

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

March 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 7:00 p.m. by President Michelle Monbrod on March 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, Secretary Linda Evans, Treasurer Dr. Edward A. Tatro, Trustee Colette Loecke

Absent: Trustee Cari Didion

Staff present at the Library Building: Michelle Krooswyk: Executive Director, Michael Stubler: Business Manager, Ashley Middleton, Creative Services Manager; Mary Beth Windberg: Recording Secretary

Visitors: Erin Moncek, Gina Foote

- The Pledge of Allegiance was recited by attendees.
- **ACTION:** Motion by Trustee Vancina, second by Trustee Loecke, to appoint Erin Moncek to the Office of Library Board Trustee for a term through April 2023, and until their Successor has been elected and has qualified. Motion passed by unanimous roll call vote. The Oath of Office was administered by Trustee Evans. Trustees welcomed Trustee Moncek to the Board.

Audience to Visitors

- Gina Foote stated she was present to observe the meeting.

Staff Report

- Creative Services Manager Ashley Middleton updated the Board on efforts to attract more teens to the Library, and the increase in visits by local Scout troops. Samantha Sliwa, Digital Media Lab Coordinator, has been visiting area maker-spaces to observe use of space and programming in preparation for opening the new Digital Media Lab once renovations are complete. The Strategic Plan Survey has gone out to the public, and there is already a good response. There is a Maker Week being planned to attract more people to the Digital Media Lab and the Library. New name tags will be ordered for the Trustees.

Minutes

- **ACTION:** Meeting minutes from the Building & Grounds Committee Meeting on February 14, 2022, Closed Session Meeting Minutes on February 14, 2022, General Meeting Minutes on February 14, 2022, Special Meeting Minutes on February 28, 2022, and Closed Session Meeting Minutes on February 28, 2022 were approved on a motion by Trustee Evans, seconded by Trustee Vancina. Trustee Tatro noted an attendance error in the Building & Grounds Committee Meeting minutes. Motion passed by unanimous roll call vote.

Correspondence

- A social media post complimenting the Digital Media Lab was shared.

Executive Director's Report

Administration News

- **Appointing New Trustee:** Erin Moncek was appointed at March 14, 2022 meeting.
- **Budget:** The library should be receiving the formalized levy extension amounts soon. The FY2023 budget draft will be reviewed at the May 2022 Board Meeting.
- **Building Renovations:** Progress continues on planning with Studio GC. The library is on schedule to go out to bid the first week of April with construction beginning in the summer.
- **Closed Session:** Clarification was shared on the requirements to post Executive Session on agendas.
- **Community Presentations:** Executive Director Krooswyk is scheduled to present about library updates and referendum promises at upcoming Chamber of Commerce and Rotary Meetings.
- **Customer Service Training:** The Library will be creating more structured training on controlling the building through customer service. We also learned that the New Lenox Police Department now has a social worker on staff, which was very helpful with getting patron assistance recently.
- **Live and Learn Construction Grant:** The Illinois State Library sponsored grant was successfully submitted. The Library has asked for the full amount of \$125,000.
- **National Library Week:** As an additional way to promote National Library Week, Executive Director Krooswyk will present at the March 28th Village Board Meeting with a formal proclamation from the Mayor. Executive Director Krooswyk will also provide an update on referendum promises and upcoming renovations.
- **SOEI:** All staff and Board Members have filed their Statement of Economic Interest.
- **Staff Development Day:** Our spring staff development day was held on March 4, 2022 and went very well.
- **Strategic Planning:** Sarah Keister Armstrong has created surveys for community leaders and residents to fill out. The Board was encouraged to share the survey to gain as many responses as possible to help build the next strategic plan.

Next Meetings

- **Board Meeting:** Monday, April 11, 2022 at 7:00 pm
- **Personnel Committee Meeting:** Monday, April 11, 2022 at 6:30 pm

Adult & Teen Services News

- We put out our newest Virtual Volunteer project - Bookmarks for the Homebound on February 18th. This will run through March 17th.
- 13 teens attended the After-Hours Gaming program on February 25th. The teens would like to see this program repeated.

Creative Services News

- We had one of our most popular Facebook posts ever when we closed due to snow on 2/2.

Facilities Department News

- Met with Studio GC architects and planners to begin finalizing the design and development of the Lobby/DML/Patron Services renovation.
 - Elevator renovations and fire alarm system replacement were discussed with Studio GC and will be planned in conjunction with the Lobby renovations.
- Sound-deadening louvers which provide proper ventilation through the wall surrounding the outdoor HVAC equipment were installed on Feb. 18th

- Fire sprinkler inspection and testing was completed by Midwest Fire Suppression on Feb. 15th. The system passed the test

Information Technology Department News

- Preliminary budget preparation
- Build new help desk in Monday.com
- Build new IT inventory system in Monday.com

Patron Services News

- License Plate Sticker investigating
- Library IQ investigation
- PS has been partnering with TS to assist with DVD conversions and video games
- Passport processing prices have increased but execution fees payable to the library remain the same. Appointments are going well
- Mask requirement has ended and independence to choose was well received by patrons on both sides.

Technical Services News

- DVD project is going well, we have around 800 DVD's transferred to cases.
- We received our first box of books that were covered. Baker & Taylor does our covering now for all our books with a dust jacket.

Youth Services News

- Work in the picture book collection is ongoing.
- YS had a department meeting on February 10.
- Planning is underway for SLC.

Treasurer's Report

- Michael Stubler, Business Manager, presented the Treasurer's Report.
 - Highlighted increase in developer impact fees
 - Discussed the difficulties with Amazon invoicing
- **ACTION:** Motion to approve Bills Paid for February 2022 and Bills payable for March 2022 by Trustee Tatro, second by Trustee Loecke. Motion passed by unanimous roll call vote.

Committee Reports

- **Policy:** Met March 14, 2022
- **Personnel:** Scheduled to meet on April 11, 2022
- **Finance:** Scheduled to meet May 9, 2022
- **Continuing Education:** Scheduled to meet June 13, 2022
- **Building & Grounds** – Scheduled to meet July 11, 2022
- **Intergovernmental Meeting:** March 23

Old Business

- REVIEW: RAILS Membership Standards – Facilities – The Library is satisfying all requirements for the presented Standard.
- REVIEW: Serving Our Public 4.0 – Chapter 3: Core Standards: Personnel - The Standards were reviewed with no questions.
- REVIEW: Review General Policies 104, 210, 213, 222 – no changes were recommended.
- REVIEW: Strategic Plan Review for 2021 – The Board had no questions.

New Business

- **ACTION:** Motion to approve Consent Agenda items A-F by Trustee Evans, second by Trustee Moncek.
Motion passed by unanimous roll call vote.
 - A. APPROVE Distribution of additional personnel funds to offset cost of living increases
 - B. APPROVE Update to General Policy 201 – Library cards for businesses
 - C. APPROVE Update to General Policy 214 – The Illinois Freedom of Information Act
 - D. APPROVE Update to General Policy 407 – List of staff allowed to obtain library credit card
 - E. APPROVE Update to General Policy 508 – Update policy language to reflect Statements of Economic Interest being submitted online
 - F. APPROVE New Personnel Remote Work Policy

Trustee Comments

- Trustees welcomed Trustee Moncek to the Board.

Adjournment

- President Monbrod adjourned the meeting at 7:55 pm.

Respectfully Submitted:
Mary Beth Windberg
Recording Secretary