriot newspaper featuring an interview with the Director, President Tatro and Trustee Broccolo. A conscientious Villa Park resident mailed back a New Lenox library card they found. Patron comments were also shared from

staff and Facebook from the previous month. Holiday cards mailed to the library from local residents and organizations were passed around.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining November 2016's income and expenses. Budgeted expenses should be at 41.67% and the actual expenses are 35.45%. This is largely due to lower expenditures in the materials budget. President Tatro asked why the library is spending less in this category despite the goal of increasing the materials budget. Director Krooswyk explained that traditionally libraries will carefully spend their materials budget during the year and once the end of the fiscal year comes closer, they will push to order the remainder of their budget. One reason for this method is youth services staff prepare for possible school projects that require more print materials on a particular subject that they may not have anticipated.
- Michael Stubler noted some double charges due to the coming calendar year with our timeclock system as well as additional maintenance for tree removal. Trustee Broccolo questioned the extra charges by K & S Landscaping, so Stubler consulted the invoice for clarification. The invoice was reviewed and the Board requested that Director Krooswyk instruct the Maintenance Manager to ensure invoices are more detailed in the future. The amount of monthly snow removal was questioned and Director Krooswyk said that she will plan on retrieving quotes for snow removal for the next fiscal year late summer/early fall 2017.
- Concerns were also made at this time about the exterior of the building concerning spilled hot chocolate, the top of the garbage cans and food stuck to sidewalk. The Board requested that someone needs to walk the building regularly to check for cleanliness and safety hazards. Director Krooswyk said that she would followup with the Maintenance Manager.
- Trustee Evans moved and Trustee Podoba seconded to approve disbursements for November 2016 in the amount of \$70,806.75 and motion passed by unanimous roll call vote.

Director's Report

- Ashley Middleton applied for a 2017 Library Technology Conference Scholarship, and her application stood out. She will be awarded a scholarship to the 2017 Library Technology Conference in Minnesota, which includes full 2-day conference registration (\$160.00), plus one night of hotel stay at a conference hotel.
- Director Krooswyk attended a strategic planning session with 107 other community stakeholders on Dec. 2-3 for School District 210. It was great to gain insight into the planning process as a participant rather than facilitator, which will be helpful with preparing our next plan.
- Director Krooswyk updated the Board on the 3 Live and Learn Grants with the State of Illinois. New Lenox Library is not eligible for mini-grants, and the other two grants for construction and accessibility require a 1:1 match. Due to lengthy process of planning for a 1:1 match and setting aside money in the budget, it will not be possible to apply for the grant since the deadline is next month. This option would be explored in preparing for the 2017-2018 budget.

- The New Lenox Chamber of Commerce is hosting its 2017 Annual Dinner Celebration on Thursday January 26, 2017 and Director Krooswyk asked if any Board Members would be interested in attending. Trustee Lou Broccolo and Vice President Linda Evans expressed interest and the other Board Members mentioned that they would check their schedules.
- The Village has completed the installation of the security cameras on the west side of the building. Sgt. Hilary Davis has provided the library with access to the cameras.
- The tax levy was dropped off at the Will County Tax Extension office on November 21, and we will wait to hear what amount is extended to us in a few months.

Upcoming

- CLOSED – Saturday December 24 and Monday December 26 (Christmas on a Sunday – Board Policy)
- CLOSED – Saturday December 31 and Monday January 2 (NY on a Sunday – Board Policy)
- Post-Holiday Party – Friday January 13, 2017

Marketing/Outreach News

Outreach events:

- Partnered with Lincolnway Hockey Club for a blood drive on Nov. 12th. The library was the host for this blood drive and we added a couple of walk-ins that were patrons. They had 32 donate blood, so this was a big success.
- I attended a community safety meeting on Nov. 30th. The topic was mental health, we will be attending a seminar on Mental Health Dec. 8th. This will be a 8 hour training class, going over how to handle mental health issues in public places.

Advertising:

- Patriot came out to do an interview with the board, and Michelle. The story was to highlight our 15th Anniversary Events Starting Dec. 5 – 9 (see attached).

IT News

- 15 of our old computers have been decommissioned and will be donated to World Computer Exchange in January

Adult Services Department News

- We have an outreach program set up with The Cottages on December 14 to make ornaments with the residents.
- The Cottages attended our November Senior Coffee, as well as, provided a fruit tray to add to our selection.
- Our entire department has been busy helping to plan our Anniversary Celebration.

Circulation Department News

- Cindy, Fran, & Teresa were trained to repair books. They will be repairing books for the Youth Services Department.
- Unique Management information not available at this time.

- Staff enjoyed the Thanksgiving holiday with friends and family.

Youth Services Department News

- The department continues to search for a part-time reference assistant.

Facility Maintenance Highlights

Electrical:

- Repair/replace lighting as required. No electrical problems to report.

HVAC System:

- Energy Management System is running in winter mode. All systems were checked and PM performed. #3 Boiler waiting for minor replacement part on order.

Plumbing:

- The Hot Water Tank was flushed to remove sediments.

Compliance/ Inspections:

- No activity to report.

Safety/Security

- The AED (Defibrillator) was Tested and passed the monthly inspection.
- Repair two wireless controllers for handicap doors.

Interior/Exterior

- Clean all exterior rain gutters of sediment and reseal leaking seams.
- Assist with Christmas décor.
- Continue patching where needed and painting interior walls in Circulation department.
- Cut out interior wall section and install safety glass window in 2nd floor proposed new study room.

Board Reports

- None

Committee Reports

A. Personnel:

-The Personnel committee is planning to meet on Thursday January 5, 2017 at 2:30 p.m.

B. Finance:

- None

C. Building and Grounds:

-The Building and Grounds committee is planning to meet on January 19, 2017 at 2:00 p.m.

D. Policy:

-None

E. Fundraising:

- Spring Friends Gala will be held April 8, 2017

Old Business

- REVIEW: Strategic Plan Goals – Director Krooswyk was happy to report that, with the exception to two items that are being pushed back to the following year, all items under goals 1, 2, and 3 are complete. Goal 4 will be re-evaluated during 2017. Director Krooswyk requested suggestions for the last part of Goal 2 for the outreach in 2017; hospital, train station, township senior housing, preschools outside of District 122 were all mentioned.

New Business

- REVIEW: Serving Our Public Ch. 8 – Reference and Readers Advisory Services – Director Krooswyk mentioned that we meet all the recommendations and requirements set forth in this chapter of Serving Our Public 3.0. Krooswyk asked if any Board Members required further information or clarification regarding the information provided and there were no questions.
- REVIEW: Short Takes Video – Library Policies - Trustee Broccolo moved and Trustee Loceke seconded to approve moving the Short Takes Video – Library Policies to the January 2017 Board Meeting and motion passed by unanimous vote.
- REVIEW: Per Capita Grant Application – The Board noted a phone number typo on the Per Capita Grant Application; no further questions or concerns were presented.
- ACTION: Approve Update to Personnel Policy 201 (Update due to LIMRICC changes) Trustee Evans moved and Trustee Monbrod seconded to approve update to the Personnel Policy and motion passed by unanimous roll call vote.

Executive Session

- The Board voted to enter executive session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- The Board exited Executive Session at 8:12 pm

Trustee Comments

The Board said that the Open House event went very well and it seemed to be very positive. They thanked the staff for all of their hard efforts on a job well done.

Adjournment

Trustee Broccolo moved and Trustee Evans seconded that the meeting be adjourned at 8:15 p.m. Motion passed by unanimous voice call vote.

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary

Colette Loecke, Secretary