

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

September 14, 2020

Truth in Taxation Hearing 6:45 pm

Regular Meeting - 7:00 pm



MINUTES – B&A HEARING

The Truth and Taxation Act Hearing for the New Lenox Public Library District was called to order at 6:45 pm by President Dr. Edward A. Tatro on September 14, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Dr. Edward A. Tatro, Vice President Linda Evans, Colette Loecke, Michelle Monbrod, Ann Podoba, Alex Vancina.

Trustees Present via Remote Meeting (Zoom): Bonnie Ulstad

Absent: None

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: Information Technology Manager, Alissa Raschke-Janchenko: Youth Services 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.

Hearing

No guests were present at the library building or remotely via Zoom.

Adjournment

Trustee Evans moved and Trustee Monbrod seconded that the meeting be adjourned 7:00 p.m. motion passed by unanimous vote.

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 September 14, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Dr. Edward A. Tatro, Vice President Linda Evans, Colette Loecke, Michelle Monbrod, Ann Podoba, Alex Vancina.

Trustees Present via Remote Meeting (Zoom): Bonnie Ulstad

Absent: None

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Phillip Bormet: Information Technology Manager, Alissa Raschke-Janchenko: Youth Services 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 August General Meeting on August 10, 2020 were approved on a motion by Trustee Evans, seconded by Trustee Podoba. Motion passed by unanimous roll call vote.

Audience to Visitors

- John Williams from Hearnese and Associates presented on his proposal for performing the library's annual audit. The company is located in Mokena and has been in business for 35 years. Mr. Williams has been with the firm for 15 years. There is an audit manager, 7 professional and 2 supporting staff. The firm's focus is on local government and not-for-profits; they service 25 local government bodies, including 5 library districts. Mr. Williams went over the proposal packet in detail.

Staff Report

- Youth Services: Alissa Raschke-Janchenko, Youth Services Manager, presented about how Youth Services staff have adapted to remote programming. The first Zoom storytime occurred this morning, and Youth Services is looking at doing 4 live Zoom storytimes every week for different ages. Programming for older children is mostly pre-recorded, which provides caregivers more flexibility. A new virtual choose-your-own-adventure club will be featured in October. Mrs. Raschke-Janchenko said that the levels of creativity of her staff and the way her staff works together is something she hasn't seen in other libraries she has worked for, which she appreciates.

Director's Report

Administration

- **Bond Levy Funds:** Director Krooswyk has been working with legal firm Chapman and Cutler to determine proper usage of remaining funds in the bond account.
- **Illinois State Library Grant:** A grant to secure \$500 in funds for PPE equipment is in progress and will be submitted by the end of September.
- **James Allen:** We have received a total of \$1,080.00 in donations from friends and family of the late James D. Allen, a regular library patron. Thank you/acknowledgement letters have been sent to donors and Patricia Allen, James' wife.

- **Salary Study:** An agreement has been signed with HR Source to schedule a salary study to be started in February or March. A schedule has been created with milestones for updating job descriptions so they can be sent to HR Source for the salary study.
- **Statistics Format:** A reformatted statistics spreadsheet has been completed. This will make the process of collecting data for the Illinois Public Library Annual Report much more efficient next year. In addition, there is a new document created that will include year end statistics to observe annual trends in library services.
- **Will County PPE Grant:** Director Krooswyk applied for CARES Act funding for a total of \$15,000 through Will County. The library will be notified regarding the application process and the results by the end of the calendar year.

Adult Services Department

- Our new Programming Coordinator, Clarice Swanson, started on August 17th. She has been reaching out to our Homebound patrons so that we can restart deliveries in September.
- Monica and Clarice met with Liz Wetmore on August 20th to go over programming expectations.
- Our assistant manager, Nicholas Vidmar, is no longer with the library.
- Phil conducted a tech. training session for the Adult Services dept. on August 7th. Everyone was impressed with Phil's teaching ability.
- Dawn is performing notary duties again. She performed 5 notarizations this month. She is assisting these patrons at the Adult Services desk so she can be behind the plexiglass partition.
- We had an in-person craft program, Fairy Furnishings, on August 4th. There was a limit of 10 patrons and the class was full.
- Our genealogy group was able to meet in person on August 11. We had 6 attendees.
- 14 teens took advantage of Melissa's Grab n Go Magnetic Bookmark kits.
- Pam is providing one-on-one genealogy sessions via Zoom.
- The Fiction Book Club continues to hold their monthly meetings outside. Adult Services has set up back up meetings in Zoom in case of inclement weather.
- The AS staff took advantage of the free PUG Day webinars offered this month.
- Monica attended the OMNI Consortium (Overdrive) meeting on September 2nd. Circulation for the entire consortium was up 40.5% for the period of 3/17/20 - 9/1/20 compared to the same time period last year.

Circulation Services Department

- Circ is now quarantining returned items for 7 days per REALM studies findings. Maintenance purchased a few more large canvas rolling bins to hold returns.
- Hold and overdue notices have been modified systematically so patrons will not be getting premature hold/overdue notifications due to the new quarantine period.
- Passports are slow at the moment, as expected, but we continue to field a lot of inquiries about processing times with the Department of State. Not all of their main offices are in the particular phase of reopening so there are very long wait times for passport processing.

- Library pages just finished a collaborative project with Adult Services to distinguish book series by particular authors. Patrons can now more easily find their favorite books within a series in the fiction section. Books that are part of a series are now located at the very end of the authors books of stand alone titles.
- September is Library Card Sign up month! We have a raffle for patrons to enter when they register for a new card, renew their current card or refer a friend to sign up for a card. We have some amazing prizes for the winners! We also added some new, fun prizes for kids that come in and show us their library cards.

Digital Services Department

- Digitization services continue to be popular with patrons.
- DML usage when available has been, understandably, very low. Staff continues desk shifts as usual.
- Take & Make craft was popular and will continue monthly.

Information Technology Department

- The meeting owl arrived and has been installed. This is a new 360* camera that allows all meeting attendees to be on screen, zooms in on the person speaking and also acts as a speaker.
- Installed new circulation computers and monitor arms.
- Rudimentary inventory system made for keeping track of larger assets.

Maintenance Department News

Building & Grounds Operations and Improvements:

- Outdoor furniture ordered at the end of the 2020 Fiscal Year has been built in the YS patio area. New mulch has also been added to touch up this area and any others that were bare around the library grounds.
- New security cameras were installed at the East and West Main Entrances by Maintenance and IT. This is part of the continued effort to bring the library up to date to modern security standards.
- A one-year contract was signed with Cosmopolitan Building Services, Inc. to continue cleaning service for the library.
 - Friday service was added as an extra measure to provide cleaning and disinfecting for all days that the library is open during the week. For a number of years, the library has not serviced on Fridays, a holdover from the time when the library was closed on Fridays.
 - Total cost for the one-year contract: \$37,080 (\$3090 monthly) up from the previous contract cost of \$30,900 (\$2575 monthly). This increase includes the extra day of service and still includes the price of “restroom expendables and can liners”.

Building & Grounds Repairs:

- As reported last month, Wunderlich Doors of Joliet will be replacing the worn out and malfunctioning Receiving and Café exterior doors. Work was expected to begin in mid-August, but severe weather on August 11th caused damage to their shop and a number of their existing customers which delayed the Library’s project. New doors have been

ordered and work is now anticipated to begin in mid-September. Total project cost for both doors: \$5444.61

- Work on the second-floor air conditioning (compressor replacement) has been completed. Precision will now begin preventive maintenance on the boilers in preparation for the heating season.

Marketing Department

News:

- September Guide can be found on the “Events and Classes” page on the library’s website
- Newsletter went out Aug. 26

Social Media

- **Facebook:** This month I did not boost any post. We were not posting as much to Facebook in August. We had very few new programs, and we wanted to hold back on posting as not to give burnout with too many posts from the library. We are gearing up for the fall and starting all-new programs and posting and advertising those programs through social media.
 - Page views: 395 - These are people that come to our Facebook page directly, Page likes 15, Post reach 13,063 down 1%, Recommendations 6, Post engagement: 2,283 down 18% (due to not posting as much), Videos viewed 2,743 down 69% (due to not posting as many videos in August), New page followers: 31 down 3 %
- **Instagram:** Library account: Followers 344 up from 321 last month, Kids account: followers 135, up from 134 last month, Teen Account: followers 290 up from 286 last month
- **Twitter:** Followers 434 up from 430 last month, 29 tweets down 40%, Profile visitors 60 up 71%, Tweet impressions 5,131
- **YouTube:** 206 views for last 28 days, 4.6 hours of view time, 41 subscribers up 1 from last month

Technical Services

- Tech processed and entered 741 items for the month, which makes our library number 5 in PrairieCat.
- Deleted 893 items, items added stats have not been sent from RAILS yet.
- Working on Children’s Department relabeling project. Tech is taking out the P on all paperback call numbers on books and in the computer. Also getting rid of all mystery call numbers, putting them into J fiction.

Youth Services Department

- In August, we continued our Book Club with Lincoln-Way Special Recreation Association, this month reading and discussing *Pippi Longstocking*.
- Liz Y. and Liz O. created a wonderful video about making your own storytime tools (shakers and noisemakers, etc.). This will be a great resource even after COVID and remote storytimes.
- Elizabeth created a Bitmoji version of our library, and is adding content to it like games and activities. We have also created a space for our online staff picks for the fall.

Treasurer's Report

- Business Manager, Michael Stubler, presented the Treasurer's Report. Trustee Loecke moved and Trustee Evans seconded to approve disbursements for August 2020 and remaining FY2020 expenses in the amount of \$123,502.94; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet November 9, 2020 at 6:30 pm.
- **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 October 12, 2020 at 6:00 pm.
- **Fundraising:** Scheduled to meet January 11, 2021 at 6:30 pm.
- **Other:** The Intergovernmental lunch will not meet until the school year resumes.

Old Business

- REVIEW: RAILS Membership Standards: Customers - The library is satisfying all requirements for the core standards.
- REVIEW: Serving Our Public 4.0 – Chapter 9: Public Services and Readers' Advisory – This chapter was reviewed and the library is satisfying suggested requirements.
- REVIEW: Policy Review – General Policy 101 & Personnel Policies 306, 308: Policies were reviewed individually with no recommended changes.
- REVIEW: Strategic Plan – Pillar 3: Enlighten – Instructive and Enlightening Experiences – Director Krooswyk provided an overview of the goals for this portion of the strategic plan.

New Business

Any item on the Consent Agenda may be removed for separate consideration by any Board Member. Trustee Tatro requested that the action item to approve the library's new audit company be pulled for further discussion and consideration.

Motion made by Trustee Monbrod and seconded by Trustee Podoba to approve the consent agenda. Motion passed by unanimous roll call vote.

Consent Agenda:

- ACTION: APPROVE Levy Ordinance 20-3
- ACTION: APPROVE General Policy Update 203 (changing fine limit from \$5 to \$10)

The Board discussed the qualifications, scope of work and fee structure associated with the three companies who submitted proposals for the library's annual audit.

- ACTION: APPROVE Company for Library's Annual Audit - Motion made by Trustee Podoba and seconded by Trustee Ulstad to approve Hearnese and Associates as the library's annual audit company for FY2020. Motion passed by unanimous roll call vote.

Executive Session

- None.

Continuing Education

Director Krooswyk showed a video created by Alissa Raschke-Janchenko and Ashley Middleton that highlighted our online service of Scholastic Go. After that, Director Krooswyk showed the Board Members how to obtain a Digital Library card on the library's website.

Trustee Comments

Trustee

Adjournment

Trustee Evans moved and Trustee Vancina seconded that the meeting be adjourned 7:59 p.m. motion passed by unanimous vote.

Michelle Krooswyk, Recording Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary