

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

April 11, 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 7:21 p.m. by President Michelle Monbrod on April 11, 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, Trustee Erin Moncek

Trustees Present via Zoom: Trustee Cari Didion

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

Visitors: Gina Foote, Leah and Madison Hundley

- The Pledge of Allegiance was recited by attendees.
- **ACTION:** Motion by Trustee Tatro, second by Trustee Evans to allow Trustee Didion to participate in the meeting via Zoom due to a medical issue. Motion passed by unanimous roll call vote.

Audience to Visitors

- Gina Foote stated she was present to observe the meeting.
- Madison Hundley, accompanied by her mother Leah, presented two conceptual drawings depicting painting the two benches outside of the Library in the Commons, for a 4-H project. The benches need repainting, so the 4-H club would like to paint one bench to honor Veterans, and one to promote reading.

Staff Report

- Business Manager Michael Stubler gave an overview of the business office, and mentioned some duties taken over by the Administrative Assistant.

Minutes

- **ACTION:** Meeting minutes from the Policy Committee Meeting on March 14, 2022, and General Meeting Minutes on March 14, 2022 were approved on a motion by Trustee Evans, seconded by Trustee Loecke. Motion passed by unanimous roll call vote.

Correspondence

- Thank you emails from staff to the Board were shared
- Several complimentary notes and emails from patrons and vendors were shared

Executive Director's Report

Administration News

- **Budget:** The library received its levy extension amounts from Will County at the end of March. The FY2023 budget is in progress and the draft of the budget will be reviewed at the May 2022 Board Meeting and approved at the June 2022 Board Meeting.
- **Building Renovations:** Due to multiple bids flooding the construction industry at the moment, Studio GC is advising that the library wait until the end of April to go out to bid. Bid Opening will be pushed back, with pre-bid meeting on May 4, and bids due May 20, 2022.
- **Café:** Gina Buck recently made Executive Director Krooswyk aware that the Teardrop Café will be pulling out of the rental café space the Saturday before Memorial Day. They will continue to pay through the end of the license agreement period. Gina may have an acquaintance who is interested in trying to provide café services for a month to potentially take over the space.
- **Community Presentations:** Executive Director Krooswyk presented to the Chamber of Commerce, Rotary Club and Village Board of Trustees about library updates and how we continue to deliver on referendum promises two years after it passed.
- **Executive Director Goals:** The Personnel Committee met on April 11. Executive Director Krooswyk emailed her FY22 personal goals and achievements on Monday, March 28 to the Board.
- **Live and Learn Construction Grant:** The Illinois State Library will be conducting an all-day meeting on April 28 to review all applications for this grant. Executive Director Krooswyk will attend to ensure that the grant review committee's questions can be answered if needed. The library has asked for the full amount of \$125,000.
- **National Library Week:** Executive Director Krooswyk presented at the March 28th Village Board Meeting and Mayor Tim Baldermann presented a formal proclamation and thanked the library for everything it does for the community.
- **New Software:** Last month, the library signed up for three new software programs that will aid staff and provide new experiences for patrons: Better Impact, Beanstack and Library IQ. Better Impact is for organizing and contacting volunteers. Beanstack is a tool/app that can be used to streamline Summer Learning Challenge, digitize the 1,000 Books Before Kindergarten program, gamify reading challenges, and increase participation in many different programs. Library IQ is a real-time inventory tool, as well as a demographic software, and provides statistics on collections and how they are utilized.
- **Poetry and Art Anthology:** Executive Director Krooswyk passed around a professionally printed anthology of poetry and visual art from last year. The Friends of the Library gave a grant to have the anthology professionally printed.
- **Strategic Planning:** The Library ended up receiving 1,451 responses for the community input survey! Our consultant is now working to conduct virtual listening sessions from respondents who expressed interest in participating during the survey process.
- **Trustee Day:** There will be a Trustee Day at the Alsip Public Library on May 21, Trustees are encouraged to attend this informative and fun day.
- **Trustee Ulstad Memorial:** Late Trustee Ulstad's church donated some STEAM kits in her memory.

Next Meetings

- **Board Meeting:** Monday, May 9, 2022 at 7:00 pm
- **Finance Committee Meeting:** Monday, May 9, 2022

Adult & Teen Services News

- Our Outreach Coordinator, Brianna, started a permanent, rotating collection of books at the New Lenox Horizon Senior Living facility. We are using books that were either donated or weeded from our collection. Brianna will be changing out the collection monthly and will sometimes bring the residents Take & Make kits to enjoy.
- Our Volunteer project making bookmarks for Homebound patrons yielded 66 bookmarks. These bookmarks will be given to Homebound and Horizon Senior Living residents.
- Our Resource Coordinator, Annette, researched various volunteer management software and talked to staff at other libraries about what they were using. The Better Impact software she advocated for came highly recommended.
- We received 3 free trials of investing databases: Value Line, Morningstar, and Weiss Financial Ratings. Weiss Financial Ratings has been selected as the best fit for our library. Our subscription starts July 1st but the company will be giving us a couple months free prior to the new fiscal year.
- 117 adults and 21 teens participated in March Madness by voting for their favorite books in various genres.

Creative Services Department News

- Spearheaded the adoption of Beanstack app for tracking 1000 Books Before Kindergarten, Summer Learning Challenges, Winter Reading, and more.
 - Reading log and activity tracker
 - Would be very happy to do a demonstration for the Board at May meeting
 - Mobile app and computer self-serve access for all community members, plus staff access for offline users
 - Current programs are being adapted to Beanstack, not changing how we do things in any major way, just adding new tracking options
 - Staff training happening throughout April and May, then ongoing as needed
 - Will likely use for fun staff challenges, including new hire onboarding
 - Will launch 1000 Books and SLC at end of May
- Supply chain issues have affected the reliability of ordering branded clothing, so we will be sticking to t-shirts for the most part this year
 - Plain colors with logos
 - Fun quarterly t-shirts
- Additional items for Tech2Go collection cataloged during March, going out the week of April 11

Facilities Department News

- Chairs at all public computers were switched with the “old” plastic meeting room chairs for cleaning and durability purposes.
- Broken, unusable, and obsolete furniture and items were disposed of. This included a large number of the badly faded, worn-out twenty-year-old upholstered arm chairs, mostly from the ATS Department. The best of these were kept to provide a comfortably adequate amount of seating as

opposed to the endearingly nick-named “Long distance bus terminal” amount of chairs that previously occupied the building, especially in the Periodicals section of ATS.

- LED light installation has begun in the ATS Department in the Periodicals section, replacing the obsolete and irreparable “UFO” hanging light fixtures. The new recessed fixtures provide a more open look and “taller ceiling” due to the fact that they don’t hang down, and they use only 35 watts of electricity compared to the 322 watts that the hanging fixtures consumed; providing a large gain in efficiency and higher, more direct light output. These new fixtures will be removed and reused in other areas once second-floor renovations begin in a few years.
- New air conditioning condenser equipment was craned into place outdoors on March 8th. 1 Source Mechanical reports that everything is on schedule for the initial startup and testing around the third week of April.

Information Technology News

- All public computers were made available again to patrons.
- Screen savers were added to public computers to prevent image burn-in on the screens.
- Ongoing budget preparation.

Patron Services News

- Investigating the possibility of a mobile unit from the Secretary of State to come onsite to issue driver's license renewal services
- Staff visited with Ashley and Sam to be introduced to new Tech2Go equipment
- Staff has been assisting Tech Services with the DVD repackaging and shelving, things are going great!
- 40 passports were processed in March! We have processed 264 so far this fiscal year totaling \$9,240 in revenue!
- 14,497 items were circulated in March!

Technical Services News

- There have been over 1400 DVD's repackaged so far. We are putting all of the Adult DVD's in cases. Fran and Teresa have been helping. This will be a long-term project.
- Massive Call change project in Children's consisting of the whole collection: Picture books, J books, Audio Book, and Playaway's. We are adding many more series collections, all Fancy Nancy's will have a call of FAN, etc. Met with Alissa about doing one collection at a time. Graphic Novels will also have calls changed.
- Worked on cataloging over 30 items for the DML
- There were 1,192 items entered
- We discarded 852 items
- Con Ed 2 hours

Youth Services News

- Storybook Walk got changed to Poetry Walk and put up for next month.
- This year's state award nominees were announced and our collections have been updated.

Treasurer's Report

- Michael Stubler, Business Manager, presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for March 2022 and Bills payable for April 2022 by Trustee Evans, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Met 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:** April 27, 2022

Old Business

- A. REVIEW: RAILS Membership Standards – Funding – The Library is satisfying all requirements for the presented Standard.
- B. REVIEW: Serving Our Public 4.0 – Chapter 4: Access - The Standards were reviewed with no questions.
- C. REVIEW: Review Personnel Policies 201 & 311– no changes were recommended.
- D. REVIEW: Strategic Plan Review for Pillar 1: Inform – Research Assistance and Instruction – The Board had no questions.

Trustee Comments

- Trustees discussed the Poetry Anthology book
- Trustees requested updated photographs as well as photographs of new Trustees and staff.

Adjournment

- President Monbrod adjourned the meeting at 8:12 pm.

Respectfully Submitted:
Mary Beth Windberg
Recording Secretary