

# **New Lenox Public Library District Board of Trustees Meeting**

120 Veterans Parkway, New Lenox, Illinois

June 13, 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 7:01 p.m. by President Michelle Monbrod on June 13, 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 Erin Moncek, Trustee Colette Loecke

**Absent:** Trustee Cari Didion, Secretary Linda Evans

**Staff present at the Library Building:** Michelle Krooswyk: Executive Director, Michael Stubler: Business Manager; Cari Shelton: Patron Services; Brian Goebel: Facility Manager; Ashley Middleton: Creative Services Manager; Mary Beth Windberg: Recording Secretary,

**Visitors:** None

- The Pledge of Allegiance was recited by attendees.

### **Staff Report**

- Patron Services Assistant Manager Cari Shelton gave an update of the successful Secretary of State Day at the Library. 138 people accessed their services. There are two staff members retiring, Diane Cochran and Cindy Bennett. Registrations for Library cards for the month of June so far have already surpassed the entire month of June 2021.

### **Minutes**

- **ACTION:** Meeting minutes from the Finance Committee Meeting Minutes on May 9, 2022, General Meeting Minutes on May 9, 2022, Closed Session Minutes on May 9, 2022, and Special Meeting Minutes on May 23, 2022 were approved on a motion by Trustee Vancina, second by Trustee Tatro. Motion passed by unanimous roll call vote.

### **Correspondence**

- An email about how helpful Cindy Bennett from Patron Services was to a patron was shared with the Board.
- Lincoln-Way High School shared their T.E.A.M. Asset for the month of June, Reading for Pleasure.

## **Executive Director's Report**

- Budget: The fiscal year 2023 budget is ready for Board approval and is included in the packet.
- Cafe: The Teardrop Cafe was no longer interested in occupying our cafe space. Until a final determination was made on the future of this space; the opportunity was utilized to ask for feedback from patrons and staff.
- Director Consultations: In the past month, two area Directors have visited our library to discuss renovations and three other Directors have visited or called about referendum advice.
- Leadership Team: Executive Director Krooswyk has created a new Leadership Team meeting of the exempt managers to attack important, library wide topics/projects. These meetings will be in addition to the regular, monthly Management Team meetings.
- Live and Learn Construction Grant: Unfortunately, our library was not recommended for grant funding because we are not in dire need of funding.
- Renovation Bids: Included in the packet and on the agenda is a motion to approve LoDestro Construction as the lowest qualified bidder for the lobby renovation project. It was decided that the restroom portion of this project would be delayed to the next phase, which will be a renovation of all restrooms in the building.
- STEAM Kits: A golf kit and sewing kit were created thanks to donations in memory of Bonnie Ulstad from her church group. This was featured on social media.
- Strategic Plan Draft: Input has been communicated to Sarah Keister Armstrong and the final plan is being developed.
- Village Permit Fees: At the May 23, 2022 Village Board Meeting, permit fees of \$6,400 were waived for the upcoming lobby renovation project.

## **Next Meetings**

- **Board Meeting:** Monday, July 11, 2022
- **Building & Grounds Committee Meeting:** Monday, July 11, 2022 at 6:30 pm

## **Adult & Teen Services News**

- Our Resource Coordinator helped plan, set up, and execute the Reaching Forward annual conference as a member of the committee.
- Hoopla provided hundreds of titles as Bonus Borrowings in May. These books do not count against a patron's checkout limits. Circulation for Hoopla increased 28% in May.
- We have added two more checkouts per month in Hoopla for patrons for the month of June to kick off Summer Learning.
- We contributed to Maker Week with 72 Tiny Art and 72 Sun Print Take & Make kits, along with a video on making a marshmallow shooter. Our Resource Coordinator supervised volunteers in putting together 50 Take & Make Hair Scrunchie kits for Creative Services.
- Volunteers earned 38.25 volunteer hours in May for the ATS dept.
- Patrons took 122 seed packets from our pop-up seed library in April and May. They donated 12 packets.

## **Facilities Department News**

- Damage from the deer strike to the Storytime Room window on May 6th has been assessed. Ferguson Industries, the library's past window supplier and repair company, inspected the damage alongside a representative from Pella Windows, Inc. Pella still produces the window

and has on file the custom color that was ordered for the exterior window details of the library over 22 years ago. The lead time on the window production and delivery is anywhere from 16-26 weeks at an estimated cost of approximately \$2,500.

- New HVAC air conditioning startup was begun on May 10th and completed by May 12th. Cooling capability of the new equipment is noticeably much better than the old equipment and thus far has been keeping the building comfortably chilly. It is also whisper quiet when it is running outdoors as compared to the old equipment. The one-year manufacturer's warranty is also being set and is expected to begin in May of 2022 and extend into May of 2023. Final close-out inspections, documentation, warranty information, and billing are being handled through Studio GC as it has been for the duration of the project and should be completed before the end of the library's 2022 fiscal year.
- Numerous contractor walk-throughs were completed in early May in preparation for the renovation bid that was made public in April. Several interested contractors inquired as to specific details of the project to provide their best competitive bid.
- Elevator renovation specifications were finalized and materials were ordered to begin the \$80,000 renovation of the library's elevator. As reported back in February's Board Report, the renovation is needed to bring the elevator up to current mechanical operating, safety, and fire code standards. At the same time, the inside of the elevator car will receive a modernization face-lift with new wall panels, flooring, and LED lighting.

#### **Information Technology Department News**

- Yearly staff Cybersecurity training concluded.
- Library Wi-Fi Heatmap completed and evaluated for new wireless access point placement.

#### **Patron Services News**

- 12,228 items were circulated in May
- Jolyce Abernathy was re-elected for another 3-year term on the Circulation Committee for PrairieCat
- Annual patron purge is done.
- Doubled the number of Museum Passes, giving us 8 of everything including much desired Brookfield Zoo passes.
- Still chugging along on DVD to shelf move-almost done.
- 24 passports processed in May bringing in \$840 in revenue

#### **Technical Services News**

- Tech had the highest number of items entered for the month ever. May was an extremely busy month for the department.
- 24 STEAM kits were catalogued for Summer Reading.
- The DVD project of moving to cases is almost complete.

#### **Youth Services News**

- Storybook Walk has been changed out to *The Curious Garden* by Peter Brown.
- The first Summer Learning Challenge visits to the schools since 2019 were successful & fun!
- Lincoln-Way Special Rec book club, which will run through the summer, has resumed in person this year.

#### **Other**

- The success of the new Beanstack app was mentioned.
- Monthly statistics were reviewed.

- Library IQ training will take place on June 14.

### **Treasurer's Report**

- Michael Stubler, Business Manager, presented the Treasurer's Report.
- Explanation of the use of the Special Reserve Fund was provided.
- **ACTION:** Motion to approve Bills Paid for May 2022 and Bills payable for June 2022 by Trustee Loecke, second by Trustee Moncek. Motion passed by unanimous roll call vote.

### **Committee Reports**

- Continuing Education met June 13, 2022. Trustee Vancina updated the full Board on the discussions that took place in that meeting.
- Building & Grounds is scheduled to meet July 11, 2022.

### **Old Business**

- REVIEW: RAILS Membership Standards – Content & Collections - The Library is satisfying all requirements for the presented Standard.
- REVIEW: Serving Our Public 4.0 – Chapter 6: Public Safety - The Standards were reviewed with no questions.
- REVIEW: Review Personnel Policies 111, 309, and 313 – No changes were recommended
- REVIEW: Strategic Plan Review for Pillar 3 - The Board had no questions.

### **New Business**

- **ACTION:** Motion to approve Consent Agenda items A-J by Trustee Vancina, second by Trustee Loecke. Motion passed by unanimous roll call vote.
  - A. ACTION: Approve Truth in Taxation Act Hearing Date (September 12, 2022)
  - B. ACTION: Approve Budget & Appropriations Hearing Date (August 8, 2022)
  - C. ACTION: Approve Director's Recommendations for Closed Meeting Minutes
  - D. ACTION: Approve release of closed session meeting minutes (if applicable)
  - E. ACTION: Approve destruction of audio recordings of Closed Session Meetings older than 18 months
  - F. ACTION: Approve Fiscal Year 2023 Budget (including Fiscal Year 2023 Compensation for Staff)
  - G. ACTION: Approve Fiscal Year 2023 Compensation for Executive Director of \$101,654 (7% increase)
  - H. ACTION: Approve Ordinance 22-2 Maintenance Levy
  - I. ACTION: Approve extension of Library COVID Sick Leave Policy through December 31, 2022
  - J. ACTION: Approve LoDestro as lowest bidder for Library lobby renovations

### **Trustee Comments**

- President Monbrod asked staff to look into the possibility of a summer card for children visiting their grandparents.

**Adjournment**

- President Monbrod adjourned the meeting at 7:40 pm.

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Respectfully Submitted:

Mary Beth Windberg, Recording Secretary