



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING December 11, 2017

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 Monday December 11, 2017 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Absent: Vice President Linda Evans, Lou Broccolo

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

Visitors: Alex Vancina

Minutes

- General meeting minutes from the November regular meeting were approved on a motion by Trustee Monbrod, seconded by Trustee Loecke.
- November Policy Committee Meeting minutes were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod.

Audience to Visitors

None.

Staff Report

Liz Wetmore – Marketing: A nationwide journal for non-profits contacted Liz for a phone interview about the Ghouls and Golf event. The guide for the event was presented to the Board to explain how much work goes into the event. 215 hours were used at the most recent event compared to 72 hours from two years prior (2015); volunteers are vital. 240 advanced tickets were sold, 1,076 attendees, \$992 in raffles were some of the statistics. The Facebook Live video was helpful in promoting the event along with videos by Channel 6 and an article by the Southtown. Depending on how next year goes, we may have to sell tickets in time slots. The Anniversary Party will not happen this year, but the staff will be doing a holiday fun week featuring a craft/event each day of the week (Dec. 18- Dec. 22).

Correspondence

- Daily Southtown – Ghoulish Makeover – November 2017
- Assorted Holiday Cards from local organizations

Director's Report

Administration News

- **Community Engagement Networking Meeting:** Our library will be hosting a large meeting on February 1 with the opportunity for staff to present on what we are currently working on.
- **Insurance Comparisons:** A lot of time has been spent communicating and meeting with representatives from both Thornton Powell and Cook & Kocher; whatever decision is made, the library will be saving money.
- **IT Manager:** New Candidate has been selected and we are in the process of onboarding this individual. Virtek will provide support after Alex leaves his position.
- **JJC Library Partnerships:** The library has partnered with JJC in a "Becoming American" grant. If awarded, they will have access to movies that can be shown here focuses on civil issues.
- **Library Visits:** Met with Manteno and have a future meeting planned with Mokena director.
- **Strategic Planning:** So far we have 650 survey responses online. The Management Team has started to create SMART goals for the first year action plan of the strategic plan. The goal is have the goals ready to be approved for the January 2018 board meeting.

Upcoming

- Next Board Meeting: January 8, 2018
- Post Holiday Staff Party: Friday January 19

Marketing/Outreach

- Family Fun Day Nov. 5, 2017, 2:30 – 4:30 - This was a event with the Park District.
- Safety Meeting: Nov. 29, 2017 at Village Hall. At this meeting I discussed our strategic planning process along with the survey information.

News and Events:

- A Marketing Plan for mini golf was created and will be presented at the board meeting, Along with a timing and action plan for 2018.
- We are planning a holiday celebration week in December. For this event we will have demonstrations, decorating, crafts and fun. This event will be held Dec. 18 – 23.

IT Department

- Alex is going through the IT office and creating necessary documentation for the next IT Manager. Virtek was chosen to support our IT infrastructure needs during the interim period and beginning weeks of the new IT Manager.

Adult Services Department

- Amy is back to work! She'll be somewhat part time until the end of the year, and full time beginning in January.
- We now have 4 Teen computers. Teen space should be finished by the end of the year.

Circulation Department

- The Circulation Department attended the Strategic Planning meetings with Michelle on November 15 and 21.
- Cari, Cindy, Emma, and Jennie had training with Alex for online patron card registration.
- Trinity Services had a client come on November 16 for organizing a library cart for the Pages.
- Delivery count was November 10-16th.
- Unique Management report for November not available at this time.

Youth Services Department

- Sandy Simmons was hired to fill a vacant part-time plus position started in November. She works in school libraries and also worked on a part-time basis at an area public library.
- Dana attended a LACONI program at Chicago's Museum of Science and Industry. Museum staff presented the program, demonstrating a series of science experiments that can be done with children. Presenters began by sharing the museum's theories: explaining that in institutions providing learning opportunities to the public, the focus should not be on school science, but on science as fun. As a presenter, the focus should be on inspiring and motivating, not teaching academics. All of the science projects they present to children at the museum are online and available for free for others to use.
- When Carolyn attended the RAILS' Makerspace Networking group, she learned about different types of Makerspace programs/ideas with a focus on STEM as well as how to organize a library Maker Fest.

Facility Department

- **Electrical:** General Lighting has been maintained as needed.
- **HVAC System:** The Winter PM has been completed for all 1st and 2nd Floor HVAC Components.
- **Plumbing:** The Hot Water Tank was flushed to remove sediments.
- **Compliance/ Inspections:**
- All Three Pulse Boilers were due for a Bi-Annual State Inspection and Certification. This was completed November 2nd , all Boilers and Components Tested passed with no violations cited.
- **Safety/Security**
- The AED (Defibrillator) was Tested and passed the monthly inspection.
- ***All Emergency Lights and Exit Signs Throughout the Library have been Evaluated and Updated.***
- New LED Emergency Lighting Fixtures were installed in place of Older Fixtures that required service or replacement. New fixtures were added also in areas that were not previously covered but are now required under current codes. Moving forward this will also be a cost avoidance as the LED Fixtures require a very small battery at a reduced cost.
- All Exit Alarms were checked, updated where needed, serviced, batteries changed and tested.

Interior:

- Holiday Decorations have been installed throughout the Library.

- The Display Cooler in the Café was reported as not cooling. Service was called to replace the Compressor and misc. components.
- Door Systems was called to adjust hinges and thresholds on all Exit, Service and Emergency doors to facilitate a complete range of motion and closure.

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for November 2017. Budgeted expenses should have been at 41.67% and the actual expenses were 35.05%.
- Trustee Monbrod moved and Trustee Loecke seconded to approve disbursements for November 2017 in the amount of \$54,416.05 and motion passed by unanimous roll call vote.
- The board requested that any reimbursements owed to staff less than \$10 should be taken out of petty cash as a best practice.

Board Reports

- None

Committee Reports

A. Personnel: None.

B. Finance: None.

C. Building and Grounds: None.

D. Policy: Policy Committee met; report to follow in new business.

E. Fundraising: None

F. Other: None.

Old Business

REVIEW: Strategic Plan Goal 3 – This was reviewed, and the library is continuing to stay on track in meeting these objectives.

New Business

- APPROVE: Per Capita Grant Application – This action item has been moved to next month.
- APPROVE: Choice of Next Insurance Carrier for Policy Period starting 12/30/17 – Director Krooswyk explained the quotes from both Cook and Kocher and Thorton Powell. Due to lower deductibles, inclusion of D&O and EPLI in the general policy, and our history with our current provider, the Director recommends continuing coverage with Cook and Kocher. Trustee Podoba moved and Trustee Loecke seconded to approve selection of Cook and Kocher as our liability insurance carrier and motion passed by unanimous roll call vote.
- APPROVE: Policy update recommendations from the Policy Committee's meeting on November 15, 2017 – Due to three major components of the Policy Committee's recommendations, the vote was split into three aspects. The recommended updates to the General Policy were approved on a motion by Trustee Ulstad, seconded by Trustee Podoba. The changes to Personnel Policy 106 were approved on a motion by Trustee Monbrod,

seconded by Trustee Ulstad. The changes to Personnel Policy 202 were approved on a motion by Trustee Podoba, seconded by Trustee Monbrod.

- APPROVE: Financial Support of Monica Waligorski attending Library School - Trustee Podoba moved and Trustee Monbrod seconded to approve financial support and motion passed by unanimous roll call vote.
- DISCUSS: Strategic Planning – Director Krooswyk updated the Board on the process of the strategic plan. Final goals will be presented at the January Board Meeting.
- REVIEW: Serving our Public Chapter 8 – Reference and Readers Advisory Services. The library is adhering to the requirements of this chapter.
- REVIEW: Safety Video – Director Krooswyk will send out a link to the recorded webinar and one Board Member will need to view the video to satisfy state per capita grant.

Executive Session

- None.

Trustee Comments

- None.

Adjournment

Trustee Ulstad moved and Trustee Loecke seconded that the meeting be adjourned at 8:08 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary