

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

July 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 7:03 p.m. by President Michelle Monbrod on July 12, 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, Trustee Colette Loecke, Trustee Cari Didion, Trustee Bonnie Ulstad

Trustees Present via Remote Meeting (Zoom): None

Absent: Secretary Linda Evans, Treasurer Dr. Edward A. Tatro

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

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Melissa Leggero: Teen Services Specialist – Melissa introduced herself and informed the Board that she is planning to pursue her MLIS from Indiana University. She described the courses she will be taking during the fall semester as well as the tuition amounts. Melissa said that she would greatly appreciate the financial support for her coursework, and that the tuition assistance would be invaluable in offsetting the cost of her studies. She is eager to take what she learns in library school and apply it to her daily work here at the library. Melissa thanked the Board for the opportunity to speak and request support.

Staff Report

- Liz O'Neill: Youth Services Resource Coordinator – Since June 7th, 1,278 kids have signed up for the Summer Learning Challenge. So far, 400 kids have completed the program. Youth Services is very happy to see that SLC has bounced back with all in-person programs reaching full capacity. Craft kits have been a big hit as well; all 60 kits are gone within a half hour of the library opening. The library is still working with New Lenox School District 122 to promote the SLC, which includes email reminders from the schools. The fishing program is back again this year, and registration is full. Director Krooswyk also recognized Ms. O'Neill's new Resource Coordinator title, which includes taking on the volunteers. Trustee Ulstad thinks that the SLC program is great for preventing summer slide for students between school years.

Minutes

- Meeting minutes from the Continuing Education Committee Meeting on June 14, 2021, Closed Session Minutes on June 14, 2021, and the General Meeting on June 14, 2021 were approved on a motion by Trustee Vancina, seconded by Trustee Didion. Motion passed by unanimous roll call vote.

Correspondence

- **Creative Services:**
 - On our staff room whiteboard, we've asked staff "What do you want patrons to leave the Library knowing? How do you want them to feel?"
 - So far, staff have answered the following (shared on Instagram Stories):
 - "The library is a safe space for EVERYONE."
 - "The library is not the quiet zone we grew up with as kids. It's a community gathering space! And you can have fun here!"
 - "We are in the 'business' of people. Everything we do focuses on helping, supporting, and improving the lives of those in and around our NL community!!" (This one got a heart-eyes react 🥰 emoji from a follower.)
 - "That the young man at the AS desk is so handsome! He also was so helpful and made me feel so welcome." (This one got a laughing-so-hard-I'm-crying react 😂 emoji from a follower.)
 - Ashley took photos of the original question to ask patrons, too. Here are two answers:
 - "Feeling like they can get any book or piece of knowledge they need from our library. It's a great place!"
 - "My answers would be: I would want the patrons to leave knowing the library is a useful, fun resource for them to use. I would want them to feel excited about a book they've wanted to read or learning with their kids a topic neither of them knows about. (I frequented the library a lot as a kid and love books even though I don't have a lot of time to read nowadays)."
- New Lenox Neighbors
 - Basic Library Contact Information and Library Events Advertised
 - Story about the library was featured in the June 2021 issue

Director's Report

Administration

- **Building Renovations:** Director Krooswyk and Facilities Manager Brian Goebel have begun to meet weekly with our architects to create potential layouts and ideas for the lobby/Patron Services area remodel with plans to start construction in early 2022.
- **Evaluations:** Staff evaluations have been completed and ratings were finalized by the Director on June 18. Staff received their annual reviews the last two weeks of June and notification of associated compensation adjustments the week of July 5th.
- **Hiring:** The library is in the process of finalizing the hiring process for our new Adult and Teen Services Outreach Coordinator and the Digital Media Lab Coordinator. In addition, two part time Patron Services Specialists (formerly Circulation Clerks) were hired to replace one vacated position and an additional position to adequately staff additional Sunday hours starting in September.

- **HVAC:** The library will be going to bid this month on the HVAC replacement project with the assistance of Studio GC. Craig Meadows of Studio GC will be available at the August Board Meeting to answer any questions on the bid process with the intention to approve a vendor at that meeting.
- **Intergovernmental Luncheons:** Director Krooswyk spoke with the Township office and discussed plans going forward; meetings will resume in September.
- **Inventory:** After scanning sample sections of the library collection, calculating scan rates, and counting the total number of current library items, it was decided that a one-day inventory would not be feasible. Managers are working together to create a plan to complete the inventory in phases.
- **Micropantry:** A local Eagle Scout, Ryan O'Dell, is interested in installing a micropantry on our property. It will be sustained through a community partnership with our New Lenox Township Food Pantry. Details were discussed at the meeting and will up for approval at the August Board Meeting.
- **Per Capita Grant:** The library received Per Capita Grant funds of \$54,349.33, which is approximately \$8,000 more than last year.
- **Staff Days:** The library is excited to start a regular rotation of Staff Development Days once again, which will begin with September 24, 2021. The rotation will occur twice a year, ideally on the first Friday in March and the last Friday in September.
- **Summer Book Club:** The library is working with state senators to distribute their summer reading club brochures, which provides an additional opportunity to reward patrons for reading over the summer.
- **Sundays:** The library plans to be open on Sundays from 1:00-5:00 pm starting September 12, 2021 (after Labor Day).

Adult and Teen Services Department

- We have extended an offer to a candidate for the Adult & Teen Services Outreach Coordinator position. We are awaiting completion of the background check.
- The adult CDs have all been weeded.
- We received 4 new volunteer applications this month.
- An additional patron has signed up for our Homebound Services.
- Pam has been reaching out to both the Oak Lawn Library Genealogy Club and Tinley Moraine Genealogical Society to promote our genealogy programs.
- Melissa made sure to promote the library when her band played at the Independence Day celebration in the Commons.

Creative Services Department

- Our new Digital Media Lab Coordinator starts Monday, July 12. DML reopening contingent upon training (focusing first on most-requested patron needs).
- Working on developing Creative Services design/video request form.
- Starting in August, we will be focusing on updating wayfinding and shelving signage beginning with the Teen Scene.

Facilities Department News

- Transitioning title of position from Maintenance Manager to Facilities Manager.

- Second Floor air conditioning Circuit A compressor replacement has been completed and the HVAC system is performing as expected. “Fine tuning” of the system is ongoing and will continue over the next few weeks.
 - Custom programming to further refine the HVAC automated operating program is scheduled to begin July 13th.
 - The current system can and will be re-programmed and adapted to operate the Library’s new HVAC equipment once it is installed next spring.
- HVAC system re-engineering is continuing, led by Studio GC and their engineering firm 20/10 Engineering Group. Preliminary drawings and equipment specifications have been generated. Facilities Manager and Director are now meeting with Studio GC on a weekly basis to keep this process on track.

Information Technology Department

- All Phone system RFBPs were received early in June by Vendors who were interested in partnering with the Library.
- Proposal review meetings with vendors took place through the end of the month of June.
 - Michelle participated in the demonstration of a few of the proposed systems
- Budgetary modifications were made based on the average cost of the proposals.

Patron Services Department

- 16 Passports processed in June. People are getting back into the swing of things and are ready to travel!
- We are now Patron Services as opposed to Circulation!
- Patron Services welcomes 2 new Part-Time Patron Services Specialists!
- Museum adventure passes online have really taken off and patrons seem to enjoy the ease with which they can request and print passes to their favorite museums and attractions online.
- Patrons have felt safe and secure with our building’s reopening so we have been very busy serving them!

Technical Services

- Large amounts of orders are coming in as we are ending our fiscal year.
- Erin will begin to learn copy cataloging.

Youth Services Department

- YS has hired a new part time specialist, Sandy Simmons.
- Summer Learning Challenge is at over 1200 kids signed up.
- In-Person Programming started back up, and registration has been filling up quickly.
- Thanks to the Friends donation, we are able to give out 60 take and make crafts each week. They are usually gone within the first half hour we are open on Mondays.

Treasurer’s Report

- Michael Stubler, Business Manager presented the Treasurer’s Report. Mr. Stubler made the Board aware that the auditor is interested in continuing with the next fiscal year’s audit. The library came in well under budget for FY2021, with preliminary reports. This was intentional to allow for initial funding for our phased renovations. Also, the budgeted expenses were conservative as a precaution to potential pandemic effects on Will County disbursements.

Trustee Loecke moved and Trustee Vancina seconded to approve bills paid in June 2021 and bills payable for July 2021 expenses in the amount of \$79,862.32; 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:** Met today (July 12, 2021)
- **Policy:** Scheduled to meet October 11, 2021
- **Continuing Education:** Scheduled to meet January 10, 2022. Vice President Vancina sent Director Krooswyk the list of Continuing Education opportunities this morning to share with the rest of the Trustees. He also mentioned that there are plans starting to create a Trustee University statewide for Public Library Trustees, which would be modeled after the very successful Director's University.

Old Business

- REVIEW: RAILS Membership Standards: Customers - The library is satisfying all requirements for the presented standards.
- REVIEW: Serving Our Public 4.0 – Chapter 7: Collection Management. The library is satisfying all requirements for the core standards.
- REVIEW: Review General Policies 217, 218 & Personnel Policies 302, 303 – All mentioned policies were reviewed with no suggested changes; some tweaks would be brought forth at the next Policy Committee Meeting.
- 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 Ordinance 21-2 Maintenance Levy
 - ACTION: APPROVE License Agreement renewal with Teardrop at the Library
 - ACTION: APPROVE Library to be open 1:00-5:00 pm on Sundays starting September 12, 2021
 - ACTION: APPROVE Updates to General Policy 205 & Personnel Policy 202 (Sunday hours)
 - ACTION: APPROVE Melissa Leggero Tuition Reimbursement Fall 2021 Semester
 - ACTION: APPROVE Closure of Library for Staff Development Day on Friday, September 24, 2021 and Friday, March 4, 2022
 - REVIEW: Tentative B&A

Continuing Education

- Director Krooswyk reminded the Trustees to sign up for the library's newsletter, which is coming out more often. Recently, great resources like Mango languages and other cultural related content are being featured this week.

Executive Session

- None.

Trustee Comments

- President Monbrod said that she was happy to see Trustee Ulstad back in person.
- Trustee Loecke asked the status of the Wilhelm fund, and Mr. Stubler said that approximately \$71,000 remains undistributed. The Board mentioned the idea of incorporating those funds in the remodeling of the children's area.
- Trustee Loecke also asked how we could incorporate donations into our lobby area, such as glasses for the Lions Club.

Adjournment

Trustee Didion moved and Vice President Vancina seconded that the meeting be adjourned 7:58 p.m. motion passed by unanimous roll call vote.

Respectfully Submitted,
Michelle Krooswyk
Director & Recording Secretary