

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

September 13, 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 September 13, 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, Michael Stubler: Business Manager, Brian Goebel: Maintenance Manager, Ashley Middleton: Creative Services Manager, Liz Yolich: Youth Services Outreach Coordinator.

**Visitors (In-Person):** Ginger Strass: Patron

- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

- Liz Yolich: Youth Services Outreach Coordinator – Liz provided an update on the “Informational Resources for Youth” class she took for the summer semester as part of the tuition reimbursement program. Different types of nonfiction were investigated and the final project, which consisted of a nonfiction storytime unit. This worked out well because one of Liz’s goals for the year was to incorporate nonfiction content into her toddler storytimes. For the fall semester, she is taking a collection development class and a youth services librarian class. As part of the collection development class, she is working on scanning the demographics of New Lenox and this will result in a report in how those demographics apply to ordering materials for the community. She said that she is lucky that the past and current semester is connecting directly to her work. Treasurer Tatro said this was one of the best staff reports we ever had.

#### Staff Report

- Michael Stubler: Business Manager – The past year or so has focused on changes and updates to existing systems. This includes changing over from BenefitMall to Paycor for payroll. In addition, the library is planning to change over the security system due to lack of available replacement parts for the system. The audit is in process; John Williams from Hearnese and Associates has started the process of requesting paperwork from our financial vendors and Michael can now submit the finalized FY21 paperwork. Michael is also trying to improve efficiencies in current

processes, including the monthly Board Report. He recently consolidated the number of documents he transcribes from QuickBooks to one centralized document for staff. He estimates this saves him 12 hours a month of work.

## Minutes

- Meeting minutes from the General Meeting on August 9, 2021 were approved on a motion by Trustee Vancina, seconded by Trustee Didion. Motion passed by unanimous roll call vote.

## Correspondence

- Email received 8/9/21 from a Patron: "My husband and I came in for passports a couple of weeks ago and I just wanted to thank you again for your friendly assistance."
- Patron Services was given Kudos from our friends group regarding our assistance with the mums sale which was a huge hit!
- The Genealogy Club was featured on WGN News' Community Calendar on TV!

## Director's Report

### Administration

- **Anniversary Celebration:** The library has decided to celebrate its 20<sup>th</sup> anniversary on the Commons with an event on Friday, December 10 from 6:30-8:30 pm. The event will take place after hours and will focus on the library's history, a thank you to patrons for a successful referendum, and a look forward to future plans. Invitations will be sent to past and current Trustees, staff, and community members, and it will also be open to the public.
- **Building Renovations:** Director Krooswyk, Ashley Middleton, Sam Sliwa and Brian Goebel visited the Geneva Public Library on August 6. They received a private tour from Studio GC Architect Craig Meadows, who designed the building. Staff observed many design ideas that could be incorporated in the future building updates. After they left Geneva Public Library, they visited the St. Charles Public Library since it was recently renovated.
- **Continuing Education:** The RAILS Trustee online workshop for Succession Planning is available.
- **HVAC:** The HVAC project is moving along, with a kickoff meeting occurring between all parties on Wednesday, September 15. The library is working with the Village on permits.
- **IPLAR:** The Illinois Public Library Annual Report was completed and submitted successfully. Thank you to Trustee Loecke and Trustee Vancina who volunteered to conduct the annual Secretary Audit this year.
- **Leadership Luncheon:** Leadership luncheon will take place on September 22. Trustee Tatro said he would be interested in attending as well.
- **Levy:** Director Krooswyk worked with Jamie Rachlin, Financial Advisor from Meristem Advisors, to review this year's levy request. In addition, Director Krooswyk spoke with Mr. Rachlin at length regarding future projections of income and expenses, especially with the building renovations occurring over the next few years.
- **Masks:** The State of Illinois reinstated the indoor mask mandate as of August 30. Most patrons are willing to wear a mask in the building, and we have also had some push back from a few

individuals. Overall, staff are doing an excellent job kindly reminding our visitor to mask up for the safety of everyone in our building.

- **Micropantry:** Brian Goebel, Facilities Manager, is working with Eagle Scout Ryan O'Dell to proceed with the construction of the micropantry on library property.
- **Phone Vendor:** Phillip Bormet, Information Technology Manager, has been making great progress with our new phone vendor, 8x8, for the transition to an updated phone system at the end of September.
- **Staff Development Day:** The Staff Development Day Committee is planning a productive and informative day, which will focus on training and team building. The Friends have kindly offered to pay for lunch for all staff.
- **State Mandated Training:** Sexual Harassment Awareness training has been completed by almost all staff. Staff have until the end of the year to watch a recorded webinar and report back what they learned.
- **Strategic Planning:** At next month's Board Meeting, time will be set aside to discuss the strategic plan in more depth as we reassess its relevancy and effectiveness.
- **Sundays:** September 12<sup>th</sup> is the official start of Sunday hours for our library. This is a long-awaited improvement in service for our patrons and it is thanks to the successful referendum that we can deliver this to patrons!

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

- Our new Outreach Coordinator, Brianna Wyss started on August 9th.
- We are in the process of creating a teen non-fiction collection in our Teen Scene. Our Teen Services Specialist will be ordering new titles and will also be assessing titles previously labeled as teen non-fiction to see if they are still relevant. The hope is to make non-fiction geared towards teens easier to find and increase circulation.
- We had 40 attendees at our British Invasion program with Dave Rudolf on August 31st. Several patrons expressed their satisfaction with the program and asked for us to do similar entertainment programs.
- Ebook usage through Hoopla has increased 39% since last month.
- We held a programming meeting on August 2nd to evaluate programs we did during the previous year and plan for the future.

#### **Creative Services Department**

- The Digital Media Lab reopened on Monday, August 2 to very happy patrons. We also hosted multiple tours for excited staff. We also had some great interactions with patrons while we were setting up the room and working on the 3D printer during the weeks prior.

#### **Facilities Department News**

- Following concerns brought forward by a patron, single stall restroom signs were changed to fully comply with state and local building codes, Illinois Legislative mandates, ADA compliance, and currently accepted design guidelines.
- Continued meeting with Studio GC architects regarding the start of the HVAC replacement and the beginnings of interior renovations.

- Communicated with Ryan Odell, the Eagle Scout who is building and installing a Micro Pantry (food pantry) on the Library grounds. He said he is waiting for his paperwork to be approved on his end and that he will be in touch soon thereafter.
- Hired All Pro Resources (third party general contractor) who found a contractor willing to clean and repair the gutters, many joints of which are leaking, causing icing/ slip hazards in the winter. Out of numerous contractors who have either gone out of business, refused to do such a small job, or cancelled over the last two years, this is the first one to actually commit to the job. Start date is still forthcoming.

### **Information Technology Department**

- Deployment of CrowdStrike, an antivirus agent, has begun on staff computers.
- Security cameras were restructured into a segmented network for greater security.

### **Patron Services Department**

- 12,718 items were circulated during August.
- Staff did great promoting the Friend's mum sale!
- 30 passports were processed, which is 2 more than last month.

### **Technical Services**

- Weeded a large number of items from ATS.
- Teen Project: Created a new location code for Teen NF. Worked on getting all Teen books moved out of the Adult location in the system and into the new Teen location.

### **Youth Services Department**

- Alissa worked National Night Out on August 3 with Mary Byford. We saw a lot of families who were excited to spin the wheel.
- Liz Yolich assisted with Teen Messtival.
- Staff began planning for the Fall Session of programming.

### **Treasurer's Report**

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- Michael Stubler, Business Manager presented the Treasurer's Report. Trustee Evans moved and Trustee Loecke seconded to approve bills paid in August 2021 and bills payable for September 2021 in the amount of \$120,144.39; 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:** February 14, 2022
- **Policy:** Scheduled to meet October 11, 2021
- **Continuing Education:** Scheduled to meet January 10, 2022.
- **Intergovernmental Meeting:** September 22, 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 8: Reference and Readers Advisory Services. The library is satisfying all requirements for the core and exemplary standards.
- REVIEW: Review General Policies 105, 306, & 307– All mentioned policies were reviewed with no suggested changes.
- REVIEW: Strategic Plan Review for Pillar 3: Enlighten – Instructive and Enlightening Experiences. Director Krooswyk reviewed the library’s progress on strategic plan goals and tactics.

**New Business - Consent Agenda**

The item “APPROVE: Authorize Director to execute necessary expenditures within the \$43,000 allowance for current HVAC project with Studio GC and 1 Source Mechanical” was pulled to discuss separately. Treasurer Tatro motioned and Vice President Vancina seconded to approve the consent agenda. Motion passed by unanimous roll call vote.

- ACTION: APPROVE Levy Ordinance 21-3
- ACTION: APPROVE 2022 Holiday Closures
- ACTION: APPROVE Tuition Reimbursement for Elizabeth Yolich for Fall 2021 Semester

**New Business**

- ACTION: APPROVE Authorize Director to execute necessary expenditures within the \$43k allowance for current HVAC project with Studio GC and 1 Source Mechanical. The Board discussed an acceptable limit for Director approval. A motion was made by Treasurer Tatro to allow the Director to expend up to \$10,000 at one time within the \$43,000 allowance for the library’s HVAC project with Studio GC and 1 Source Mechanical; motion seconded by Trustee Loecke. Motion passed by unanimous roll call vote.

**Executive Session**

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- None.

**Continuing Education**

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- Director Krooswyk passed out “A Library Board’s Practical Guide to Strategic Planning” document to the Trustees, which is a publication from United for Libraries. The first section was briefly reviewed with the Board. Director Krooswyk asked the Board to read through the packet prior to the next meeting, which will start to focus on updating our expiring Strategic Plan.

**Trustee Comments**

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- President Michelle Monbrod said that the new LinkedIn Learning is subpar compared to what we had previously for Lynda.com. Unfortunately, this happened because LinkedIn bought out Lynda.com.

**Adjournment**

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Treasurer Tatro motioned and Secretary Evans seconded to adjourn the meeting at 7:51 pm; motion passed by unanimous roll call vote.

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 Respectfully Submitted,  
 Michelle Krooswyk  
 Director & Recording Secretary