

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

August 9, 2021

*Budget and Appropriations Hearing 6:45 pm*

*Regular Meeting - 7:00 pm*



## MINUTES – BUDGET AND APPROPRIATIONS HEARING

The Budget and Appropriations Hearing of the New Lenox Public Library District Board of Trustees was called to order at 6:45 pm by Vice President Alex Vancina at the New Lenox Public Library, 120 Veterans Parkway, New Lenox, IL.

**Trustees Present at the Library Building:** Vice President Alex Vancina, Secretary Linda Evans, Trustee Colette Loecke, Trustee Cari Didion

**Absent:** President Michelle Monbrod, Treasurer Dr. Edward A. Tatro, Trustee Bonnie Ulstad

No visitors were present to make comment.

Hearing ended at 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 Vice President Alex Vancina on August 9, 2021 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** Vice President Alex Vancina, Secretary Linda Evans, Trustee Colette Loecke, Trustee Cari Didion

**Trustees Present via Remote Meeting (Zoom):** Trustee Bonnie Ulstad

**Absent:** President Michelle Monbrod, Treasurer Dr. Edward A. Tatro

**Staff present at the Library Building:** Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Brian Goebel: Maintenance Manager, Ashley Middleton: Creative Services Manager, Sam Sliwa: Digital Media Lab Coordinator.

**Visitors (In-Person):** Craig Meadows: Studio GC, Ryan O'Dell: Eagle Scout, Nancy Shank: Patron

- The Pledge of Allegiance was recited by attendees.
- Per the Library Board Bylaws, a vote was taken to allow remote attendance of Trustee Bonnie Ulstad via online meeting. Trustee Didion motioned and Secretary Linda Evans seconded to approve remote attendance for Trustee Bonnie Ulstad. Motion passed by unanimous roll call vote.

## **Audience to Visitors**

- Ryan O'Dell: Eagle Scout – Ryan introduced himself and reviewed his Eagle project, which is a micropantry at the library. He is a Lincolnway Central student and will be a junior this year. He has been in Boy Scouts since first grade, and he is now working for his Eagle, which is the highest award. He wanted to partner with the library because the library likes to give back to the community. He explained the premise of micropantry, its approximate location, and the process of stocking/receiving food. Vice President Alex Vancina thanked Ryan for considering our library and asked about the partnership with the New Lenox Food Pantry. Ryan said he will work on the partnerships once he receives approval and looks forward to promoting food drives to stock the micropantry. Trustee Ulstad asked about how the micropantry would be restocked, and Ryan reiterated that he would seek partnerships with the local food pantry and with fellow scouts. Vice President Vancina asked about timeline, and Ryan said before winter temperatures set in.
- Craig Meadows: Studio GC – Mr. Meadows introduced himself and said he was pleased that most bids received with the HVAC overhaul process and that many of the bids were below anticipated amounts. There were 18 interested bidders and received a number of bids that were within a narrow range for the final bid amounts. Therefore, 1 Source Mechanical was the lowest bidder and checked on their work history, which was overall very positive. Studio GC recommends utilizing 1 Source Mechanical as the vendor for the library's HVAC project. Mr. Meadows recommended that the Board discuss providing the Executive Director with the ability to authorize expenditures within the \$43,000 allowance up to a specified monetary limit. He also discussed some of the next steps for the first phase of the library remodel project, which includes the lobby, Patron Services Desk and the Digital Media Lab.
- Nancy Shank – Ms. Shank introduced herself as a New Lenox resident who brings her 4-year-old daughter to library programs frequently. She presented her concern regarding the “gender neutral restroom” signage in the youth section and asked for a change. Additional information was provided from other organizations as well as examples of acceptable signage. Executive Director Krooswyk thanked Ms. Shank for taking time out of her schedule to share her input and viewpoint. It was explained that a state act was put in place at the beginning of 2020 to label any single occupancy restroom as not indicating a specific gender. Director Krooswyk also said that the library will look into the specific language of the state act and as well as other available signage to ensure they are compliant.

## **Staff Report**

- Sam Sliwa: Digital Media Lab Coordinator – Sam introduced herself, and she is very inspired to bring her background of animation, education, and management in different venues to her new position. She looks forward to figuring out the MakerSpace and seeking out what the community needs to improve programs and spaces.

## **Minutes**

- Meeting minutes from the Building and Grounds Committee Meeting on July 12, 2021 and the General Meeting on July 12, 2021 were approved on a motion by Trustee Evans, seconded by Trustee Loecke. Motion passed by unanimous roll call vote.

## Correspondence

- **Creative Services:**
  - Message from a patron regarding digitization services during the Digital Media Lab's closure: "Thank you so much for converting all of these projects for me. I really appreciate it! I have had this on my to do list for about 10 years!"
- **Patron Services:**
  - Patron Services has been getting a lot of Passport requests due to the outstanding patron service that we provide. We are told that to come to the library is a much more pleasant experience than having to go through the process at the Post Office.
- **Youth Services**
  - We got a lovely note from a participant in Liz O.'s fishing club. "Thank you for teaching me how to fish. Love, Charlie" (Note will be passed around at the meeting).

## Director's Report

### Administration

- **Building Renovations:** Craig Meadows from Studio GC met with the Management Team in-person to obtain input from staff for the first phase of renovations.
- **Hiring:** Once the Summer Learning Challenge comes to an end, Youth Services will be hiring an additional part time staff member to cover additional Sunday hours. Patron Services and Adult & Teen Services has already hired their additional part time staff member.
- **Hours:** The introduction of Sunday hours will result in a 9% increase in hours. Additional weekday hours in the spring will equate to a 17% increase in hours, which will allow the library to fall into the state recommendation for weekly hours for a public library serving a population of 40,000 residents.
- **HVAC:** Studio GC recommends 1 Source Mechanical as the vendor for the HVAC project.
- **Leadership Luncheon:** Leadership luncheons will resume on September 22.
- **OMA Training:** The state's training website is still down; it states "*We are sorry this section of the Illinois Attorney General's is currently down. Notice to public body members and Open Meetings Act (OMA) designees who are required by section 1.05 of OMA (5 ILCS 120/1.05) to complete the Public Access Counselor's (PAC) electronic training curriculum: The PAC web page is presently being repaired, therefore the OMA electronic training, as well as the Freedom of Information Act electronic training, are inaccessible. There is no set completion date for the website repairs at this time. Please note public body members and designees are not penalized for failure to complete the electronic training within the statutory time periods.*"
- **Person in Charge:** The Director has created a procedure for her planned out of town absences. An exempt manager will sign up for a day when the director is out of town and will work with the rest of the exempt managers to make decisions in the case of an emergency or unexpected closing.

- **Phone Vendor:** The library has partnered with 8x8, a new phone provider, which will include updated handsets, soft phone capabilities, cloud hosting, and video conferencing.
- **Sundays:** Recently, Ashley posted about our upcoming Sunday hours on social media. Community reactions were overwhelmingly positive! The community is excited about the long-awaited improvement in library services.

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

- Adult & Teen Services has hired a new Outreach Coordinator. Her name is Brianna Wyss and she will be joining us on August 9th. She recently completed her MLIS degree at the University of Wisconsin and has experience working in the library at the university.
- We welcomed in-person volunteers back to the ATS dept. on July 14th. 9 people have volunteered for us so far. Our Resource Coordinator has been interviewing and evaluating those who are new to volunteering with us.
- On July 28th, mixologist Chris Bruder presented a Zoom program on creating some summer cocktails. It was very well-received and patrons have requested more of these types of classes in the future.

#### **Creative Services Department**

- Monthly newsletters have been moved to weekly. Between signing up each new cardholder for the newsletter, and sending weekly emails, we've gotten a boost in attendance and usage from highlighted programs and resources. Squirt Gun Painting saw 16 registrations from the email, and the Library was featured on the Patch.
- The new Digital Media Lab Coordinator was hired and began training in July for the DML reopening on August 2. An in-person craft program is planned for August.
- Fiber Arts Club will return in August 2021; the group's last meeting was in March 2020.
- Creative Services has enjoyed partnering with our Director, Facilities, IT, and Patron Services concerning the upcoming lobby renovation and Digital Media Lab expansion.

#### **Facilities Department News**

- Homer Tree Service performed tree pruning and removal throughout the property on July 21st. Several nuisance trees that were planted too close to the building that were growing over and/or into the gutters and soffits were removed. Several other trees were trimmed up and away from sidewalks and patio areas to provide proper access to walkways and overhead clearance.
- Facilities has been working closely with the Director and with the architect, Craig Meadows from Studio GC, in the progression of the HVAC system renovation:
  - Met July 2nd and 9th to discuss renovation plans.
  - Reviewed drawings that were put out to bid on July 14th.
  - Performed pre-bid contractor walk-through tour for prospective contractors to view the full scope of the project first-hand on July 21st.
  - Met with the architect and Library staff to discuss the first phase of renovation design and planning on July 21st.
  - Witnessed bid openings on July 28th.
- Precision Control Systems, following repairs made in June due to a failed compressor, finished fine-tuning of the air conditioning system during July in order to (hopefully) keep us cool for the rest of the season.

- System Programmer Dave Hensley adjusted our building automation system (BAS) to provide peak performance and also eliminate some seemingly random operating errors and issues (momentary middle-of-the-night start-ups, freeze stat warnings and trip outs, etc.). He also provided additional insight and training on some features of the BAS and provided information regarding BAS remote access for the Library IT Department as requested.
- Technician Scott Keene kept a very close watch on our system throughout the repairs and noticed a slight variation in the overall refrigerant charge for the second floor system over several weeks. He caught a miniscule refrigerant leak at a faulty valve unrelated to the other repairs that would have eventually caused all 88 pounds of R-22 Freon to leak out. Potential cost to the Library could have been \$5,280 to replace the Freon at a retail price of \$60 per pound; the Library receives a discount from Precision of \$48 per pound, or \$4,224. As it stands, only 17 pounds had leaked and, due to Scott's diligence, total cost to replace the Freon was only \$816.

### **Information Technology Department**

- New Phone system vendor has been chosen. We have partnered with 8x8 to deploy a new cloud hosted phone system.
- Tentative roll out date for the phone system will be Staff Development Day in September.

### **Patron Services Department**

- Planning has begun for the 2nd Halloween Costume Exchange! We will be asking staff and Patrons to donate any gently used Halloween costumes or Halloween items to either simply donate or swap out for something new! All donations will be received in the Patrons Services Department.
- Speaking of Patron Services, the department formerly known as Circulation has now adopted and is adjusting to the new name of the department, Patron Services!
- The building was bustling in July with almost 10,000 patrons registering on the door counter! This has created a lot of additional tasks for Patron Services including Patron Services Specialists taking on the role of shelving books in order to assist our current pages. Summer reading was booming this year!
- Patron Services processed 28 passport applications in July! People are finally getting to take those trips they booked in 2019 and 2020 and have heard great things about the service provided here at the Library.
- With Museum Adventure Requests being available digitally now, we have received over 20 requests for online passes. Patrons really seem to enjoy the ease of this new process.
- We are still accepting sales of Mums to benefit the friends group but in July we sold 111 pots of mums!
- 16,395 items were circulated in July.

### **Technical Services**

- Worked on weeding large amounts of items from ATS and YS.
- High volume of orders arriving.
- We were #2 this month with the most items entered among over 230 libraries.
- Coded all the billing on orders coming in.

### **Youth Services Department**

- We completed the Summer Learning Challenge with more than 1300 participants and more than 1000 completed levels.
- Youth Services presented an afternoon of Sensory Storytimes at Lincoln-Way Special Recreation on July 19, for their campers of all ages.

### **Treasurer's Report**

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- Michael Stubler, Business Manager presented the Treasurer's Report. Trustee Evans moved and Trustee Didion seconded to approve bills paid in July 2021 and bills payable for August 2021 expenses in the amount of \$93,927.80; 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:** Met today (July 12, 2021)
- **Policy:** Scheduled to meet October 11, 2021
- **Continuing Education:** Scheduled to meet January 10, 2022. Vice President Vancina announced an upcoming RAILS webinar on Wednesday regarding Succession Planning for Trustees and it will also be recorded.

### **Old Business**

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- REVIEW: RAILS Membership Standards: Facilities - The library is satisfying all requirements for the presented standards.
- REVIEW: Serving Our Public 4.0 – Chapter 8: System Member Responsibilities and Resource Sharing. The library is satisfying all requirements for the core standards.
- REVIEW: Review General Policies 201, 203, 212 & Personnel Policy 305– All mentioned policies were reviewed with no suggested changes.
- REVIEW: Strategic Plan Review for Pillar 2: Enrich – Self Directed Education. Director Krooswyk reviewed the library's progress associated with goals for the library's strategic plan.

### **New Business - Consent Agenda**

The item "Review Tentative Levy Ordinance 21-3" was pulled to discuss separately. Trustee Colette Loecke motioned and Secretary Linda Evans seconded to approve the consent agenda. Motion passed by unanimous roll call vote.

- ACTION: APPROVE 1 Source Mechanical as recommended and lowest bid for HVAC project
- ACTION: APPROVE Budget and Appropriations Ordinance 21-1
- ACTION: APPROVE Estimate of Revenue
- ACTION: APPROVE Update to General Policy 214 – The Illinois Freedom of Information Act
- ACTION: APPROVE Update to General Policy 202 – Public Displays, Notices, Handouts
- ACTION: APPROVE Eagle Scout Micropantry Partnership

### **New Business**

- REVIEW: Tentative Levy Ordinance 21-3 – Director Krooswyk discussed the plan to levy 4.9% to remain under the 5% threshold that would initiate the TITA process. There has been no indication of an increase in levy distribution in excess of 5%, so it would save the library funds for advertising and posting the TITA hearing notice. The Board were in agreement with this plan.

**Executive Session**

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- None.

**Trustee Comments**

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- None.

**Adjournment**

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Vice President Vancina announced that the meeting be adjourned at 7:58 p.m.

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Respectfully Submitted,  
Michelle Krooswyk  
Director & Recording Secretary