

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

March 8, 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 7:00 p.m. by President Dr. Edward A. Tatro on March 8, 2021 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

Trustees Present via Remote Meeting (Zoom): Bonnie Ulstad

Absent: Linda Evans

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Cari Shelton: Circulation 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.

Minutes

- Meeting minutes from the General Meeting on February 8, 2021 and Building and Grounds Committee Meeting on February 8, 2021 and were approved on a motion by Trustee Podoba, seconded by Trustee Loecke. Motion passed by unanimous roll call vote.

Audience to Visitors

- John Williams of Hearne and Associates presented the annual audit results and the audit report.

Staff Report

- Cari Shelton: Circulation Assistant Manager – Updates on the library's fine free status was presented. Bookmarks are being handed out to communicate the benefits of this recent change.

Correspondence

- A thank you note written for Ashley Middleton was shared. New Lenox Neighbors will feature an article on the library in the April issue.

Director's Report

Administration

- **Audit:** The annual audit for FY2020 has been completed by Hearne and Associates. Results will be presented to the board and an action item to approve the results will be on the agenda.

- **Café:** Following up from the previous Board Meeting, the Memorandum of Understanding with the current café licensee states that the annual license agreement began on July 15, 2020. This will be revisited in a future meeting.
- **Compensation Study:** Pay grades will be presented for review along with plans to bring staff to minimum of the pay ranges as well as a multiyear plan to pay competitive wages.
- **Debt Service Fund Update:** Per the recently completed audit, it seems that the funds remaining in the debt service fund can be transferred to the general fund. Bond counsel will be consulted to confirm.
- **Job Descriptions:** The recently completed Compensation Study has allowed us to fully complete the job description update process. HR Source has reviewed all the descriptions and verified pay grades based on educational requirements, experience needed, and job responsibilities. Managers were instrumental during this process in order to provide accurate summaries for each position. Managers will now work closely with the Director to ensure a smooth transition. The updated job descriptions go into effect July 1, 2021 with the start of fiscal year 2022.
- **Live and Learn Construction Grant:** Later this year, Director Krooswyk will work towards submitting this grant sponsored by the Illinois State Library. This grant could provide up to \$125,000 in renovation funds, but it requires a one to one funding match. The upcoming fiscal year will be a good time to plan for this grant due to concrete knowledge of our annual referendum level funding.
- **Operating Hours:** The library plans to resume regular closing hours in early summer, start 37.5 work weeks for full timers on July 1, and then begin Sunday hours in late summer or early fall. Once these changes are deemed sustainable, the library will investigate additional weekday hours.
- **Per Capita Grant:** The annual Per Capita Grant was completed and submitted.
- **Reaching Forward Conference:** This year's conference is fully remote, which allows the library send more staff than usual.

Adult and Teen Services Department

- Clarice live-streamed a discussion of the book "The Negro in Illinois" with editor Brian Dolinar.
- We had 10 adults and 3 teens participate in the Review to Win challenge.
- The weeding of teen fiction has been completed.
- Annette created Glitter Heart Take 'n Make kits. Thirty kits were distributed.
- Melissa created Windspinner Take 'N Makes for the teens. She also hosted a Valentine's Virtual Bingo for them.

Circulation Services Department

- NLPL circulated 9,335 items in February and processed 14 passports, which is up from 7 in January.
- The library went fine free beginning 2/1/21. Patrons have had lots of questions pertaining to the details of fine free operations, but overall the new practice has been greatly appreciated.
- Item quarantine times were also reduced conservatively from 5 days to 3 days.

Digital Services Department

- Lynda.com was moved to Digital Services responsibility due to its distinction as a digital learning tool.
- There has been a marked increase in digitization requests.

Information Technology Department

- During February, more time was spent doing research and talking with companies to be considered for an RFP for a new phone system. It is possible to separate the phone system from the internal paging system. This choice will be made at a later point by administration. At this point in time, it is unknown if the proposed phone systems would be able to integrate into a public address system.

Maintenance Department News

- Fire alarm system testing and inspection was performed Feb. 8th by Thompson Electronics Company. The system is fully functional and passed inspection, yet again the technician stressed the fact that our fire panel is terribly outdated and in need of replacement (typical lifespan can be 7-10 years due to technological updates, ours is obsolete and original to the building). Projected cost of replacement is \$25,000-\$35,000.
- Fire sprinkler system testing was performed on Feb. 11th by Midwest Fire Suppression. The system passed with zero deficiencies noted.
- Per the anticipated report last month, an updated elevator inspection placard has been received from the Village and is now displayed in the elevator.

Marketing Department

Facebook:

- Post reach: 11,351 (down 6.25%)
- Engagement: 1,819 Clicked links, 129 Comments, 95 Shares, 135 Reactions, 449 Photo views, 57 New Followers
- Video performance: Video minutes view 1.3K (down 12%), 1-minute video views 99 (up 86%), 3 seconds views 3.1K (down 44%), Video engagement 166 (up 74%),
- Note: one boosted posts were created Hoopla which shows in new time lines not just to our followers. This video was 22 seconds long and we had 304 minutes viewed. A very successful video. Video was 4x higher than other post within 21 days. Had 130 clicks to Hoopla.

Instagram

- Library account: Followers 505 (up from 471 last month, up 8.1%), Instagram reach 391 (down 55.8%), Interactions: 120 (up 25%)
- Kids account: followers 162 (up from 154 last month, up 2.5%), Instagram reach 105 (down 91.4%), Interactions 41 (down 37%)
- Teen Account: followers 335 (up from 320 last month)

Twitter:

- Followers 438 (up 8%), 40 tweets (up 2.6%), Profile visitors 58 (down 61%) Tweet impressions 4,290 (up 10.5%), Mentions 11

YouTube:

- 320 views for last 28 days, 11.7 hours of view time, 5 new subscribers (total of 60), Top Video - Kids Art Club with 13 views

Technical Services

- The magazine clean-up project is finished.
- Tech has implemented the colored tape for each month on our newest releases; there are six colors used twice a year. There is signage up throughout the library to help patrons see what months the different colors represent. It will be easier for them to find the newest releases.
- Tech has also moved two adult graphic novel series to Teen. Melissa thought they were geared more towards the teens.

Youth Services Department

- New Hire - Kyra Kuk will be starting as a part-time YS Specialist in March

Treasurer's Report

- Business Manager, Michael Stubler, presented the Treasurer's Report. Trustee Vancina moved and Trustee Podoba seconded to approve disbursements for February 2021 expenses in the amount of \$61,710.84; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet March 22, 2021 at 3:30 pm and April 12, 2021 at 6:00 pm
- **Finance:** Scheduled to meet May 10, 2021
- **Building and Grounds:** Scheduled to meet February 8, 2021
- **Policy:** Scheduled to meet March 8, 2021
- **Continuing Education:** Scheduled to meet June 14, 2021

Old Business

- REVIEW: RAILS Membership Standards: Facilities - The library is satisfying all requirements for the presented standards.
- REVIEW: Serving Our Public 4.0 – Chapter 3: Personnel. The library is satisfying all requirements for the core standards.
- REVIEW: Policy Review – General Policies 104, 400: The aforementioned policies was reviewed with no recommended changes.
- REVIEW: Strategic Plan progress for Pillar 3: Enlighten – Instructive and Enlightening Experiences. Director Krooswyk reviewed the library’s progress associated with goals for the library’s strategic plan.

New Business

- ACTION: APPROVE results of annual audit by Hearnese and Associates – This vote will be moved to the next regular Board Meeting on April 12, 2021 to allow Trustees time to fully review the final report.
- REVIEW: Discuss HR Source Compensation Study – Director Krooswyk presented the complete compensation study to the Board. The library currently has 18 staff members being paid below the recommended minimum pay range as compared to similar public libraries. With next fiscal year’s budget, Director Krooswyk is confident that all staff will be able to be compensated at the minimum point for all staff. This will be presented as an action for approval at the April regular Board Meeting.
- REVIEW: Discuss roles of Library Trustees and Bylaws – The draft of the bylaws was discussed in detail and suggestions provided. Director Krooswyk will incorporate suggestions and bring the draft copy to legal counsel for review.

Executive Session

- None.

Continuing Education

- Director Krooswyk demonstrated the newest online resource: Hoopla.

Trustee Comments

- Trustee Loecke asked if there was a possibility of getting text reminders about due dates. Director Krooswyk will check on this and get back to the Board.

Adjournment

Trustee Mobrod moved and Trustee Ulstad seconded that the meeting be adjourned 8:45 p.m. motion passed by unanimous roll call vote.

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary