

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

June 14, 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 Michelle Monbrod on June 14, 2021 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Michelle Monbrod, Vice President Alex Vancina, Treasurer Dr. Edward A. Tatro, Secretary Linda Evans, Trustee Colette Loecke, Trustee Cari Didion

**Trustees Present via Remote Meeting (Zoom):** None

**Absent:** Trustee Bonnie Ulstad

**Staff present at the Library Building:** Michelle Krooswyk: Director and Recording Secretary, Brian Goebel: Maintenance Manager, Phillip Bormet: Information Technology Manager

**Visitors (In-Person):** None

- Per the Library Board Bylaws, a vote was taken to allow remote attendance of Trustee Bonnie Ulstad in case she arrives late via online meeting. Treasurer Dr. Edward A. Tatro motioned and Secretary Linda Evans seconded to approve remote attendance for Trustee Bonnie Ulstad. Motion passed by unanimous roll call vote.
- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

- None.

#### Staff Report

- Phillip Bormet: Information Technology Manager – Mr. Bormet presented an update on the request for budgetary proposal process for a new phone vendor. Director Krooswyk thanked Mr. Bormet for timing this process to ensure budgetary information was secured prior to the approval of the final FY2022 working budget approval. Vice President Alex Vancina asked about potential timeline; the library is hoping to have the system installed by no later than September.

#### Minutes

- Meeting minutes from the Finance Committee Meeting on May 10, 2021 and the General Meeting on May 10, 2021 were approved on a motion by Trustee Vancina, seconded by Trustee Evans. Motion passed by unanimous roll call vote.

## Correspondence

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- A thank you note from former Trustee Ann Podoba was shared.
- A bundle of cards and letters from the participants of the Lincolnway Special Recreation Association Titans Book Club, thanking the library for our participation in the virtual book club for the past year was passed around.
- An email from New Lenox School District 122 was shared regarding promotion of the library's Summer Learning Challenge.

## Director's Report

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### Administration

- **Budget:** The fiscal year 2022 budget is ready for approval. Included in this year's budget is funding to support the replacement of the mechanical components of the HVAC system, maintain collection funding levels at 10%, apply compensation study data to all positions, and make a multiyear phased library remodel possible.
- **Building Renovations:** Meetings have begun with StudioGC regarding building updates. Administrative Area drawings were provided that will allow the library to obtain permits from the Village. Carpet in the meeting room has been replaced, which is our first official project resulting from the successful library referendum.
- **COVID-19 Updates:** Most furniture has been placed back in public areas and the library is open for full hours. The State started Phase 5 on Friday, June 11, so patrons will be on the honor system for wearing masks. Signage in our front lobby and website information reflects these updates. Also, staff will be required to provide proof of vaccination to be able to be mask-free while working at the library.
- **Election Day:** The library received \$150.00 for serving as a polling place during the April 6 Consolidated Election.
- **Evaluations:** Staff have completed their self-evaluations and managers are currently submitting their direct reports' evaluations. Ratings will be finalized by the Director by June 18 and staff will receive their annual reviews the last two weeks of June.
- **Hiring:** The library is in the process of hiring an Adult and Teen Services Outreach Coordinator, a Digital Media Lab Coordinator, two Circulation Clerks (Kristi Parks left), and one Youth Services Specialist.
- **HVAC:** The library is very thankful for the work Maintenance Manager, Brian Goebel, has done to investigate a warranty on one of the upstairs A/C units. Thankfully it was still under warranty, and the new unit will hopefully be installed on Monday, June 14. That should hold over the library while the HVAC system is redesigned and updated/installed in Spring 2022.
- **Inventory:** The Management Team, led by Jolyce Abernathy, Phillip Bormet and Mary Byford, is working on outlining a formalized process for a library wide inventory. Test scanning has been initiated and it looks like the entire building needs to be broken down into smaller pieces to complete such a large project. Further discussion is required.

### **Adult and Teen Services Department**

- We are in the process of hiring an outreach coordinator. Trivia has returned to Beggar's Pizza. We've changed the night from Tuesday to Thursday so it is no longer on the same night as our Genealogy Club. Patrons were very happy to experience this program in person. We had 22 participants.
- Melissa and Annette have given teens the opportunity to earn service hours by designing bookmarks with a review of their favorite book. Ashley will be formatting and producing the bookmarks. Teens have until June 30th to submit them.

### **Circulation Services Department**

- 10,677 items were circulated in the month of May.
- Circulation began working with Tech Services and IT to formulate a plan towards an official inventory with a trajectory of August set by the Director. We are still in the learning and planning stages of this project but are confident that it will go smoothly.
- In August 2020, PrairieCat changed the timing of when overdue notices and bills were created. Effective 05/17/2021, items checked out will be subject to the normal overdue/bill notice schedule that was in effect pre-COVID.
- The Museum Adventure Pass program has always required patrons to actually enter the library to get a museum pass. MAP is rolling out a new feature that allows patrons to request and receive a museum pass using email. This will improve access to passes for patrons who have difficulty getting to the library. This new capability has been very successful!
- Patron purge: NL patron count before = 15,006 NL patrons purged meeting 2021 parameters and owing less than \$10 = 2,119 NL patron count after = 12,887
- Thanks to the assistance of Digital Services Manager, a welcome email to new users has been created and is automatically generated as well as a timed email set out to be sent to patrons within a certain amount of time of their library card expiration date as a reminder to come into the library to renew their cards. Both new plans were fantastically executed and have created a lot of returning patrons!
- We also began the hiring process.

### **Digital Services Department**

- I have been interviewing for the Digital Media Lab Coordinator position and have been happy with the quality of the candidates that have applied. The Digital Media Lab is being prepped to reopen in the summer (July expected).
- I have successfully applied for the non-profit discount for staff use of Monday.com (a task and project management app). This discount gives us a Pro plan for up to 20 staff members. This is worth \$3,840.00 annually, and we will only need to pay \$89.00. (This is not a typo. This is a savings of \$3,751.00.)
- I've implemented a new Branding & Style Guide, which is thorough, and also created a "quick visual guide" for at-a-glance needs. These will be shared with the RAILS My Library Is... marketing program when completed (still working on website, social media sections).
- We are now using Canva for social media graphics, which allows additional staff members (such as those with department Instagram accounts or who are passionate about specialty

social media like LinkedIn) to create branded social media images with our colors, typefaces, and graphics. Staff is working together well and I'm very proud of our team.

- Summer Program Guides are flying off the shelves! This is a 12-page guide covering June and July.
- I am looking at old outreach equipment and items that need to be updated or replaced, so our new Outreach Coordinators can hit the ground running later this summer.
- I was concerned with how our system lets patrons know their cards are expiring. Turns out: it doesn't! Jolyce and I worked together to devise a simple system of doing this manually. Patrons with expired cards will now get an email during their expiration month. In May, this email was sent to 117 patrons. It had an open rate of 46.7% and Circulation reported an increase in card renewals after it was sent.
- Jolyce and I also worked together to develop a Welcome email system for new cardholders, originally suggested by Michelle. Now when a patron signs up for a card, they will receive an automated email welcoming them to the Library. This email includes brief explanations of how to find new releases, how to get eBooks and other digital collections, how to access all Online Resources, and how to view and sign up for programs. It also includes links to our website. Location and hours, searching the catalog, the PrairieCat app, technology offerings, suggesting a purchase, homebound delivery, interlibrary loans, passports, job help, notary and voter registration services, and other community resources are also highlighted without being overwhelming.

#### **Information Technology Department**

- An additional Access Point has been deployed in the Meeting room for better Wi-Fi coverage for meetings.
- Task lists for the IT Department have been migrated from Trello to Monday.com.
- Installed monitor arms in AS and YS at the public desks.
- Started cybersecurity training and phishing tests for staff.

#### **Maintenance Department News**

- Meeting Room carpet tiles were installed on May 24th-25th by New Look Floor Coverings. Wall patching/repairs and neutral colored wall paint is planned next.
- New Meeting Room chairs were ordered and placed. The new chairs provide more support and a corrected posture seating position. The old chairs are still functional and will continue to be used, especially for Youth Services children's activities.
- Second Floor air conditioning compressor on Circuit A failed to cool and was confirmed to have suffered a catastrophic internal mechanical failure on May 15th. This compressor was purchased for \$14,000 in May of 2018 and is still covered under the manufacturer's 5 year warranty. Precision Control Systems has ordered a new compressor and installation has been scheduled to begin June 14th. HVAC system re-engineering has begun, led by Studio GC and their engineering firms of IMEG Corporation and 20/10 Engineering Group. A meeting is scheduled for June 22nd to go over the details of the plans and explore equipment options.

## **Technical Services**

- I have been working on getting the library wide inventory organized. We did a test run to get a time frame of how long different sections of the library would take. Have been running numerous reports to get our records cleaned up and accurate.

## **Youth Services Department**

- YS Specialist Jillian O'Toole had to resign due to family medical issues.
- YS also participated in the first outreach of 2021 (the Lincoln-Way Chamber Expo).
- We are continuing on our pre-inventory collection clean up.

## **Treasurer's Report**

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- Director Krooswyk presented the Treasurer's Report. Trustee Tatro moved and Trustee Evans seconded to approve bills paid in May 2021 in the amount of \$38,357.13 and bills payable for June 2021 expenses in the amount of \$93,648.42; motion passed by unanimous roll call vote.

## **Committee Reports**

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- **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 January 10, 2022. Vice President Alex Vancina provided a summary of topics discussed at the earlier committee meeting today including ideas for future educational opportunities for Trustees.

## **Old Business**

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- **REVIEW: RAILS Membership Standards: Content and Collections** - The library is satisfying all requirements for the presented standards.
- **REVIEW: Serving Our Public 4.0 – Chapter 6: Safety.** The library is satisfying all requirements for the core standards.
- **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**

- **Consent Agenda** – Secretary Linda Evans motioned and Trustee Colette Loecke seconded to approve the consent agenda. Motion passed by unanimous roll call vote.
  - **ACTION: APPROVE Personnel Policy 103, 106, 202, 203, 205, & 208 Updates** – Transition to 37.5 Hour Workweek for Full Time Staff
  - **ACTION: APPROVE General Policy 206 Update** – Fine Free
  - **ACTION: APPROVE General Policy 211 Update** – Meeting Rooms
  - **ACTION: APPROVE TITA Hearing Date** on September 13, 2021
  - **ACTION: APPROVE Budget and Appropriations Hearing Date** on August 9, 2021
  - **ACTION: APPROVE Teardrop Café additional hours** for Triple Play Concerts

- ACTION: APPROVE Director's Recommendations for Closed Meeting Minutes
- **New Business**
  - ACTION: APPROVE FY2022 budget – Vice President motioned and Secretary Linda Evans seconded to approve the final version of the FY2022 working budget. Motion passed by unanimous roll call vote.
  - REVIEW: License Agreement renewal with Teardrop at the Library – The Board reviewed the renewal for the current licensee in the café space. It was suggested that the one-year renewal will be pursued. Director Krooswyk will contact the licensee to present the license agreement as discussed.

### **Executive Session**

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- Treasurer Dr. Edward A. Tatro motioned and Secretary Linda Evans seconded at 7:50 pm to enter 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. Motion passed by unanimous roll call vote.
- Secretary Evans motioned and Trustee Loecke seconded to end the executive session and move back to open session at 8:13 pm. Motion passed by unanimous roll call vote.

### **Regular Session Resumes**

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- **New Business (continued)**
  - ACTION: APPROVE Fiscal Year 2022 Compensation for Director – Motion made by Vice President Alex Vancina and seconded by Treasurer Dr. Edward A. Tatro to approve the Library Director Salary of \$95,000 for FY2022. Motion passed by unanimous roll call vote.

### **Trustee Comments**

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- Trustees commented on how nice the new carpet in the meeting room looks.

### **Adjournment**

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Treasurer Tatro moved and Vice President Vancina seconded that the meeting be adjourned 8:19 p.m. motion passed by unanimous roll call vote.

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 Respectfully Submitted,  
 Michelle Krooswyk, Director & Recording Secretary