

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

February 14, 2022

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 February 14, 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, Trustee Cari Didion, Trustee Colette Loecke

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

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

Visitors: John Williams, Hearne & Associates; Erin Moncek

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- John Williams, Hearne & Associates, presented the audit. He highlighted several aspects of the financial statement and audit:
 - Several recommendations from last year's audit with regard to processing, segregation of duties, and internal controls have been implemented.
 - There were no difficulties or disagreements encountered with the audit.
 - There were a few adjustments recommended to fund balances.
 - The Library District received an unmodified (clean) presentation of its financial statements.
 - There was an increase in assets due to property tax receivables over last year, resulting in a net positive position.
 - By fund balance, the General Fund increased this year, Debt Service Fund is being utilized.
 - The IMRF Pension Plan is strong, and funded at 87%.
- There were no questions from the Trustees for Mr. Williams

Staff Report

- Facilities manager Brian Goebel reported that the elevator and fire panel will need to be replaced due to its age. He expressed appreciation to the residents for passing the referendum to allow the library to complete these projects. He also updated the Board on replacing lighting fixtures.

Minutes

- **ACTION:** Meeting minutes from the Special Board Meeting on January 10, 2022 and General Meeting on January 10, 2022 were approved on a motion by Trustee Vancina, seconded by Trustee Didion. Trustee Loecke noted a spelling error in the Special Meeting minutes. Motion passed by unanimous roll call vote.

Correspondence

- **Adult and Teen Services:** A patron gave us a note recommending that we tear up the sidewalks and install tubing to melt the ice so we would no longer need to use ice melt.
- **Technical Services:** Sandy Tedder from RAILS visited Tech Department
- **Newspapers & Magazines:** New Lenox Neighbors - Basic Library Contact Information and Library Events Advertised
- **Suggestion Box:** "The updated online program guide is not user-friendly. I find it difficult to locate each class. I really miss the whole month calendar view versus having to keep scrolling down and from page to page. This makes it more time consuming." - Anonymous

Executive Director's Report

Administration News

- **Annual Evaluation Guide:** A Guide for simplifying annual evaluations is in process and should be completed by the end of March.
- **Appointing New Trustee:** Notice has gone out to staff, on social media and the library's website regarding the vacancy and application instruction. Applications will be reviewed at this meeting.
- **Budget:** Executive Director Krooswyk has begun working on the FY23 budget, including adjustments for upcoming renovations, large mechanical projects, personnel costs, and increased materials (physical and digital) purchasing. Business Manager Michael Stubler has constructed a draft of budget projections. Facility Manager, Brian Goebel, presented information regarding the large mechanical projects at the Building and Grounds Committee meeting.
- **Building Renovations:** Studio GC has created more detailed drawings after meeting with Patron Services staff. Executive Director Krooswyk and Project Manager Chris Malansek are discussing timelines and how to minimally disrupt patrons and staff during construction. A design development meeting occurred on February 10 to finalize elevation and layout drawings so that construction plans can be created with hopes of summer construction start date.
- **Library IQ:** Managers viewed a demo of a software that allows for inventory, collection development, weeding, demographic and statistical information to be easily pulled together in one central dashboard. This will save staff time, provide a better insight into the collection and how our patrons use the collection and library in general.
- **Live and Learn Construction Grant:** Executive Director Krooswyk is working closely with Studio GC to apply for the Illinois State Library Live and Learn Construction Grant for our upcoming interior renovations. Amounts of up to \$125,000 in matching funds are available per grant application.
- **School Library Cards:** Executive Director Krooswyk will reconvene with library staff to discuss the feasibility of library cards for students in District 122. The initial plan would be to select a pilot school with hopes of including the entire district in three years' time.
- **Special Reserve:** Work has begun on creating a formal plan for the re-designated Special Reserve fund. This account will accumulate funds to pay for the phased renovations over the next few years.
- **Strategic Planning:** Sarah Keister Armstrong has begun her work with the Trustees to research preliminary information for our Strategic Plan. She will also be working with staff on the March 4th Staff Development Day to gather input and perform a SWOT analysis.

Next Meetings

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

Adult & Teen Services News

- We had 67 candidates apply for the Adult & Teen Services Specialist position.
- We launched the ATS video game collection which consists of PS4 and Nintendo Switch games rated E 10+ and Teen.
- Dawn performed ten notarizations this month.
- Of the 12 libraries in the OMNI Consortium subscribing to Overdrive magazines, New Lenox had the highest number of checkouts.
- Ebook usage in Overdrive increased 19% while Hoopla ebook usage went up 53%. We saw a 145% spike in new users of Overdrive

Creative Services News

- We've had seven outreach appointments with Boy & Girl Scout troops since November, with 4 of those in January alone. Scouts have been learning digital photography, digital game making, 3D design, movie making, button making, and getting tours of the Digital Media Lab.
- Due to the COVID spike around the new year, we pivoted two of our in-person programs to Take & Makes with video instructions, which patrons enjoyed. Patrons could also request a one-on-one with Sam.

Facilities Department News

- All Pro Resources was contracted to clean and reseal the gutters on the library. The contractor's up-close inspection revealed that the gutters are in very bad shape; in many areas along the gutter line, seams are splitting due to steel rivets that are rusted out, and there is a large amount of standing water due to improper pitch/sagging of the gutters. This is a stop-gap repair until the library can engineer a permanent effective solution. The cost of this future work is being factored into the library's long-term renovation goals.
- As reported last month, Thyssenkrupp Elevator requires mechanical renovation of the library's 22-year-old obsolete elevator to bring it into compliance with current operational standards and building and fire codes.
 - The library's currently outdated fire alarm system will need to be updated at this time as it cannot communicate with the modern fire detection equipment that will be installed with the elevator upgrade.
 - Studio GC and IMEG Engineering have been hired onto this project (at a cost separate from the renovation project currently in progress) to provide electrical and fire system engineering and contractor bid proposal services.
 - Efforts will be made to coordinate this work to happen in conjunction with the lobby renovations.

Information Technology Department News

- New public PCs deployed in the Tech Center after supply delays.

Patron Services News

- 12,419 items were circulated in January.
- 44 passports processed in January!
- We are still investigating license plate renewal vendors
- Staff from PS have been assisting Tech Services with the DVD repackaging project.
- Attended PrairieCat meeting to discuss and rewrite certain language on overdue notices sent to patrons to make notices more uniform for fine free libraries, which continue to increase.
- Video game circulation has been going great.

Technical Services News

- Launched Video Games
- DVD Project going well; 500 done, 3,500 to go
- Updated Magazine records
- Created Original Records for 24 STEAM backpacks for Summer Reading

Youth Services News

- We had more than 200 children participate in the Winter Reading Club.
- Liz O. created and packaged a display of books and animated DVD version for patrons to check out.
- Liz Y. has been going out to preschools with storytimes again (first time since early 2020).
- Elizabeth is working on weeding and evaluating the picture book collection.
- Jen, YS Programming Coordinator, met with Kelli Jean, ATS Programming Coordinator, to discuss programming going forward.

Treasurer's Report

- Michael Stubler, Business Manager, presented the Treasurer's Report.
 - Received our last tax distribution until May.
 - Impact fees starting to go up.
 - Library sales are already over projected budget for income for the entire fiscal year.
 - In expenses, we are below projected budget for this time of the year, but with the renovation project, that will catch up.
 - Highlighted several bills.
- **ACTION:** Motion to approve Bills Paid for January 2022 and Bills payable for February 2022 by Trustee Loecke, second by Trustee Didion. Motion passed by unanimous roll call vote.

Committee Reports

- **Building and Grounds:** Met February 14, 2022
- **Policy:** Scheduled to meet March 14, 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 February 23, 2022

Old Business

- REVIEW: RAILS Membership Standards – Customers – The library is satisfying all requirements for the presented Standard.
- REVIEW: Serving Our Public 4.0 – Chapter 2: Core Standards: Governance and Administration - The Standards were reviewed with no questions.
- REVIEW: Review General Policies 207 & 208, and Personnel Policies 107 & 206 – Director Krooswyk did not recommend any changes.
- REVIEW: Strategic Plan Review for 2021 – The Board had no questions.

New Business

- None

Executive Session

ACTION: Trustee Vancina motioned to go to Executive Session for the purpose of discussing Trustee applicants at 7:52 pm. Second by Trustee Didion. Motion passed by unanimous roll call vote. Trustees returned to open Session at 8:04 pm.

Trustee Comments

- None

Adjournment

- President Monbrod adjourned the meeting at 8:05 pm.

Respectfully Submitted:

Mary Beth Windberg
Recording Secretary