



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
December 10, 2018

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 December 10, 2018 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: President Dr. Edward A. Tatro, Vice President Linda Evans, Lou Broccolo, Michelle Monbrod, Ann Podoba, Bonnie Ulstad

Absent: Colette Loecke

Staff present: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: Information Technology Manager, Ashley Middleton: Digital Services Manager, Monica Waligorski: Assistant Adult Services Manager, Alissa Raschke-Janchenko: Youth Services Manager

Visitors: Alex Vancina

Minutes

- Meeting minutes from the November 13, 2018 meeting were approved on a motion by Trustee Podoba, seconded by Trustee Ulstad.

Audience to Visitors

- None.

Staff Report

Alissa Raschke-Janchenko: Youth Services Manager – Alissa provided an update on what is happening in Youth Services. Strides are being made to make the preschool area more preschooler friendly. Current furniture is being repurposed and moved around to create a safer play space for that audience. The Winter Reading Program will be kicking off on January 2, and the library will be partnering with Chicago Wolves again this year. The library will finally have a player visit; Zack Whitecloud will be stopping by on January 9 at 6:00 pm. He will let the kids try on some of his equipment. The Holiday Village is being built in the MakerSpace for the 4th year in a row. Alissa encouraged the Board to take a look. Trustee Monbrod asked if staff needed additional supplies; Alissa said that staff brought in a bunch of boxes already, so they are good to go. Lastly, Alissa spoke to the new pull out Spanish language collection. Fiction and non-fiction in Spanish are featured with the possibility of including other languages in the future. There are already Spanish native speakers that have been appreciative of this initiative because it is making easier to find what they're looking for. Alissa is also finalizing the process of interviews and hiring for the Assistant Youth Services Manager position. Director Krooswyk added that coming from the perspective of a former Youth Services position, Alissa is doing a great job working towards strategic plan goals and fostering a sense of positivity in her department and throughout the library.

Correspondence

Newspapers

- New Lenox Patriot - November 21, 2018: *2018 Holiday Guide*

Suggestion Box

- “I moved to another city (Columbus, OH) and really like that they did away with fines. They noticed that people with poor access to the library had trouble returning books on time and whole generations go without. This encourages more of a dialog.”
 - Response: Dear Anonymous, Thank you for your suggestion. As a Library Director, there is nothing that I believe in more than access to all of our offerings in order to support lifelong education. Removing fines would definitely erase a barrier to access, and at the same time our library cannot currently financially support this endeavor. Funds from fines support maintenance of an aging 17-year-old building, keeping our print and digital collection current, and ensuring we provide classes and events for patrons of all ages. If you have any further questions, feel free to contact me directly.
Regards,
Michelle Krooswyk, Library Director, director@newlenoxlibrary.org

Other

- Assorted Holiday Cards from local organizations and schools
- New Lenox Neighbors – November 2018: Important Phone numbers, listing of events
- New Lenox Park District Booklet – Winter/Spring 2019: Homebound Delivery

Director's Report

Administration

- **January Community Conversations:** Board Members were encouraged to review packets that were passed out. Board Members were instructed to select 10 individuals they would like to speak to during the month of January. Once Director Krooswyk receives everyone's selections (deadline of Friday, December 21), she will provide them with the format of the conversation. The Board offered input on talking points during the meeting including increased hours, more homebound delivery, more children's classes and expanded Digital Media Lab.
- **Circulation/Technical Services Staffing:** Erin Collins has moved back to Technical Services and Kristi Parks has started as an evening and weekend Circulation Clerk. The plan is to hire one additional evening/weekend Circulation Clerk during the next two months to ensure adequate coverage for evening and weekend staff.
- **Collection Maintenance:** For the first time in a long time, both the Youth and Adult print collection is being attended to. Items that should have been removed from the collection from the original move to the new building are finally being deleted due to condition and irrelevance. Both Tana and Alissa are doing an absolutely wonderful job delegating responsibility of the sections to staff, which guarantees all portions of the collections are maintained and supported. Adult Services and Youth Services are working extremely well with Liz Wetmore in Marketing to create signage to highlight books and content that would normally be missed. AS will be featuring a genre of the month and make use of empty shelving ranges.
- **DVD Trays:** After receiving many negative comments about the browsability of the new DVD trays, a new plan was concocted for the AV section. The books on CD have been condensed to one range near the AS office. All the DVDs were placed at a consistent, easy-to-browse height in one range near the DML. The CDs will be moved with their current wood boxes to the section between these ranges. Director Krooswyk contacted the DVD tray manufacturer and was able to secure non-slip matting for the bottom of the trays at no additional cost to the library. Both

Monica and Tana have done a great job with this move and improvement to make the collection easier to access for patrons.

- **March Board Meeting:** Tentatively, John Chrastka will be visiting our March Board meeting to follow up with the Board regarding future funding plans.
- **Paint Color for Walls:** Maintenance Manager Brian is investigating repainting red walls with another color once it's needed due to red fading very quickly and also does not reflect our branding colors.
- **Per Capita Grant:** Director Krooswyk completed the Illinois State Library Per Capita Grant, which is included in this month's board packet and also up for Board approval later in the meeting.
- **Strategic Plan Tactics:** The Management Team has worked on drafts of tactics for year two of the 2018-2020 Strategic Plan
- **Voting:** The library signed up 103 new library cards and at least 20 renewals on voting day. This was the first time that the library had been utilized as a polling location for both precincts seven and eight. Staff received many compliments from voters about the library and the election judges appreciated our building and hospitality!
- **Yelp:** Director Krooswyk has finally gained access and ownership of the library's Yelp account. Previously it had been registered under previous Director Kate Hall. Director Krooswyk is now able to reply to messages, ratings and track performance of our library (clicks, redirect to webpage, questions, etc.) on their membership page.

Upcoming:

- **Building and Grounds Committee:** Wednesday, December 12 at 2:00 pm
- **Next Board Meeting:** Monday, January 14, 2019 at 7:00 pm

Marketing Department

- Winter Guide Came out Nov. 5 (see attached)
- Partnered with IPO (Illinois Philharmonic Orchestra) on tickets for their shows. We have a raffle set up in the lobby, and we pull names for events a week in advance. These tickets were made available for the entire season.
- Voting at the library Nov. 6, we had stations opened to open new library cards. This was very successful.
- Teen Art Contest was in November, we had over 60 attend the showing, and everyone loved it. We plan on doing this yearly. We also promoted some of the teen art in our winter guide.
- Bicentennial Party, we had 168 attend this after hours party celebrating Illinois 200 years. We had cake, hot chocolate, entertainment, Photo booth, crafts and games.
- Created a live stream for the bicentennial as well as for the teen art contest.

Information Technology Department

- Installation with the new Printing vendor has begun. All of the new machines with exception of the public facing copiers have been replaced. Once the parts arrive they will be installed and available for use by patrons. In the future we will be able to roll out new features such as printing from google drive to patrons.

Adult Services Department

- **DVDs, CDs, and audio-books:** Based on staff suggestions and patrons' comments, we've made few changes in our DVDs, CDs, and audio-books collections with the hope that materials in these collections will be easier to browse and shelve. Audio-books used to be shelved in two separate locations. Now they are shelved in one location. DVDs have been moved to the shelves close to the DML where part of the audio-books used to be. The shelves in the middle have been eliminated. On their place we moved the wooden bins with music CDs and we also created a small cozy sitting area, giving patrons more options for socializing. The empty wooden bins that

clustered the area in front of the DML are now gone, which will make this area more approachable.

- **Fiction Collection:** The project of merging all genres into one whole fiction collection has started earlier in the year. After thoughtful discussions within the department and after researching other libraries' collections, we have decided to go forward with this project. Once all genres are merged into one whole fiction collection, patrons will be able to find authors all in one place (fiction), rather than having to look for one author in two places (fiction and mystery or fiction and sci-fi). With this being said, we will be placing "genre" stickers on the spines of the books, which means that even when all books are in fiction, patrons will recognize mystery from fantasy from sci-fi, etc. by stickers on the books' spines.
- Short stories and classics will be kept as their own separate collections as both are popular among our patrons. Tana Petrov and Monica Waligorski have been weeding the Fiction Collection from non-circulating books in order to simplify the transition from genres into fiction.
- **Displays:** To eliminate the empty shelves throughout the department and to create positive first impressions when patrons come to our department, we created many interactive displays that feature our collections: books, DVDs, and music CDs. Kelli Svancarek and Liz Wetmore worked on creating the signs for our displays, and so far we've received many compliments from staff and patrons.
- Tana Petrov and Sue Mountford attended the South Suburban Business Librarian Networking Group meeting at the Frankfort Public Library and got new ideas and inspirations for expanding the business services we offer to our patrons. Tana and Sue will be hosting the next meeting at the New Lenox Public Library.
- Monica Waligorski completed her LIS 703 Organization of Knowledge Course at Dominican University.
- **Meetings**
 - 11/14/2018: We had our very department first meeting, during which we discussed communication within the department, our future projects, as well as how to improve the services we provide to patrons.
 - 11/28/2018: We had our first department Collection Development Meeting. We discussed topics such as budget allocation, weeding the collections, and how to make ordering materials more efficient. Tana Petrov worked with our ordering vendor – Baker & Taylor – on establishing book carts specifically tailored toward our collections. Starting in December, all staff in the department, responsible for collection development, will be receiving "first look" book carts directly from our vendor. This will assure that we purchase high-quality literature, as well as bestsellers, starred reviews, and popular and "must-have" books.
- **Programs:**
 - Melissa Leggero continued to offer interactive programs for teens. Melissa and Liz planned and hosted the Teen Art Gallery Night, which was a huge success with more than 60 people attending. Another very well received program was Teen Holiday Card-Making, during which teens created holiday cards for the residents of our local nursing homes and retirement communities. Below are pictures from the program.
 - Sue Mountford did a fantastic job with hosting the performance of the Lincoln-Way Central High School Madrigal Singers. We had close to 90 patrons coming enjoying the holiday music.
 - Tana Petrov planned the Illinois Bicentennial Celebration, which was attended by more than 150 patrons. People enjoyed our cake and hot-chocolate stations, played board

games and completed fun activities in the Youth Services Department, took pictures in the DML photo booth, and attended a presentation about the state of Illinois. Our new volunteer coordinator, Julie Perenchio, recruited and supervised all volunteers who helped during this event. Huge thanks goes to all - staff and volunteers - who contributed to our Bicentennial Celebration!

Circulation Department

- Unique Management Services collected \$190.25 in collection fees during the month of November.
- Our department also welcomes Kristi Parks, our newest Circulation Clerk.
- This month it was agreed with Youth Services that Circulation will now be the department to handle Museum Adventure Passes. All staff has been trained on how to handle these inquiries and we are excited to start assisting our Patrons with these requests.
- All staff in the department completed the JJ's List Disability Awareness Webinar. We directly deal with all members of the public upon check out so this was a very helpful video that called attention to their variety of needs that our department in particular should be aware of.
- Going forward new Circulation employees will be provided with RAILS provided Sierra training at various levels to assist with system comprehension.

Youth Services Department

- The Youth Services Department held a mock election for kids to vote for their favorite book characters.
- Re-organization of the department is still underway, with old reading tables being repurposed for tablet use.
- Potty Training books have been updated and re-cataloged to their new home in Picture Books as a stand-alone collection.
- Interviews are underway for the new YS assistant manager.

Maintenance Department

Electrical:

- ComEd Energy Efficiency Program engineers presented their findings for the library which includes replacing all of the interior lighting and most of the library's HVAC components. All estimates were generated by ComEd.
 - Total rebate eligibility: \$20,890. Total estimated up front project installation cost: \$109,440. Possible annual energy savings: \$18,540.
 - Project cost estimates are seemingly too low but whatever the case may be, the library cannot afford even ComEd's estimated initial expense at this time.
 - Total expenditure wouldn't be recovered for approximately 5 years, and that is provided the price of electricity doesn't drastically change.
- Maintenance will continue the "slow and steady" approach to updating lighting and HVAC components as needed and as current budget allows.

Preventive Maintenance Performed:

- Emergency lighting tested
- Water heater flushed
- HVAC filters checked
- A.E.D. inspected
- Floor drains flushed

Treasurer's Report

- Michael Stubler gave the Treasurer's Report explaining income and expenses for November 2018.
- Budgeted expenses should be at 41.67%, and the actual expenses were 33.87%.
- Trustee Podoba moved and Trustee Evans seconded to approve disbursements for November 2018 in the amount of \$49,511.02; motion passed by unanimous roll call vote.

Board Reports

- None

Committee Reports

A. Personnel:

B. Finance: Committee just met prior to the meeting.

C. Building and Grounds: Will meet this Wednesday, December 12 at 2:00 pm

D. Policy: Decided to meet prior to the next regular Board Meeting at 6:30 pm on Monday, January 14, 2019

E. Fundraising:

F. Other:

Old Business

- **DISCUSS:** Strategic Plan Review: Pillar Two Self-Directed Education – The library has met all the goals for this calendar year.
- **REVIEW:** Serving Our Public Chapter 8 – Reference and Readers Advisory – The library meets all the requirements for this chapter.
- **REVIEW:** Regular Policy Review Schedule: Personnel Policies 202 (Holidays & Library Closings) & 209 (Voting Time)– The Board reviewed these policies and there were no recommendations for changes.

New Business

- **APPROVE:** Remainder of Educational Reimbursement for Monica Waligorski for FY2019 – Monica reviewed Knowledge Management class she recently finished for this semester and informed the Board that she is planning to take two classes next semester: Internet Technology for Librarian Profession and Collection Management at Dominican University. Trustee Podoba moved and Trustee Monbrod seconded to approve remaining educational reimbursement for Monica Waligorski for the Winter 2019 semester. Vote passed by unanimous roll call vote.
- **APPROVE:** Per Capita Grant Application: Director Krooswyk reviewed the completed application for this year's Illinois Per Capita Grant Application. A motion was made by Trustee Evans, seconded by Trustee Monbrod to approve the Per Capita Grant Application, and motion passed unanimously.
- **APPROVE:** Year 2 Tactics for Strategic Plan – Director Krooswyk explained that the Management Team has worked diligently the past few months to create relevant and realistic tactics for year two of the 2018-2020 Strategic Plan. There is still work to be done, so there was no need to approve the tactics; approval will be sought at the January 2019 Board Meeting. No vote was taken on this agenda item during this meeting.
- **APPROVE:** Timeline for Accepting Proposals for Leased Space – Director Krooswyk had spoken recently to legal counsel about the leased space; the current lease ends on March 31, 2019 after the lease sunset after the 5 year term. There has been increased interest in the space, and it is great deal at \$275 a month and includes utilities and other perks, such as garbage collection. Director Krooswyk is proposing to the Board that we accept applications from potential vendors until the end of February 2019, review proposals at the regular March Board meeting and decided on a vendor at the regular Board Meeting in April and have the tenant begin either May or June 1. She wants to ensure that we have the best vendor for the library. Trustee Broccolo expressed his concern of taking so long to get a tenant that has stayed in the space for a prolonged period of time. President Tatro wanted to open it up to other vendors to be fair.

Trustee Podoba said that because we are supported by taxpayers, we have an obligation to open it up to whoever wants to apply for it. Trustee Tatro said that the current tenant is benefitting from us since the rent is so inexpensive. Director Krooswyk would like to author an article for The Patriot letting the public and potential vendors know about the upcoming end of contract. Trustee Monbrod said that the current tenant has already provided a letter of intent and we had a gap between vendors previously. Trustee Broccolo said that the current tenant is frustrated, and if it wasn't for the personal issue the library we wouldn't be going through this process. Director Krooswyk said that she would be pursuing this regardless of the tenant's communication issues because this is the first time the 5 year contract has ended; we need to be fair to see if there are any other interested vendors. She also mentioned that the contract names the Board as the Lessor, which is why she wanted to come to the Board first prior to executing any plans for the contract. Trustee Ulstad said that we could raise the rent as well to accommodate the recent purchase of a commercial refrigerator to support the operations of the current café. Discussion ensued regarding the benefits and negatives about the current tenant along with prospective tenants. It was suggested that the Board pursue a new one year contract and ensure that the current tenant understands that she will be responsible for replacing her current equipment and that the library will be opening up for proposals to other potential vendors prior to the end of the one year contract. No vote was taken because the Board did not want to take proposals for the end of this contract.

- APPROVE: Status of Closed Meeting Minutes - Director Krooswyk recommended that the closed meeting minutes be kept closed. Trustee Broccolo motioned and Trustee Podoba seconded to keep closed meeting minutes closed.
- APPROVE: Destruction of Closed Session Audio Recordings older than 18 months – Director Krooswyk consulted with legal counsel regarding OMA rules. Per regulations, verbatim audio recordings can be destroyed after 18 months of age as long as it is approved by the Board. Trustee Evans moved and Trustee Monbrod seconded to destroy verbatim closed meeting minutes older than 18 months. Motion passed with unanimous vote.

Board Continuing Education: The Director and the Board reviewed the next section (pages 30-36) of the Illinois Public Library Trustee Manual.

Executive Session

- Director Krooswyk recommended that the closed meeting minutes be kept closed. See vote above. No executive session was held.

Trustee Comments

- Trustee Podoba noticed that the library had extended hours for the teen finals week and she thinks it is fantastic.

Adjournment

Trustee Broccolo moved and Trustee Evans seconded that the meeting be adjourned 8:42 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Michelle Krooswyk
Director, Recording Secretary