

# **New Lenox Public Library District Board of Trustees Meeting**

120 Veterans Parkway, New Lenox, Illinois

December 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 December 13, 2021 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Michelle Monbrod, Treasurer Dr. Edward A. Tatro, Trustee Colette Loecke, Trustee Cari Didion

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

**Absent:** Secretary Linda Evans, Vice-President Alex Vancina

**Staff present at the Library Building:** Michelle Krooswyk: Director, Michael Stubler: Business Manager, Mary Beth Windberg: Recording Secretary, Jolyce Abernathy: Patron Services Manager

**Visitors (In-Person):** Melissa Leggero: Teen Service Specialist

- The Pledge of Allegiance was recited by attendees.

### **Audience to Visitors**

- Melissa Leggero: Teen Service Specialist updated the Board on her progress toward completion of her Masters Degree in Library Sciences. She has completed her first course: "Methods and Tools for the Information Professional", and enjoyed it very much. The spring course will be "Info Services and Resources", which will fit in with her work at the library. She asked for the Board's consideration toward partial reimbursement of the cost of the course.

### **Staff Report**

- Jolyce Abernathy: Patron Services Manager shared an informational flyer regarding possibly offering Illinois License Plate Renewal Stickers as an additional service to the community. The library would be able to establish its own profit on this service, up to \$10 per transaction. The program requires a laser printer, but no additional software would be needed. She will continue to explore the possibility of offering this service. She also mentioned several programs of note, including the generous response to the Giving Tree benefitting victims of domestic violence and Miracles for Maya Foundation.

## **Minutes**

- Meeting minutes from the Personnel Committee Meeting on November 8, 2021 and General Meeting on November 8, 2021 were approved on a motion by Trustee Tatro, seconded by Trustee Loecke. Motion passed by unanimous roll call vote.

## **Correspondence**

### **Department Specific**

- **Adult and Teen Services:**
  - Dawn received a Thanksgiving "thank you" card from Barb from the Center for Correctional Concerns thanking the library for their much-needed donations.
  - Monica received a card from a patron thanking her for her research assistance.
- **Creative Services:**
  - Once again, we've gotten a large amount of VHS digitization requests because patrons are recommending our service on social media!
- **Patron Services:**
  - Patrons have been complimenting all the good work done in the book sale room. Stop by and take a look!

### **Newspapers & Magazines**

- New Lenox Neighbors
  - Basic Library Contact Information and Library Events Advertised

### **Other**

- November 4, 2021 – Google Review  
Jasmine D - Beautiful library, has a small cafe attached. My only complaint is they need to turn the heat up a bit during the winters, I've noticed it gets pretty chilly

Hello Jasmine,

Thank you for taking the time to comment on our library and give ourselves a 5-star rating! Please let us know what area of the library was too cold for you, and we will look into it. We are currently working with engineers to replace a significant portion of our original, 20-year-old HVAC system, which is beyond its repairable lifespan. We will see what we can adjust in the meantime to make the building as comfortable as possible for our patrons.

Regards,

Michelle Krooswyk

- Assorted Holiday Cards were shared with the Board
- An anonymous note was shared regarding the book drop accessibility from automobiles. The Board discussed possible ways to allow book drop from a car.

## Director's Report

### **Administration News**

- **Administrative Assistant:** Mary Beth Windberg started as our new Administrative Assistant on November 29 and she has already completed a couple of projects. Administration is grateful to have additional help to keep the department running smoothly and efficiently.
- **Anniversary Celebration:** The anniversary celebration was held on Friday, December 10, and we were excited to unveil our renderings to the public. Creative Services Manager, Ashley Middleton, has been tremendously helpful with planning and preparing for this event in the absence of our Programming Coordinator!
- **Appointing New Trustee:** The Board and Executive Director will discuss the process for appointing a new Trustee at the January Meeting. A formal motion will be made at the December meeting to declare the position as vacant per legal counsel's recommendation.
- **Building Renovations:** Renovation information and renderings will be presented by Chris Malensek, Studio GC architect and Project Manager, at the December 13<sup>th</sup> Board Meeting.
- **Financial Advisor:** Once the audit is complete, Jamie Rachlin of Meristem Advisors, will finalize our projection worksheet. He has commented that we have done a good job of being conservative with new referendum funding and keeping within budget of anticipated additional property tax income.
- **Management Team Restructure:** Managers will start meeting monthly (instead of twice per month) to focus on leadership, management skills, and work on larger projects.
- **Phone Vendor:** Our new 8x8 phone system is up and running, despite waiting on some additional handsets that are still delayed. Phillip Bormet, IT Manager, has done an excellent job with implementation and training during this project.
- **Rotary Literacy Committee:** Director Krooswyk has been invited to lead Rotary District 6450's brand new Literacy Committee. The committee is charged with creating a resource guide for district clubs to inspire them to implement literacy programs within their communities.
- **Special Reserve:** Under advisement from the library's financial advisor, Director Krooswyk is working with legal counsel to create a resolution officially deeming our Special Reserve fund as such.
- **Strategic Planning:** Seven quotes were received from consultants, and those submissions will be discussed in depth at Monday's meeting.

### **Next Meetings**

- **Finance Committee Meeting:** Monday, December 13, 2021 at 6:30 pm
- **Board Meeting:** Monday, January 10, 2022 at 7:00 pm
- **Continuing Education Committee Meeting:** Monday, January 10, 2022 at 6:30 pm

### **Adult & Teen Service News**

- Our new Programming Coordinator, Kelli Jean Cunningham, started this week.
- We held a Veterans' Grab and Go Breakfast on November 10th. Twelve veterans enjoyed bagels, fruit, and juice from Panera.
- Our Outreach Coordinator and Teen Specialist visited Lincoln-Way West High School to promote teen programs, our teen Instagram, volunteer opportunities, and our new database – Ebsco Learning Express.
- We are participating in Baker & Taylor's Sustainable Shelves program whereby we can earn purchase credits for weeded books that we return to Baker & Taylor.

### **Creative Services News**

- Adult & Teen Services signage project underway; staff currently organizing non-fiction topics to highlight for our community to make that area less intimidating

### **Facilities Department News**

- Presented at the RAILS ATLAS Facilities Manager Seminar alongside facility managers Tasos Priovolos from Fountaindale Public Library and Matt Surdel from Mokena Public Library. The seminar was made available for all RAILS libraries to attend and was held November 9th at Flossmoor Public Library. The panel discussed concerns related to maintenance projects, renovations, difficulties with contractors and vendors, among many other points of discussion.
- Toured the Fountaindale Public Library, led by Outreach Coordinator Tana Petrov (former NLPL Adult Serv. Mgr.) and Facilities Manager Tasos Priovolos. It's truly incredible what a \$10 MILLION annual budget makes available for library resources and buildings.
- Heard an update from 1 Source Mechanical regarding the installation of the new HVAC equipment. Demolition work of the old air conditioning system components is tentatively set to begin on December 13th. Thus far, the project is still on schedule for new air conditioning installation completion and startup this spring.

### **Information Technology Department News**

- Switch to new 8x8 Phone system has been completed.
- New Firewall deployed to alleviate bandwidth bottlenecks.

### **Patron Service News**

- Patron Services began investigating the possibility of offering License Plate Renewal stickers.
- Giving trees are up in the lobby. The giving tree was provided to us by the Lincoln Way Junior Women's Club of New Lenox. Every ornament on the tree in the lobby is a Christmas Wish for someone who was affected by domestic abuse. How it works: someone picks an ornament at random that speaks to them and buys the item on the list. They bring back the donated item and place it in the box located near the tree or they can also be dropped off at the New Lenox police department, which is also a designated drop off location.

- We also have Christmas tree ornaments for sale located right next to the tree that benefit the New Lenox Historical Society of New Lenox. Ornaments are on sale at the library, cash only, at the Patron Services desk and village hall through the holidays.
- A toy donation box is now in the lobby near the elevator where people can donate new unwrapped toys for the local Miracles for Maya Foundation. Info on all three of these giving opportunities are clearly displayed near the locations.

### **Technical Services News**

- Large amounts of orders arriving.
- Erin is continuing with her Barcode training.
- New DVD cases have been ordered to expedite checking out DVDs.

### **Youth Services News**

- New Hire Jen Adorno, a part-time YS specialist, started with the department on Nov. 29.
- Storybook Walk was changed at the end of the month to *The Snowy Day* by Ezra Jack Keats.
- Staff has been working on updating and creating new topical book lists.

### **Treasurer's Report**

- Michael Stubler, Business Manager presented the Treasurer's Report. Some items of note:
  - \$119K in property taxes were received in November and in December. There will be no further property tax disbursements until May.
  - Passport Income is already at 92% of projected budget despite being only half way through the year.
  - The econtent budget line is already at 100.89% of budget, due to that billing coming in annually.
  - At this point in the budget cycle we should be at 41.67%, we are currently at 26.5%. This figure will change when the HVAC bills start coming in.
  - Trustee Loecke moved and Trustee Didion seconded to approve bills paid in November 2021 and bills payable for December 2021 in the amount of \$72,737.76; motion passed by unanimous roll call vote.

### **Committee Reports**

- **Personnel:** Scheduled to meet on April 11, 2022
- **Finance:** Scheduled to meet December 13, 2021
- **Building and Grounds:** Scheduled to meet February 14, 2022
- **Policy:** Scheduled to meet March 13, 2022
- **Continuing Education:** Scheduled to meet January 10, 2022.
- **Intergovernmental Meeting:** Held December 8. Director Krooswyk and Trustee Tatro attended. Items of interest:

- The Village is trying to attract more commercial development, especially near the hospital. More homes are being built than expected.
- The County passed a \$137 million budget, they are planning to purchase land for the Forest Preserve District
- Next meeting is January 26, 2022
- No additional comments

### **Old Business**

- REVIEW: RAILS Membership Standards: Customers - The library is satisfying all requirements for the presented standards.
- REVIEW: Serving Our Public 4.0 – Summary was provided in digital format.
- REVIEW: Review General Policy 500 Prohibited Gifts Policies (Excluding 508 Ethics Officer) – Director Krooswyk recommended no 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**

Director Krooswyk requested that the Approval of the renewal of the library’s insurance coverage be pulled from the consent agenda.

Trustee Tatro motioned and Trustee Didion seconded to approve Consent Agenda items A, C, and D. Motion passed by unanimous roll call vote.

- ACTION: APPROVE January 2022 tuition reimbursement for Melissa Leggero
- ACTION: APPROVE Executive Director’s recommendation for closed meeting minutes
- ACTION: Motion to declare a vacancy in the office Library Board Trustee Ulstad

Director Krooswyk shared copies of the insurance renewal and explained the reason for the increase, higher coverage rates to cover any catastrophic event.

Trustee Tatro motioned and Trustee Loecke seconded to approve Consent Agenda item B, Motion passed by unanimous roll call vote.

- ACTION: APPROVE Renewal of library insurance coverage with Thornton Powell

### **New Business**

- Director Krooswyk shared the proposals from various Strategic Planning Consultants. Three consultant groups were chosen to make a 20-minute presentation to the Board, at a Special Meeting prior to the January 10, 2022 Regular Meeting: Fast Forward Libraries, Sarah Keister Armstrong & Associates, and either LibraryIQ or Rapp Consulting.
- Discussion of memorial for the late Trustee Bonnie Ulstad. Resolution and possibly plant a tree or create a brick paver memorial after the renovations.

### **Executive Session**

- Motion to go into Executive Session by Trustee Tatro, second by President Monbrod to go into 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 at 8:04 p.m. Motion passed by unanimous roll call vote.
- The Board returned to Open Session at 8:14 p.m.

### **Continuing Education**

- Director Krooswyk shared an article about book banning and censorship.

### **Trustee Comments**

- The Board welcomed Mary Beth Windberg, Administrative Assistant/Recording Secretary.

### **Adjournment**

- Trustee Loecke motioned and Trustee Tatro seconded to adjourn the meeting at 8:18 p.m. Motion passed by unanimous roll call vote.

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Respectfully Submitted,  
Mary Beth Windberg  
Administrative Assistant & Recording Secretary