

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

January 10, 2022

Regular Meeting - 7:30 pm



MINUTES – REGULAR MEETING

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:31 p.m. by President Michelle Monbrod on January 10, 2022 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, Trustee Cari Didion

Trustees Present via Remote Meeting (Zoom): Trustee Linda Evans, Trustee Colette Loecke

Absent: None

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

Visitors (In-Person): Elizabeth Yolich, Youth Services Outreach Coordinator

- The Pledge of Allegiance was recited by attendees.

ACTION: Motion by Trustee Vancina, second by Trustee Tatro to allow Trustees Evans and Loecke to attend meeting via Remote (Zoom) due to adverse weather conditions. Motion passed by unanimous roll call vote.

Audience to Visitors

- Elizabeth Yolich, Youth Services Outreach Coordinator, reported on the classes she took in the Fall semester as well as her upcoming Spring semester class. All of her classes fit in well with her responsibilities at the New Lenox Library.

Minutes

- **ACTION:** Meeting minutes from the Finance Committee Meeting on December 13, 2021 and General Meeting on December 13, 2021 were approved on a motion by Trustee Evans, seconded by Trustee Tatro. Trustee Loecke suggested a change in verbiage to one sentence. Motion passed by unanimous roll call vote.

Correspondence

- **Creative Services:** shared a number of complimentary notes regarding Sam's help with patrons.

- **Suggestion Box:** there were two suggestions submitted this month. One was regarding the Osmos toys being made available again, and the other was a request for more video gaming systems and games. Both were responded to.
- **Other:** Various holiday cards were shared with the Trustees.

Director's Report

Administration News

- **Appointing New Trustee:** The process for appointing a new Trustee was presented.
- **Building Renovations:** Studio GC will be meeting with the Patron Services Department on Wednesday, January 12 to discuss the layout and design of the staff work areas as the next part of the design process.
- **Chamber of Commerce Annual Party:** Notification was received on Friday, January 7 that this event has been tentatively rescheduled for Thursday, March 3.
- **COVID-19 Update:** Many more staff have been away from work due to contracting COVID-19 or family members getting sick. So far, we have been able to maintain current hours as this is a slower time of year for libraries in general. If staffing does become a concern in the future, protocol is in place to go to Grab & Go services temporarily.
- **Financial Advisor:** Jamie Rachlin of Meristem Advisors is waiting upon final audit numbers to run our finished projections for ensuring referendum funds are spent appropriately.
- **Special Reserve:** An ordinance has been created to be approved at the January meeting to redesignate the special reserve fund as such. The board will need to update the current plan originally created in 2000 within two years. The updated plan will focus on using special reserve funds for upcoming building renovations.
- **Strategic Planning:** The Board, Director, and any interested staff heard from three consultant finalists at the Special Board Meeting on Monday, January 10 starting at 6:00 pm, and were able to ask questions.
- **Tax Rate Objection:** The objection from the Will County Treasurer suit has been attended to. Due to verifying errors in data presented, the library has been removed from said objection.

Next Meetings

- **Building and Grounds Committee Meeting:** Monday, February 14, 2022 at 6:30 pm
- **Board Meeting:** Monday, February 14, 2022 at 7:00 pm
- **Policy Committee Meeting:** Monday, March 14, 2022 at 6:30 pm

Adult & Teen Services News

- Volunteers earned 26 in-person and 21 virtual volunteering hours this month.
- Dawn recertified as a passport agent.
- Have started repackaging DVDs in adult and teen services.

Creative Services News

- Increased our average eNews open rate from 21% to 36% by changing the timing of our weekly email to Tuesday evenings. This is moving from an average of 2,500 opens to 4,000 community members now seeing our newsletter each week!
- Our "Expired This Month" emails to expiring card holders are opened about 50% on average (which is actually high). Patron Services has seen an increase in renewed cards since instituting this monthly email.

Facilities Department News

- Illinois State Fire Marshal has changed the elevator inspection requirement; a Fire Marshal authorized witness is now required every five years in conjunction with our annual fire alarm system testing. Previously, all fire system testing and witnessing was performed solely by a qualified commercial electrician (Thompson Electronics Company) and the elevator mechanic. This new requirement will raise the cost of the inspection a projected \$3,000 every fifth year beginning with our inspection in February of 2023.
- Thyssenkrupp Elevator has stopped manufacturing replacement parts for the DCM elevator model here at the library as of late 2019. Expected replacement parts inventory was to last five years as stated by the manufacturer, however, TKE (the manufacturer's authorized service agent and also the library's elevator maintenance/repair provider) has begun seeing parts shortages as of late 2021. Last summer, Thyssenkrupp developed a retrofit upgrade package of hardware, computer, and controller components which TKE strongly recommends installing no later than mid-2023. TKE representatives will be meeting with the Facilities Manager to review specifications and pricing.
- 1 Source Mechanical has begun demolition of existing air conditioning components.
 - Refrigerant has been recovered and piping has been disconnected and removed from AHU's and chiller towers. Power has also been disconnected to chillers and locked out at the supply panel per OSHA standards.
 - New air conditioning coils have been delivered for both units and have been installed in Air Handler Unit 1.
 - Masonry work has been started on the wall surrounding the outdoor HVAC chiller towers to allow proper ventilation for the equipment. Openings are being cut and reinforced to accommodate installation of acoustic dampening louvers that are currently in production.

Information Technology Department News

- Decommissioned old phone system.
- Budget planning for Network infrastructure has begun for next fiscal year.

Patron Services News

- License plate renewal stickers are being considered as an additional service.
- All passport agents took yearly recertification testing required by the Federal Passport Agency. We also were recertified as an Acceptance Facility for 2022.

- Have had issues with RAILS item delivery due to COVID and staff shortages; patrons have been understanding of this minor inconvenience so far.

Technical Services News

- Added Video Games to our collection for Adult and Childrens.

Youth Services News

- Nearly 200 children have registered for the Winter Reading Club.
- Library staff participated in Christmas on the Commons as outreach.

Treasurer's Report

- Michael Stubler, Business Manager, presented the Treasurer's Report.
 - Received \$135,000 in property taxes in December
 - Received an unexpected distribution from the County due to Covid Relief Package.
 - Many categories in income have already exceeded their projections for the fiscal year, especially Digital Services and Passports.
 - Most regular occurring expenses are under 50% at the half way point in the fiscal year.
- **ACTION:** Motion to approve Bills Paid for December 2021 and Bills payable for January 2022 by Trustee Evans, second by Trustee Vancina. Motion passed by unanimous roll call vote.

Committee Reports

- **Building and Grounds:** Scheduled to meet February 14, 2022
- **Policy:** Scheduled to meet March 13, 2022
- **Personnel:** Scheduled to meet on April 11, 2022
- **Finance:** Scheduled to meet May 9, 2022
- **Continuing Education:** June 13, 2022
- **Intergovernmental Meeting:**
 - Next meeting is January 26, 2022 at Gatto's

Old Business

- REVIEW: RAILS Membership Standards – Content/Collections – The library is satisfying all requirements for the presented Standards.
- REVIEW: Serving Our Public 4.0 – Chapter 1: Core Standards – The Standards were reviewed with no questions.
- REVIEW: Review General Policies 301, 302, 303, and 309 – Director Krooswyk did not recommend any changes. Demographic information will be updated once census information is received.
- REVIEW: Strategic Plan Review for Pillar 1 – The Board had no questions.

New Business – Consent Agenda

Motion by Trustee Evans, second by Trustee Vancina to approve Consent Agenda Items A, B, C, D, E, F, and G. Motion passed by unanimous roll call vote.

- A. APPROVE January 2022 tuition reimbursement for Elizabeth Yolich
- B. APPROVE Closing for Staff Day March 4, 2022 and September 30, 2022
- C. APPROVE 2023 Board Meeting Dates
- D. APPROVE Resolution honoring service of Bonnie Ulstad
- E. APPROVE Closed Meeting Minutes from December 13, 2021 Executive Session
- F. APPROVE Ordinance of the Board of Trustees of the New Lenox Public Library District, Will County, Illinois, ratifying, confirming and approving the establishment and designation of the Special Reserve Fund
- G. APPROVE extension of Library COVID Sick Leave Policy through June 30, 2022 retroactive to January 1, 2022

New Business

- A. Discuss Trustee Appointment Process – The Board discussed the qualifications and steps to appointing a new Trustee to replace the late Trustee Bonnie Ulstad. The opening will be advertised on website and social media, with an application to be completed by interested candidates. President Monbrod and Director Krooswyk will also reach out to potential candidates who the Trustees and staff recommend based on interest. The Board will discuss interested candidates at February Meeting.
- B. ACTION: APPROVE Strategic Plan Consultants. The Board discussed the three Strategic Plan Consultant finalists who had presented in the Special Meeting. The Trustees felt all applicants were good candidates and were impressed with their presentations. After further discussion and analysis of the three candidates, the Board decided to select Sarah Keister Armstrong & Associates.
 - o Motion by Trustee Tatro, second by Trustee Loecke to select Sarah Keister Armstrong & Associates as the Strategic Plan Consultant. Motion passed by unanimous roll call vote.

Trustee Comments

- Trustee Tatro asked if we could move upcoming Board Meetings to the large Meeting Room for better social distancing while Covid numbers are high.

Adjournment

- President Monbrod adjourned the meeting at 8:32 pm.

Respectfully Submitted:

Mary Beth Windberg
Recording Secretary