

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

April 12, 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 April 12, 2021 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

**Trustees Present via Remote Meeting (Zoom):** Linda Evans, Colette Loecke

**Absent:** Bonnie Ulstad

**Staff present at the Library Building:** Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Ashley Middleton: Digital Services 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

- Ashley Middleton: Digital Services Manager – An update was provided on what has occurred over the past month with the vacated Marketing Manager position. Social Media is now coordinated by Ms. Middleton with other staff assisting with specific platforms. The library has seen a marked increase in usage statistics over the past 30 days on Facebook, Instagram, Twitter and LinkedIn. A logo refresh has been completed and an update to the Style Guide and an expanded color palette is underway. Ms. Middleton has been working with other departments to redesign graphics for different programs. An updated newsletter was recently sent out, new in-house program fliers have been created, and new television sliders were completed.

### Minutes

- Meeting minutes from the Policy Committee Meeting on March 8, 2021, General Meeting on March 8, 2021, Personnel Committee Minutes on March 22, 2021, & Closed Session Minutes on March 22, 2021 were approved on a motion by Trustee Evans, seconded by Trustee Monbrod. Motion passed by unanimous roll call vote.

### Correspondence

- A thank you note from the local jail was received for the books we donated. A donation was made to the library in appreciation for the work done by Ashley Middleton, Digital Services Manager. Michael Stubler, Business Manager also mentioned that we have received donations for two new metal leaves in

the lobby. Youth services received an email from a thankful grandmother who appreciates our programs.

## Director's Report

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### Administration

- **Ace Hardware:** Our local Ace Hardware next door donated 1,050 adult masks and 150 kids masks. A formal thank you note was sent to the owners of the business.
- **ATLAS Board Trustee Day:** On Saturday, May 22 from 10:00-11:30 am, the ATLAS group will be hosting a Trustee Day with a mock Board Meeting. Attendance is limited in-person at Orland Park Public Library or online. Please let the Director know if you're interested in attending.
- **Board Bylaws:** The draft of the Board Bylaws has been reviewed by the library's legal counsel and will be up for approval.
- **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 at an upcoming Board Meeting.
- **Community Partnerships:** The library is partnering with two groups to benefit the community. The first is a diaper drive and the other is a collection for pop tops as a friendly competition with Homer Glen.
- **Debt Service Fund Update:** After a phone call with the library's bond counsel and the financial advisor on April 1, the remaining reserves in the debt service account can remain with the library's funds. Expenses from these funds will be earmarked for building needs, such as much needed HVAC improvements.
- **Fine Free Libraries:** Recently the following libraries went fine free: Wheaton, Green Hills (Palos Hills), Naperville, Crete, Berwyn, Palos Heights, and Midlothian. Forest Park, Elmwood Park, Glenwood-Lynwood, Princeton, DeKalb and Palos Park are proposing this to their Boards soon.
- **Marketing Manager:** For the time being, the Digital Services Manager has absorbed much of the responsibilities of this position, with some social media tasks delegated to other staff. Capacity of the Digital Services Manager is greater at this time due to the DML being closed. A new Digital Media Lab Coordinator position will be posted soon in preparation of reintroducing services, which will allow the Digital Services Department to manage these additional tasks. Outreach Coordinators will be in place soon as well to handle the community events that the Marketing Manager had participated in.
- **New Staff Member Guide:** The New Staff Member Training Guide has been completed, which was a long term goal for making the onboarding process more consistent for staff. The Director is working with the Management Team to create an additional document for Management Training.
- **Operating Hours:** The library will introduce full hours (pre-pandemic) starting May 3. Tentatively, Sundays are planning to begin on October 3. The Director and Business Manager are working on updating policies to reflect the additional Sunday hours.
- **PrairieCat Administrative Council:** Director Krooswyk was invited by the PrairieCat Consortium to represent Tier 1 libraries on the Admin Council.
- **Reaching Forward Conference:** This year's annual conference for the Illinois Library Association will be online once again, so the library was able to send 8 staff members.
- **Statement of Economic Interest:** Please remember to submit your SOEI, which are due May 1.
- **Tax Levy Extension:** Funds for FY 2022 were received March 22, which includes a full year of referendum level funding. Preparation has begun for the library's budget.

### Adult and Teen Services Department

- Monica and Juliana conducted interviews for a part-time Adult & Teen Services Specialist. Dan Hauser was selected for the position. His start date was April 5th.

- With assistance from Melissa and Ashley, Annette has created a virtual volunteering opportunity for teens. Teens can earn service hours through creating cards that will be mailed to the elderly. Various virtual volunteer opportunities will be presented throughout the year.
- Clarice worked with Ashley to create informational social media posts for Nutrition Week. She worked with Liz Wetmore to create a cookbook using staff contributions of healthy recipes from across all departments.
- Clarice has begun managing the library's Twitter and LinkedIn accounts as well as the Adult Services' Pinterest boards.
- Monica and Juliana have worked to create a weeding schedule for the department complete with guidelines and target completion dates. Some sections of non-fiction will be weeded more frequently due to a higher probability of outdated material.
- Juliana held a Zoom presentation on our newest digital resource, Hoopla.
- Monica created 40 Take n Make seed starter kits containing seeds, biodegradable seed pots, and instructions. Patrons could choose between vegetable or herb seeds.

#### **Circulation Services Department**

- NLPL circulated 11,096 items in March. 26 passports were processed at the library! That is double what we processed in February.
- Item quarantine times were also lessened in March from 5 to 3 days following study results from RAILS.
- Foot traffic was also beginning to increase in the building! Patrons are very happy to be back!

#### **Digital Services Department**

- Ashley has taken on most of the Marketing Manager's duties: social media (with wonderful help from additional staff), sliders for the televisions and website, video editing, program guides, nametags/lanyards for staff, and more. I have updated the logo, and am currently working on a new style guide.

#### **Information Technology Department**

- A new label printer deployed in Tech Services department. There were issues with pictures darkening label sheets therefore making them unusable.
- Due to issues with hotspots being opened by patrons tamper proof labels have been added to them to make tampering evident.

#### **Maintenance Department News**

- Met with mechanical companies/consultants for initial consultation regarding our HVAC system and how it can be better redesigned to work more effectively and efficiently. Siemens, one of the largest international technological companies in the world, and Murphy & Miller, a mechanical contractor based in Chicago, offered services and consultation in reviewing the Library's system. Siemens is currently undertaking a more in depth review of the system, at no cost to the Library. Their report should illustrate with actual numbers what we've already known; our HVAC system is old and inefficient and there are significant savings that can be had with new equipment.
- Snow removal costs were reviewed and compared to the costs incurred by other RAILS member libraries in the area this past winter. Our contracted monthly flat rate (approximately \$12,000 annually) for service through K&S Landscaping is priced on par with, and in some cases significantly cheaper than, the price paid by other libraries. Most of the libraries reviewed budget an average of \$13,000 a year for snow removal. The greatest testament to our contract style was Lisle Public Library, who pays "per occurrence" and was charged by their contractor 40% over their usual snow removal budget of approximately \$30,000. That came out to over \$12,000 in extra costs this past winter. And their service doesn't even include clearing and salting of sidewalks; their employees do all of that work and Lisle Public Library purchases all of the salt used. On average since 2018, NLPL

Maintenance has purchased and used only approximately \$300 worth of salt each year to occasionally assist K&S with some of the sidewalk clearing.

#### **Technical Services**

- Tech's latest project is Movie Marathon Boxes, we have about 10 to start with. Each box will have 4 to 5 movies that will be checked out all together. They all have different categories such as Mob Hits, Watch with a Box of Kleenex, Movies Fit for a King, as in Stephen, Musicals, From Page to Screen , In a Kingdom Far Far Away., Fantasy Movies and It's the End of the World As We Know It, Disaster Movies. Erin has been working on all the movies and doing a great job. I will be entering the records in Sierra this week.

#### **Youth Services Department**

- New hire Kyra Kuk started as part-time YS Specialist.
- We also completed the major weed and shift of our J-Fiction section, as well as creating a well-used display of books for Women's History Month.
- Our take-and-make crafts have been a big success as well.

#### **Treasurer's Report**

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- Business Manager, Michael Stubler, presented the Treasurer's Report. The main reasons we are so far under budget for the fiscal year is due to not rehiring vacated positions during the pandemic as well as ensuring we had a large contingency fund in case of unexpected expenses from the pandemic. Trustee Podoba moved and Trustee Vancina seconded to approve disbursements for March 2021 expenses in the amount of \$77,084.77; motion passed by unanimous roll call vote.

#### **Committee Reports**

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- **Personnel:** The personnel committee discussed the potential slate of officers, which includes Trustee Monbrod for President, Trustee Vancina for Vice President, Trustee Evans as Secretary, and Trustee Tatro for Treasurer. The review of the Library Director was discussed in executive session. This committee is next scheduled to meet on November 8, 2021
- **Finance:** Scheduled to meet May 10, 2021
- **Building and Grounds:** Scheduled to meet July 12, 2021
- **Policy:** Scheduled to meet October 11, 2021
- **Continuing Education:** Scheduled to meet June 14, 2021

#### **Old Business**

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- REVIEW: RAILS Membership Standards: Funding - The library is satisfying all requirements for the presented standards.
- REVIEW: Serving Our Public 4.0 – Chapter 4: Access. The library is satisfying all requirements for the core standards.
- REVIEW: Policy Review – General Policies 103 & 106 and Personnel Policies 101 & 310: The aforementioned policies was reviewed with no recommended changes.
- REVIEW: Strategic Plan progress for Pillar 1: Inform – Research Assistance and Instruction. Director Krooswyk reviewed the library's progress associated with goals for the library's strategic plan. The new staff training guide was completed, which completes one tactic of goal 2.

#### **New Business**

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- ACTION: APPROVE HR Source Compensation Study and recommended Pay Grade Assignments - Director Krooswyk summarized the compensation study that was originally presented at last month's Board Meeting. Currently staffing costs consist of 58% of the library's total budget. After working with

preliminary budget numbers and the pay ranges recommended by HR Source, Director Krooswyk determined that additional positions combined with placing staff at a pay rate halfway between minimum and midpoint, the total personnel costs would drop to 50%. A reminder was given that this vote would not include the approval of moving from a 35 hour to a 37.5 hour work week for full time staff; this vote would simply approve the outcome of the compensation study and recommended hourly pay rate for staff based on data from libraries in our area with similar population, building and budget size. Trustee Vancina moved and Trustee Podoba seconded to approve the HR Source Compensation Study and recommended pay grade assignments; motion approved by unanimous roll call vote.

- ACTION: APPROVE results of annual audit by Hearne and Associates – Motion made by Trustee Loecke and seconded by Trustee Evans to accept the result of the annual audit; motion passed by unanimous roll call vote.
- ACTION: APPROVE Board Bylaws – Last month, the Board reviewed the draft of the Bylaws. Since then, the Library Director submitted the draft to legal counsel. The final version includes revisions and additions by legal counsel. Motion made by Trustee Monbrod and seconded by Trustee Evans to approve the Board Bylaws as presented; motion passes by unanimous roll call vote.
- REVIEW: Discuss slate of nominations for Board Officers as detailed in the Personnel Committee report earlier.
- REVIEW: The Request for Proposal for the phone system upgrade was reviewed by Director Krooswyk.

### **Continuing Education**

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- Director Krooswyk walked the Board Members through the official New Trustee Training Guide.

### **Executive Session**

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- The Board entered executive session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Trustee Evans motioned and Trustee Loecke seconded at 8:31 pm to move into executive session; motion passed by unanimous roll call vote.
- Trustee Evans motioned and Trustee Vancina seconded to exit executive session at 8:50 pm; motion passed by unanimous roll call vote.

### **Trustee Comments**

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- Trustee Vancina recommended the Roberts Rules of Order: Newly Revised in Brief instead of the original version due its complexity and length.
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### **Adjournment**

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Trustee Vancina moved and Trustee Podoba seconded that the meeting be adjourned 8:52 p.m. motion passed by unanimous roll call vote.

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Respectfully Submitted,  
Michelle Krooswyk, Director & Recording Secretary