

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

May 10, 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 May 10, 2021 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: Linda Evans, Colette Loecke, Michelle Monbrod, Dr. Edward A. Tatro, Alex Vancina, Incoming Board Member Cari Didion

Trustees Present via Remote Meeting (Zoom): Bonnie Ulstad

Absent: Ann Podoba

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Ashley Middleton: Digital Services Manager, Brian Goebel: Maintenance Manager, Phillip Bormet: Information Technology 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.

Minutes

- Meeting minutes from the Closed Session on April 12, 2021 and the General Meeting on April 12, 2021 were approved on a motion by Trustee Evans, seconded by Trustee Vancina. Motion passed by unanimous roll call vote.

New Business

- Acceptance of Election Results of the April 6, 2021 Consolidated Election – The Board reviewed the certified abstract of votes for Will County as provided by the Will County Clerk. A motion was made by Trustee Monbrod and seconded by Trustee Evans to accept the results of the April 6, 2021 Consolidated Election. Motion passed with unanimous roll call vote.
- Administration of Oath of Office for Colette Loecke - Secretary Monbrod administered the Oath of Office for Colette Loecke. Trustee Loecke took her seat with the Board.

- Administration of Oath of Office for Cari Didion: Secretary Monbrod administered the Oath of Office for Cari Didion. Trustee Didion took her seat with the Board.
- Nominations for President and Board Officers: Nominations were accepted for President and Board Officers as follows: President – Trustee Monbrod, Vice President – Trustee Vancina, Secretary – Trustee Evans, and Treasurer – Trustee Tatro.
- Election of Board President – Motion was made by Trustee Loecke and seconded by Trustee Evans to elect Trustee Monbrod as President of the New Lenox Public Library Board of Trustees. Motion passed by unanimous roll call vote.
- Election of Board Officers
 - Motion was made by Trustee Tatro and seconded by Trustee Ulstad to elect Trustee Vancina as Vice President of the New Lenox Public Library Board of Trustees. Motion passed by unanimous roll call vote.
 - Motion was made by Trustee Tatro and seconded by Trustee Vancina to elect Trustee Tatro as Treasurer of the New Lenox Public Library Board of Trustees. Motion passed by unanimous roll call vote.
 - Motion was made by Trustee Loecke and seconded by Trustee Evans to elect Trustee Evans as Secretary of the New Lenox Public Library Board of Trustees. Motion passed by unanimous roll call vote.
- Appointment of Finance, Building and Grounds, Personnel, Policy and Continuing Education Committee Members – Trustees worked to organize committees for the next two years. Roles were recorded and will be formally compiled by Business Manager Michael Stubler.
- Resolution 2021-1: Recognition and Appreciation of Distinguished Service by Ann Podoba – Secretary Evans read the Resolution to recognize Trustee Podoba’s 12 years of service to the library and the New Lenox community. Motion made by Trustee Tatro and seconded by Trustee Vancina to accept Resolution 2021-1; motion passed by unanimous roll call vote.
- Approve tuition reimbursement for Elizabeth Yolich MLS classes for Summer 2021 – Motion was made by Trustee Evans and seconded by Trustee Loecke to approve tuition reimbursement for staff member Elizabeth Yolich for the Summer 2021 semester. Motion passed by unanimous roll call vote.
- Approve update to General Policy 410 – To ensure the library will not pay interest or late fees, modifications to General Policy 410 were presented so that Administrative staff could pay regularly recurring expenses prior to the Board Meeting up to \$10,000 every month. If bills are paid prior to official Board approval, those costs will be presented to the Board at the next regular Board Meeting. This policy adjustment was reviewed and recommended by the library’s legal counsel. Motion made by Trustee Vancina and seconded by Trustee Loecke; motion passed by unanimous roll call vote.
- Approve annual adjustment to non-resident fee – Director Krooswyk presented the annual adjustment to the non-resident fee. Motion made by Trustee Tatro and seconded by Trustee Evans to approve the FY2022 non-resident fee. For discussion, Trustee Tatro asked how many people take advantage of the non-resident card, and Director Krooswyk said that it averages 1-3 cards per fiscal year. Motion passed by unanimous roll call vote.
- The draft of FY2022 budget was presented to the Board by Director Krooswyk.

Correspondence

- Director Krooswyk recently met with a patron regarding concerns over children's materials ordered and displayed and availability of new materials.
- A staff member from the Wilmington Public Library spoke with Director Krooswyk for a library organizational culture assignment in her MLS program at Dominican University.
- Trader Magazine featured a promotion on Hoopla streaming service.
- New Lenox Neighbors Magazine featured an article on the New Lenox Public Library and the Director.

Director's Report

Administration

- In addition to regular updates, Director Krooswyk presented a Director's Update. The content focused on past achievements over the past 5 years and how the library thrived throughout COVID-19. Also, in the past fiscal year, a job description overhaul, formal compensation study, organizational restructuring, and a new staff/trustee onboarding process were completed. Current large scale projects include a phased COVID-19 reopening plan, HVAC complete redesign, reintroducing Sunday hours, planning for a multiyear building renovation, complete phone system upgrade, and first ever librarywide inventory. Upcoming projects include additional weekday hours, a new strategic plan, DVD packaging conversion, librarywide scheduling format/software, final updates to the staff evaluation format, a formal remote work policy, workflow audits, staff leadership program, management book club, and additional outreach efforts.
- **Anniversary Celebration:** The library will celebrate its 20th anniversary in our current building this coming December. We are hoping to plan a celebration to thank the community for its continued support and reveal our plans for renovating the library over the next few years.
- **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. Trustees who expressed interest have been registered for the online program and should have received a confirmation email.
- **COVID-19 Updates:** As the state of Illinois moves towards Phase 5 of Restore Illinois, the library is regularly reintroducing services. These include setting out some furniture, reopening study and meeting rooms, and restoring pre-pandemic hours. Majority of staff have been vaccinated, so they will be expected to return to "normal" schedules on June 1.
- **Evaluations:** Work has begun on annual evaluations for all staff. The timeline was sent out to all managers on April 8, and all self-evaluations are due back to managers on June 4.
- **HVAC Redesign:** Brian Goebel, Maintenance Manager, and Director Krooswyk have started to meet with potential vendors and engineers for the purposes of redesigning the HVAC's mechanical system. Funding for this project originates from the remaining debt service fund and will not come from our regular operating budget. It is hopeful that the brand-new system will be in place in spring 2022.
- **Library Building Updates:** Meetings with StudioGC have occurred for the very preliminary stages of planning aesthetic updates to the library building. To ensure the library stays within budget, projects may have to wait a year or two to accumulate funding for each major part of the library renovation.
- **Operating Hours:** The library introduced full hours (pre-pandemic) on May 3. Previously the recommendation of starting Sundays on October 3 was presented, and after reassessing it would be more prudent to open on Sundays starting the Sunday after Labor Day. This would

be September 12, 2021. The Director and Business Manager are finalizing updates to policies to reflect the additional Sunday hours.

- **Phone System Upgrade:** After conversations with legal counsel, there are exceptions in state statute that do not require an official RFP (request for proposal). As a result, the Director and IT Manager are moving forward with extending requirements to vendors in mid-May.
- **Tax Levy Extension:** The library will see the first of the referendum level funding in May.

Adult and Teen Services Department

- The AARP tax assistance program ran from February 16 – April 12. Adult Services staff set up appointments, explained the process, staffed a reception desk for appointments, and made reminder calls to participants in this program. AS staff had almost 800 phone and in-person interactions with patrons concerning taxes during the tax season.
- Clarice joined the LACONI POP (Programming, Outreach, and Promotions) Board. She will be helping to plan programs for professional development.
- Monica joined the OMNI Consortium's Collection Development committee. She will be assisting with ordering Overdrive e-content for the consortium.
- Melissa and Juliana collaborated in holding the annual Poetry Contest. This is the 3rd year we've had this contest and it was the most successful yet. This year we opened up the contest to adults as well as teens. 40 teens and 12 adults submitted their work.
- April's "Virtual Volunteer" opportunity, Cards for the Elderly, garnered eight teen participants. They completed 56 cards and earned 14 hours of community service.
- Annette did April Take 'n Make Relaxation Bags with Stress Ball Kits. All of the kits were gone in a few days and we received a lot of positive feedback on social media regarding this program.
- Other April programs included Going for College without Going Broke, Paying for Care with Veteran's Benefits, and Earth Day Bingo.
- Our Trivia program will be returning to an in-person event starting in May. It will again take place at Beggar's Pizza. It will be moving from the second Tuesday of the month to the second Thursday of the month. This way it won't conflict with the Genealogy Club on Tuesday. Trivia will be held from 6-8 which is a little earlier than it had been held in the past.
- Melissa has finished weeding the teen graphic novels.
- We have had over 55 applicants for the Outreach Coordinator position.

Circulation Services Department

- 11,276 items were circulated at NLPL in April!
- Passport services took a dip with only 9 passport applications processed.
- Circulation posted 2 Circulation Clerk positions and have gotten an amazing number of suitable applicants in response. We will begin interviewing at the end of May.

Digital Services Department

- Currently hiring for the Digital Media Lab Coordinator position.

Information Technology Department

- In the preliminary draft for next year's budget, the tech center computers will be refreshed. With the referendum passing, we will be able to provide better computers to the public. Larger screens have been highly requested by patrons.
- The phone system vendor list has been compiled and quote requests will be sent out mid-May. From there, we will narrow down vendors that best fit the needs of the Library.

Maintenance Department News

- Maintenance Manager and Director reviewed services offered to the Library by Siemens Corporation and decided that a working agreement for their Performance Contracting program would not be pursued. With Library funding in place due to the passage of the referendum, the long-term, contractually binding financial assistance offered by Siemens is not required.
- IMEG Corporation is currently assessing the Library's HVAC equipment and is the first engineering firm to be sought by Maintenance for the task of redesigning a durable, effective HVAC system for the Library. An initial meeting and evaluation took place April 29th at no cost to the Library.
- Maintenance will continue to pursue engineering and architectural/engineering firms for the HVAC system overhaul. The plan is to have an engineer chosen and in place in the beginning of the 2022 fiscal year as the budget allows. Pricing, RFP, and Board approval requirements will be explored and met as needed during this process.
- New Look Floor Coverings Inc. will install new carpet in the Meeting Rooms at a cost not to exceed \$10,045.11. This was the price of the original estimate, but the carpet style that was finalized lists for several dollars per square foot cheaper than the price that was originally quoted. The work is scheduled to begin Monday, May 24th and be completed by Friday, May 28th.

Technical Services

- I will be the charge person for our library wide inventory coming up in June. I will be meeting with Phillip and Jolyce on Wednesday to give them more details.
- Tech finished the Movie Marathon Boxes for the AS department. Patrons will be able to check out 4 -7 DVD's at one time for binge watching different themes.

Youth Services Department

- New part-time YS Specialist Jillian O'Toole started this month. We have also made great strides preparing for the Summer Learning Challenge
- We did not attend, but we helped curate resources for the Park District Family Bonfire

Treasurer's Report

- Business Manager, Michael Stubler, presented the Treasurer's Report. Mr. Stubler went through the report in more detail due to the newly elected Trustee. Trustee Evans moved and Trustee Tatro seconded to approve disbursements for April 2021 expenses in the amount of \$86,325.27; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet on November 8, 2021
- **Finance:** Scheduled to meet December 13, 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

- **REVIEW: RAILS Membership Standards: Professional Leadership and Training -** The library is satisfying all requirements for the presented standards.

- REVIEW: Serving Our Public 4.0 – Chapter 5: Building Infrastructure and Maintenance. The library is satisfying all requirements for the core standards.
- REVIEW: Policy Review – General Policies 215 & 508 and Personnel Policies 109 & 304: The aforementioned policies was reviewed with no recommended changes.
- REVIEW: Strategic Plan progress for Pillar 2: Enrich – Self Directed Education. Director Krooswyk reviewed the library’s progress associated with goals for the library’s strategic plan.

Executive Session

- None.

Trustee Comments

- None.

Adjournment

Trustee Tatro moved and Trustee Vancina seconded that the meeting be adjourned 8:25 p.m. motion passed by unanimous roll call vote.

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary