

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

January 11, 2021

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 January 11, 2021 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): Bonnie Ulstad

Absent: Vice President Linda Evans

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Juliana Kapetov: Adult and Teen Services Assistant Manager

Visitors (Online via Zoom): None

Visitors (In-Person): 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.

Audience to Visitors

- None

Staff Report

- Juliana Kapetov: Adult and Teen Services Assistant Manager – Juliana started working at the library last month, and spoke to her professional and educational background. She has a Bachelors in English from Valparaiso University with a focus on creative writing and Spanish. She has several years of experience in customer service, and most recently she was a supervisor of 25-30 employees at Whole Foods. Whole Foods is supportive of giving back to the community, which Juliana is also passionate about. She worked with others to coordinate fundraisers for schools and food banks while employed there. She is excited to combine her love of books, helping others, and library service to pursue her Masters in Library and Information Science at Purdue with an expected graduation date of 2022. She is looking forward to working with the Adult Services team to provide new services and programs to patrons.

Minutes

- Meeting minutes from the Finance Committee Meeting on December 14, 2020 and the December General Meeting on December 14, 2020 and were approved on a motion by Trustee Podoba, seconded by Trustee Vancina. Motion passed by unanimous roll call vote.

Correspondence

- Department specific correspondence was shared. A freelance writer reached out to the Director for information to include in a upcoming New Lenox Guide organized by Shaw Media Group.

Director's Report

Administration

- **Annual Calendar:** This calendar year's board agenda items and corresponding legal compliance dates have been organized and planned. Examples of deadlines incorporated include those for the Budget and Appropriation Ordinances and the annual property tax levy.
- **Consolidated Election:** Two candidates have filed paperwork with the library's election official. These candidates will be certified mid-January with Will County in preparation for elections in April.
- **Fine Free Update:** Staff are working on finalizing details of the fine free program including training for staff. This will be launched to the public in February.
- **Grab & Go Status:** Although the library will be reopening the building on January 18, we will continue the option of Grab & Go for patrons upon request. This has been an extremely popular service for our patrons and staff have done an excellent job transitioning from one mode of service to another with little to no prompting by management.
- **Library Reopening:** To accommodate the potential spike of cases after the Christmas and New Year holiday, the library will reopen the building on Monday, January 18. This allows time for managers and staff alike to schedule patron service desks appropriately and transition smoothly back to in-person services.
- **Staff Onboarding Process:** Progress has been made on the formal staff onboarding process and associated documents. Prior to this, the library had some informal checklists, but no consistent way to introduce new staff to library values, evaluations and organizational processes. A copy of the draft has been included in the Board packet.
- **Trustee Roundtable:** An email was sent out regarding a remote continuing education opportunity for Trustees on January 20 at noon. Please let the Director know if interested in attending and trustees will be registered with their library email address.
- **Wellness Wednesdays:** The post-holiday winter period can be a difficult time of year, especially with COVID-19 still present. Stemming from a conversation between the Director and Youth Services Managers, it was decided to start a weekly email to provide staff with tips focusing on mental health and overall wellbeing. A copy of this has been included in the Board packet.

Adult Services Department

- Our new assistant manager, Juliana, started on December 7th. RB Digital has been bought out by Overdrive. Magazines from our RBDigital collection will transfer to Overdrive next month. Overdrive will honor our contract until renewal date. Prices for Overdrive magazines after that time are very expensive so we may have to look at other platforms. There is a possibility that the OMNI Consortium will agree to purchase magazines as a group. This would greatly reduce our cost.
- Annette has been networking with a group of volunteer coordinators that meet weekly via Zoom.
- Annette put together 35 ornament Take and Make kits for adults. We ran out of the kits in 2 days.
- Melissa created Candy Bar Take and Makes for teens.
- Lincoln Way Central art teacher, Ms. Buttala, presented a program for teens on how to make pop-up Christmas cards.
- Clarice presented a video on planning for Christmas on a budget.

Circulation Services Department

- 4,911 items circulated through the library in the month of December. While these numbers may be down, Circulation continues to remain busy with online card registrations coming from both the website requests and our new Prairie Cat mobile app requests. Circulation also continues to follow the recommended quarantine guidelines as discussed with our director. The copier and a 15 minute quick use computer was moved into the lobby for patron use and has been very well

received by patrons. We felt that it was still very important to continue to be able to offer these basic services to our community during this time. Passport appointments are beginning to increase.

- In December, Circulation staff processed 7 passport applications.

Digital Services Department

- Digital Services is cooperating with other departments to transcribe historical local documents to share with the public later in 2021.

Information Technology Department

- To add to our curbside services, a copier and quick print station was set up for patrons to print out documents. The move has proven to be quite beneficial as the city of New Lenox has issues a tax rebate at the time of closure. This caused an increase in traffic requesting these services while still on curbside. It has received a large amount of use and circulation says patrons are very happy the service is available.

Maintenance Department News

- Following numerous repairs performed in November and early December, which were reported in last month's Maintenance Board Report, the few remaining work days in the latter part of December were used for future planning. Discussions were had with the Director and the Business Manager regarding items such as: finalizing emergency preparedness and implementing the newly revised Disaster Plan featuring emergency kits at each department's main desk, and initializing a plan for carpet replacement in the Library.
- Also, outdoor spring/summer activity possibilities were discussed with Adult Services and the AS Program Coordinator (Makers Day, Summer Learning Challenge, etc.). If the health situation in the area and the weather permits, options for holding activities in the parking lot and on the rear YS patio and lawn were explored.

Marketing Department

- Facebook stats: Video performance: Video Post reach 2.3K up 163%, Post reach 9,645 down 13%, New Page likes 5 down 28%, Post engagement 1,507 down 27%, Page views 419 down 27%, Video view 1,416 down 18%, New followers 10 down 55%, New recommendations 2 down 50%, Number of times the Learn more button was used 2 down 60%,
- Instagram Library account: Followers 438 (up from 395 last month), Kids account: followers 150 (up from 146 last month), Teen Account: followers 315 (up from 304 last month)
- Twitter: Followers 441 (up 5%), 37 tweets (down 31.5%), Profile visitors 85 (up 157.6%), Tweet impressions 3,191 (down 46.6%), Mentions 1
- YouTube: 211 views for the last 28 days, 5.1 hours of view time, 3 new subscribers, Top Video - Kids Art Attack on Dec. 12 with 44 views

Technical Services

- Erin and I are working on a DVD project. We are replacing hundreds of old DVD's with 50 or more checkouts with new duplicate copies or new donated copies. When we finish with the adult department, we will start on children's.

Youth Services Department

- Katie Gross will not be returning from her maternity leave

Treasurer's Report

- Business Manager, Michael Stubler, presented the Treasurer's Report. Trustee Podoba moved and Trustee Loecke seconded to approve disbursements for December 2020 expenses in the amount of \$96,552.33; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet April 12, 2021
- **Finance:** Scheduled to meet May 10, 2021
- **Building and Grounds:** Scheduled to meet February 8, 2021
- **Policy:** Scheduled to meet March 8, 2021
- **Fundraising:** Scheduled to meet January 11, 2021

Old Business

- **REVIEW: RAILS Membership Standards: Content and Collections-** The library is satisfying all requirements for the presented standards.
- **REVIEW: Serving Our Public 4.0 – Chapter 1: Core Standards.** The library is satisfying all requirements for the core standards.
- **REVIEW: Policy Review – General Policies 102, 209 & Personnel Policy 102:** The aforementioned policies was reviewed with no recommended changes.

New Business

- **ACTION:** Approve Board Meeting dates for 2022. A motion was made by Trustee Monbrod to approve the 2022 Board of Trustee Board Meeting Dates

Executive Session

- None.

Trustee Comments

- Trustee Podoba asked who is running for the Consolidated Election. Colette Loecke and Cari Didion filed successfully and will be certified with Will County later this month.

Adjournment

Trustee Vancina moved and Trustee Loecke seconded that the meeting be adjourned 7:44 p.m. motion passed by unanimous vote.

Michelle Krooswyk, Recording Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary