

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois  
December 14, 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 7:04 p.m. by President Dr. Edward A. Tatro on December 14, 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, Alissa Raschke-Janchenko: Youth Services Manager, Liz Yolich: Youth Services Library Specialist

**Visitors (Online via Zoom):** None

**Visitors (In-Person):** Dana Jenner

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.

### Audience to Visitors

- Liz Yolich: Ms. Yolich is requesting tuition reimbursement for her MLIS degree, and provided her background including her schooling at UIC at Champaign-Urbana to the Board. She has completed three semesters and is taking one class per semester due to the cost of a master's degree. Trustee Tatro asked what her goal was; Ms. Yolich responded that she hopes to complete her MLIS in 2-3 years and work towards a position of assistant or department manager of Youth Services. Trustee Vancina motioned and Trustee Monbrod seconded to approve the tuition reimbursement for Liz Yolich for fiscal year 2021. Motion passed by unanimous roll call vote.
- Dana Jenner introduced herself and said that she is observing the meeting to see if she would like to join the Board, but wasn't sure since it is a 6 year commitment. She is looking for different ways to volunteer and give back to the community.

### Staff Report

- Alissa Raschke-Janchenko, Youth Services Manager: Alissa spoke about the recent collaboration with the Village of New Lenox and the new Storybook walk. Due to COVID, the Village was investigating different ways to provide seasonal activities and offered to build the water/weather resistant storybook panels that are installed on the light poles around the Commons. The current story displayed is "How to Catch a Yeti," which is a popular series, features an inclusive and diverse set of characters, and offers a winter themed story without focusing on a specific holiday.

## Minutes

- Meeting minutes from the November General Meeting on November 9, 2020 were approved on a motion by Trustee Podoba, seconded by Trustee Vancina. Motion passed by unanimous roll call vote.

## Correspondence

- The amount of correspondence has decreased significantly due to the dissolution of The Patriot. Director Krooswyk will start including articles from Daily Herald and has begun to include compliments or comments from departments from patrons and staff.

## Director's Report

### Administration

- **Consolidated Election:** There are two Board Members' terms that will expire in April 2021. Packets have been available and the filing period will begin December 14 and end on December 21. Packets need to be submitted between these dates in order to be listed on the ballot for the April 2021 Consolidated Election.
- **Fine Free Update:** Director Krooswyk and Circulation Services Manager, Jolyce Abernathy, have completed research regarding policies and procedures surrounding the recently adopted fine free policy. Due to the holidays and having to transition to curbside only services recently, we will not formally roll out this initiative until February. This will allow for time to ensure policies are finalized, staff received adequate training, and marketing/website efforts are coordinated properly.
- **Grab & Go Status:** After consulting with the Board President, Director Krooswyk made the decision to move to curbside only services beginning on November 28 and will be reassessed on December 11 to determine returning to a limited reopening of the building or remaining at curbside only services. This curbside name was changed to "Grab & Go" due to patron confusion surrounding the curbside connotation. Trustee Vancina asked if there were ADA accommodations for a standing desk for the express computer. Trustee Monbrod asked if there could be two computers to allow for sequential use while allowing time for sanitizing; Director Krooswyk said she would look into this.
- **Healthcare Provider Changes:** As requested by the Board last month, Director Krooswyk queried other libraries regarding the portion of health insurance paid by staff member and library. A total of 47 other libraries responded and that information has been included in the Board Packet. The Board will discuss the library's financial responsibility for staff health insurance premiums for calendar year 2021 at the December meeting.
- **Illinois Public Library Trustee Manual:** As promised at last month's meeting, the digital version of the Illinois Public Library Trustee Manual has been included in the Board packet.
- **Illinois State Library PPE Grant:** We officially received notification that we were awarded \$500 for PPE expenditures from the state library.
- **Library Job Description Update:** Managers have finalized their input for the updated job description project. Once the job descriptions have been reviewed for consistency and grammar, they will be sent to our contracted human resources company for the purposes of a formal salary study. This will result in a relevant and current salary schedule that is commensurate with job responsibilities and similar sized libraries.
- **Library Logo Shirt Order:** We are placing an order for library quarter zip ups. If Board Trustees are interested in purchasing a shirt, the last date to bring a check will be the night of the Board Meeting.
- **PrairieCat IMRF Letter:** Our library software consortium is working towards becoming a member of the Illinois Municipal Retirement Fund. As a result, a formal letter needs to be made available for viewing to Boards of libraries within the consortium. This document has been included in the Board packet.

- **Serving Our Public v. 4:** The last chapter of version 4 of the updated Serving Our Public standards was reviewed at the November meeting. The packet in its entirety will be sent digitally with December's board packet, but will not be printed again to save on paper/printing costs.

#### **Adult Services Department**

- Dawn, Annette, and Monica worked the Election Day table in the lobby on November 3rd.
- Melissa and Annette orchestrated a Make n Take Holiday Card program whereby teens could earn volunteer service hours by making cards for area nursing home residents.
- Annette and Clarice did a trivia program on Zoom. It was very well received.
- We had two Zoom presentations on mental health this month. On November 5th, Marie Goulet did Mental and Emotional Health for Teens. On November 19th, NAMI (National Alliance on Mental Illness) did a presentation on Mental Health Essentials.

#### **Circulation Services Department**

- Most notably, on November 28th NLPL went back to curbside service. My team was able to successfully manage the transition to curbside services at the instruction of myself and our Director. This being the second go of it, things were easier to flow this time.
- Our IT manager, Phillip brought down the copier into the lobby to be able to better serve those needing access.
- Digital library card requests have been successfully being processed by myself and the help of my full time staff. We have had quite a few requests in November since the recent launch of our new Prairie Cat mobile App.

#### **Digital Services Department**

- Website backend has been updated; work continues on developing new processes, learning new tools.

#### **Information Technology Department**

- I took additional time to document processes and systems for the IT department. With COVID19, the need to even more thoroughly document processes and the system setup is even more apparent. There needs to be enough information for someone to come in a pick up the workflow if someone has to be out of work for an extended period of time. As well as prep for upcoming curbside (after thanksgiving).

#### **Maintenance Department News**

- Indicom Electric finished installation and repair of the exterior lighting outside of Youth Services and all of the wall lights around the exterior of the Library.
- Maintenance diagnosed and repaired problems with the exterior lighting control system that were revealed once all of the lights became fully operational.
  - Electronic lighting timer unit was serviced (new batteries installed, electrical contacts cleaned) and the timer was reprogrammed.
  - Numerous undocumented wiring changes from years past were discovered and corrected to the light timer manufacturer's specifications. Changes are now noted and correctly labelled in circuit breaker boxes. Exterior lighting system was tested and will be closely monitored for proper operation.
- K&S Landscaping finished leaf cleanup/mowing in November and cleaned eight full 42 gallon garbage cans of debris from the first floor gutters. The gutters had been cleaned last fall and were scheduled to be cleaned again this past spring, but the company that was scheduled to do so did not survive the initial COVID 19 shutdown this year.
  - Trees that were planted too close to the building back in 2001 will be trimmed to help mitigate this issue.

- Over several weeks from late-October through late-November, Precision Control Systems completed a full firing rate analysis and tune-up on the boilers. They also performed intake and combustion chamber cleaning, gas inlet re-gasketing, gas supply regulator replacement, and combustion air decoupler re-gasketing, plus firing rate and fuel mixture calibration. This is work that should be done routinely, but much of it hadn't been done in at least a decade, if ever. Part of the reason is because the boilers were installed both too close to each other and to the wall behind them thus making proper routine maintenance impractical (nearly full disassembly would've been required). This is despite Fulton Boiler's clearance requirements and recommendations that are stated in the installation and operation manuals, but were followed only to the barest minimum safe standard. Among performing other acrobatic feats over and under piping to access the topsides and backsides of the boilers, Precision Technician Scott Keene (who thankfully happens to be VERY thin-framed) was able to squeeze into the 10 inch gap between the boilers in order to perform some of this work. Another reason this work was not routinely performed is that up until now, money was never budgeted for it. Budget planning last year for the 2021 fiscal year had factored in costs for this boiler job to be done, but the unforeseen air conditioning compressor failure and replacement depleted that portion of the HVAC budget. Despite the hardships that the HVAC budget line has suffered this fiscal year, the boilers had progressed to the point of daily failure and the boiler maintenance work could no longer be deferred. Boiler 1 suffered an internal electrical short and was completely shut down. Boilers 2 and 3 were running increasingly worse, would have to be manually reset/restarted numerous times a day, and couldn't reliably heat the Library during the fall, much less for the upcoming winter. Therefore, this is yet another very necessary expense which will be reflected in this year's HVAC budget line. Now the boilers have been running much more reliably and efficiently than they have in a long time.

#### **Marketing Department**

- Blood Drive on November 21st was a big success! We collected 19 pints, and 7 donors were first timers= 57 lives saved!
- Held a one-on-one marketing session with Kumon Reading and Math and Trader Magazine
- Marketing attended the Safety of New Lenox Meeting on November 18th.
- Social Media
  - Facebook - Video performance: Post reach 11.023: down 28%, New Page likes 6: down 54%, Post engagement 1,829: down 39%, Video view 846: down 91%, New followers 18: down 14%
  - Instagram Library account - Followers 395: up from 376 last month, Kids account - followers 146: up from 145 last month, Teen Account - followers 304: up from 303 last month
  - Twitter - Followers 436: up 2%, 57 tweets: up 1.9%, Profile visitors 19: down 25%. The top tweet was the computers and Wi-Fi services with 626 impressions.
  - YouTube - 288 views for the last 28 days, 11.3 hours of view time, 3 new subscribers

#### **Technical Services**

- Erin's hours have changed due to Covid-19, she is working 5 days, 3 hours per day.
- I cleaned and straightened the Tech closet. I placed all the decorations used for Ghoul's & Golf into plastic bins and organized everything.
- Coded all the bills and invoices for the Business Dept.

#### **Youth Services Department**

- Our Winter Reading Program kicked off on November 30 and will last until January 30.
- We have also been doing a lot of collection work, particularly in Beginner Readers, which is one of our heaviest-circulating collections.

### **Treasurer's Report**

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- Business Manager, Michael Stubler, presented the Treasurer's Report. Director Krooswyk provided an update on the remaining bond funds from the bond levy. Per recent conversations with bond counsel and the financial advisor, it is looking like the funds can be used for building related expenses, such as the HVAC overhaul and carpeting. Once the FY2020 audit is complete, this can be finally confirmed by the consultants. Trustee Podoba moved and Trustee Evans seconded to approve disbursements for November 2020 expenses in the amount of \$61,213.24; motion passed by unanimous roll call vote.

### **Committee Reports**

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- **Personnel:** Scheduled to meet April 12, 2021 at 6:30 pm.
- **Finance:** Met a half hour prior to this meeting; please see corresponding meeting minutes.
- **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**

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- REVIEW: RAILS Membership Standards: Leadership and Professional Training- The library is satisfying all requirements for the core standards.
- REVIEW: Serving Our Public 4.0 – Since every chapter was reviewed throughout the year, the entire document was sent to the Board for perusal and review.
- REVIEW: Policy Review – Personnel Policy 209: The Voting Time policy was reviewed with no recommended changes.

### **New Business**

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- ACTION: Approve tuition reimbursement for Elizabeth Yolich – Motion was approved in "Audience to visitor" section of the meeting.
- ACTION: Approve updates to Personnel Policy 202: Holidays & Library Closings and General Policy 205: Hours - Updates to remain open the entire day before Thanksgiving and paying employees a set number of hours for every Board approved holiday were presented. Trustee Vancina moved and Trustee Monbrod seconded to approve the updates to the aforementioned policies as presented; motion passed by unanimous roll call vote.
- ACTION: Approve EFLMA Extension. Due to the expiration of the Federal EFLMA expiring on December 31, 2020 and no recent update on whether or not it will be renewed by Congress, a library version of the EFMLA extension was presented. Trustee Monbrod moved and Trustee Loecke seconded to approve the EFMLA extension; motion passed by unanimous roll call vote.
- ACTION: Approve Library Health Insurance Premiums/Staff Costs – Director Krooswyk presented healthcare assumed costs from 48 other libraries and a suggestion for coverage going forward. It was proposed that eligible staff pay 5% of their own health insurance and 75% of spouse, child, or family coverage rates. Discussion ensued. Trustee Vancina moved and Trustee Monbrod seconded to approve the proposed coverage rates for calendar year 2021; motion passed by unanimous roll call vote.
- ACTION: Approve update to General Policy 206: Circulation Policy & General Policy 204: Fees – Director Krooswyk presented the updates to policies related to the new fine free program. This includes cards being blocked after 7 days overdue, patrons being charged for full cost of item after 14 or 28 days after their due date, and no daily fines being assessed. Trustee Loecke moved and Trustee Vancina seconded to approve the changes as presented. Yays: Trustee Loecke, Trustee Vancina, Trustee Evans, Trustee Monbrod, Trustee Ulstad, Trustee Tatro. Nays: Trustee Podoba. Motion passed.

- ACTION: Approve Director's Recommendation for Closed Meeting Minutes – Director Krooswyk recommended that all closed session minutes remained closed with the exception of the closed session on July 13, 2020, which is recommended to be approved and released. Trustee Monbrod moved and Trustee Loecke seconded to approve Director's recommendations for closed meeting minutes; motion passed by unanimous roll call vote.
- ACTION: Approve and release Closed Session Minutes on July 13, 2020 - Trustee Podoba moved and Trustee Monbrod seconded to release and approve the closed session minutes from July 13, 2020; motion passed by unanimous roll call vote.

### **Executive Session**

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- None.

### **Trustee Comments**

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- Trustee Ulstad asked about the minutes from November that stated that the Treasurer should meet regularly with Library Administration. President Tatro said that once we reorganize the Board in April with the upcoming elections that we will look into this idea that was suggested by the committee members. He also stated that the Board as a whole is always responsible for all financial decisions and positions for the library.
- Trustee Monbrod said she is very excited about the partnership with the Village and the Storybook Walk. She also mentioned that the Friends closet was emptied and she was not notified. Some of the closet contents were hers and are temporarily being stored on a circulation work area desk until she can bring them home.
- Trustee Podoba stated that she is not planning for running for re-election in the spring; she is planning to travel more.
- Trustee Tatro mentioned that the New Lenox Intergovernmental meeting occurred online and should plan on meeting quarterly. He also wished everyone a Merry Christmas.

### **Adjournment**

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Trustee Podoba moved and Trustee Evans seconded that the meeting be adjourned 8:18 p.m. motion passed by unanimous vote.

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Michelle Krooswyk, Recording Secretary

Respectfully Submitted,  
Michelle Krooswyk, Director & Recording Secretary