

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

May 9, 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 7:02 p.m. by President Michelle Monbrod on May 9, 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 Cari Didion, Trustee Erin Moncek

Trustees Present via Zoom: Trustee Colette Loecke

Staff present at the Library Building: Michelle Krooswyk: Executive Director, Michael Stubler: Business Manager, Phillip Bormet: IT Manager, Brian Goebel: Facility Manager, Mary Beth Windberg: Recording Secretary,

Visitors: Melissa Leggero: Adult & Teen Services Specialist

- The Pledge of Allegiance was recited by attendees.
- **ACTION:** Motion by Trustee Tatro, second by Trustee Moncek to allow Trustee Loecke to participate in the meeting via Zoom. Motion passed by unanimous roll call vote.

Audience to Visitors

- Melissa Leggero (Adult & Teen Services Specialist) gave the Board an overview of the class she had just completed, the class she was planning to take next, and how the classes had helped with her position at the Library.

Staff Report

- Information Technology Manager Phillip Bormet gave an overview of the duties of the IT office. IT Manager Bormet updated the Board on the capabilities of the new telephone system, as well as infrastructure and network upgrades in conjunction with the building renovation.

Minutes

- **ACTION:** Meeting minutes from the Personnel Committee Meeting on April 11, 2022, the Closed Session Personnel Committee Minutes on April 11, 2022, and General Meeting Minutes on April 11, 2022 were approved on a motion by Trustee Didion, second by Trustee Evans. Motion passed by unanimous roll call vote.

Correspondence

- Several complimentary notes and emails from patrons and vendors were shared

Executive Director's Report

Administration News

- **Annual Evaluation Guide** - Executive Director Krooswyk streamlined the evaluation process by condensing over twenty evaluation templates into one template and also creating Annual Evaluation Guide. Staff will have the month of May to complete their self-evaluation and then managers will complete/deliver each staff member's review mid to late June.
- **Budget** - The draft of the FY2023 budget was presented to the Finance Committee on Monday, May 9.
- **HVAC Update** - The Library is finally on Carrier's schedule to start up our A/C units on Tuesday, May 10 at 7:00 am.
- **Leadership Team** - The members of the Leadership Team learned all about leadership and management on April 25 from an HR Source instructor. Also, the Leadership Team will be reviewing policies one month prior to every Board Meeting to allow for input and updates from managers.
- **Live and Learn Construction Grant** -The State review committee met on Thursday, April 28 to discuss applications for this grant. Executive Director Krooswyk attended and answered questions from the committee. Overall, the quality of the application was highly rated by committee members, and at the same time, it is unlikely that we will receive funding due to the high number of applications and other libraries in more dire need of funding.
- **Renovations** - The Library's lobby renovation project went out to bid on Friday, April 29, 2022 with the mandatory pre-bid walkthrough occurring on Wednesday, May 4, 2022. Executive Director Krooswyk initiated discussion with staff and managers to create a draft of a transition plan to prepare for the construction process. Bids will be due on Wednesday, May 25 at 2:00 pm.
- **Rotary Literacy Committee** - Executive Director Krooswyk has been working with the District 6450 Rotary Literacy Committee to create a manual for all the clubs as a way to introduce literacy projects and encourage library partnerships with non-profit organizations.

Next Meetings

- **Board Meeting:** Monday, May 9, 2022 at 7:00 pm
- **Finance Committee Meeting:** Monday, May 9, 2022
- **Special Meeting - Strategic Plan:** Monday, May 23, 2022 at 7:00 pm

Adult & Teen Services News

- 30 adults and 30 teens participated in our poetry contest which concluded on April 8th.
- 26 adults and 8 teens attended our Poetry Café on April 26th. Ten attendees read their original poems.
- Searches in our Academic Search Premier database increased by almost 850% this month. This database is new to us this year.
- Emagazine checkouts increased 26% in April.

Creative Services Department News

- Planning furniture and orientation options for the new Lab space

- Maker Week (May 14–21) prep in full swing
- Tech2Go circls are up

Facilities Department News

- Work continued on the new air conditioning equipment installation. The system is now ready to go, but as a requirement to the equipment warranty, Carrier engineers must witness the initial startup and run of the system. Scheduling with Carrier has proven difficult. With warmer weather quickly approaching, at the direction of both the NLPL Director and the Facilities Manager, 1 Source Mechanical and Studio GC are investigating ways to expedite the process. Tentative startup is scheduled for Tuesday, May 9th. Hot weather procedures will be implemented to accommodate possible shutdowns of areas of the library due to extreme interior temperatures.
- Outdoor activities are ramping up at the library and in The Commons. Landscaping improvements are being made in conjunction with the nicer weather. New mulch has been ordered to restore planting beds. Areas on the grounds where holes/dips have developed will be filled in with soil and re-seeded.

Information Technology News

- New hotspots ordered to replace hotspots being phased out by MobileBeacon.
- The Online Public Access Catalog was moved to Teen scene in ATS to test use in the area.

Patron Services News

- 12,897 items were circulated through the library in the month of April!
- Scheduled Secretary of State Mobile Unit to visit the library on June 8th from 10-2 in the meeting room. This event has already been publicized and is receiving lots of interest. The mobile unit will be on site to issue license stickers, license renewal and other services.
- 41 passports were processed in April. We are also allowing walk-in passport processing in conjunction with the Mobile Secretary of State event in June

Technical Services News

- The adult DVD project is ongoing, close to being halfway done, 1800 so far.

Youth Services News

- For April, we changed the Storybook Walk in the Commons to a Poetry Walk, as well as putting up a display for National Poetry Month.
- Work continued in the series relabeling project.
- We attended Earth Day Celebration in the Commons.

Treasurer's Report

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

Committee Reports

- **Finance:** Met May 9, 2022
- **Continuing Education:** Scheduled to meet June 13, 2022
- **Building & Grounds** – Scheduled to meet July 11, 2022

- **Intergovernmental Meeting** - Executive Director Krooswyk informed the Board that the Library will be assuming the responsibility of scheduling and coordinating the Intergovernmental Meetings, and that they will be held quarterly.
- **Trustee Day** - May 21 in Alsip

Old Business

- REVIEW: RAILS Membership Standards – Professional Leadership & Training – The Library is satisfying all requirements for the presented Standard.
- REVIEW: Serving Our Public 4.0 – Chapter 5: Building Infrastructure & Maintenance - The Standards were reviewed with no questions.
- REVIEW: Review Personnel Policies 108, 110, and 301– changes were recommended to Personnel Policy 110. Additional changes were suggested to Policy 108, to be added to agenda for approval at the June Board meeting.
- REVIEW: Strategic Plan Review for Pillar 2: Enrich – Self-Directed Education – The Board had no questions.

New Business

- **ACTION:** Motion to approve Consent Agenda items A-C by Trustee Tatro, second by Trustee Moncek. Motion passed by unanimous roll call vote.
 - APPROVE Annual Adjustment to Non-resident Fee
 - APPROVE Summer 2022 tuition reimbursement for Melissa Leggero
 - APPROVE update to Personnel Policy 110

New Business

- REVIEW: Draft of FY2023 budget – there were no questions on the Budget draft.

Executive Session

- **ACTION:** Trustee Tatro motioned to go to Executive Session for the purpose of discussing Personnel at 8:03 pm. Second by Trustee Evans. Motion passed by unanimous roll call vote. Trustees returned to open Session at 8:33 pm.

Trustee Comments

- Trustee Tatro encouraged more Board members as well as staff participate in community-wide events, such as the Loyalty Day Parade.
- Options for a memorial to late Trustee Bonnie Ulstad were discussed. Executive Director Krooswyk will explore options for a tree.

Adjournment

- President Monbrod adjourned the meeting at 8:42 pm.

Respectfully Submitted:

Mary Beth Windberg, Recording Secretary