

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

120 Veterans Parkway, New Lenox, Illinois

July 25, 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 Vice-President Alex Vancina on July 25, 2022 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** Vice-President Alex Vancina, Trustee Cari Didion, Trustee Colette Loecke, Trustee Erin Moncek

**Absent:** Secretary Linda Evans, Treasurer Dr. Edward R. Tatro, President Michelle Monbrod

**Staff present at the Library Building:** Michelle Krooswyk: Executive Director; Mary Beth Windberg: Recording Secretary

**Visitors:** Sarah Keister Armstrong (via Zoom)

- The Pledge of Allegiance was recited by attendees.

### **Audience to Visitors**

- Sarah Keister Armstrong recapped the community engagement part of the Strategic Plan, and how the four goals on the plan were arrived at. She recommended that the Board approve the top level of the new plan, and outlined the next steps to create action steps, as well as methods to measure the implementation of each action item.

### **Staff Report**

- There was no staff report due to unexpected circumstances. Creative Services Manager Ashley Middleton will give a demonstration of the Beanstack app at the August meeting.

### **Minutes**

- **ACTION:** Meeting Minutes from the Continuing Education Committee Meeting on June 13, 2022 and General Meeting on June 13, 2022 were approved on a motion by Trustee Loecke, second by Trustee Moncek. Motion passed by unanimous roll call vote.

### **Correspondence**

- A thank you note from Girl Scouts to Sam Sliwa for her assistance in the Digital Media Lab was shared.

- The Library received a 5-star Google review.

### **Executive Director's Report**

- Audit - Executive Director Krooswyk has begun the process of submitting paperwork for the annual audit.
- Bench Update - The Will County 4-H Explorers have done a great job updating and painting the benches outside our west entrance.
- Business Office Transition Plan - Administrative Assistant Mary Beth Windberg and Executive Director Krooswyk initiated meetings with the departing Business Manager to document and review all of the Business Office procedures during his last two weeks of employment. Krooswyk will take on all HR duties, payroll, and the audit while Windberg will be handling AP/AR, weekly deposits, and transitioning vendor contacts. To allow for transparency and accountability, an outside accountant may be hired to reconcile monthly statements and spot check QuickBooks ledgers.
- Ghouls and Golf - Due to the timing of the renovation project, we will be unable to host Ghouls and Golf this year.
- Insurance Claim Update - The total amount of damage for the deer/window incident will total around \$3,000. Due to our \$2,500 deductible, Executive Director Krooswyk decided to withdraw the insurance claim.
- Renovations - Preliminary meetings with StudioGC, LoDestro, and staff occurred at the end of June.
- Special Reserve Fund - As a best practice going forward, an ordinance designating the amount transferred from the general fund to the special reserve fund will be approved each year at the end of the fiscal year.
- Strategic Plan – Sarah Keister Armstrong presented the plan earlier in the meeting.
- University of Denver Intern - The library has agreed to host an intern during the fall semester.

### **Next Meetings**

- **Board Meeting:** Monday, August 8, 2022
- **Budget and Appropriations Hearing:** Monday, August 8, 2022 at 6:45 pm

### **Adult & Teen Services News**

- 64 applicants have applied for the specialist position which was vacated by Dan Hauser on July 15th.
- 25 teens participated in our summer lock in on June 24th.
- Teens from TAG (Teen Advisory Group) ran their first program here – Teen Arts & Craft Hour.
- June had the highest total amount of total eContent circulations this fiscal year.
- ATS finished shelving the converted DVDs.
- 309 adults and teens have registered for our Summer Learning Challenge.

### **Creative Services News**

- Our biggest Summer Learning Challenge in a few years.
- Beanstack has been successfully implemented
- Adult & Teen Services signage is 90% complete (two top-shelving display signs and the calendar to go)
- Renovation signage:

- What can be printed here is already out; semi-permanent signage underway (may be out by the time of the meeting)
- New Releases moved quickly, new signage added within 24 hours
- “Pre-pandemic-level” interactions: Big jump in online site and app usage for June! Visits to the website, event calendar, and PrairieCat app significantly more this month than any other in this fiscal year—and this time last year.
- DML: Samantha Sliwa has purchased a new sublimation printer, which is a type of heat-based transfer printer that can print photos and artwork onto various items like coffee mugs.

### **Facilities Department News**

- Ferguson Industries quoted a grand total of \$4,198.46 to repair the window broken by the deer strike in May and also a window that was broken on the rear of the building in 2021. Prepaying for the window repairs gains a discount of \$235.68 for the library and will be paid out of funds budgeted for the 2022 Fiscal Year.
- Precision Control Systems has allotted 200 hours of service time at a cost of \$32,200 to the library (\$161 an hour). This is in line with the standard industry cost of bulk commercial HVAC service hour blocks. These hours will be used to continue work/upgrades to the heating side of the HVAC system.
  - Leaking VAV and TAB box valves in the ceilings throughout the library will begin to be replaced.
  - Boiler tuning and preventative maintenance will continue.
  - Leaking heating system circulation pump seals, failed couplers, and worn bearings will be replaced.
  - Boiler exhaust piping will be replaced and condensation leakage remediation will be performed.
- The new air conditioning side of the system is working nearly flawlessly. A few operating system programming anomalies still need to be worked out which had caused a minor shutdown of half of the air conditioning upstairs for two days in June. 1 Source Mechanical will resolve the issue.

### **Information Technology Department News**

- Preparation for renovations began including the removal of technology from work spaces within the demolition area.
- We are currently testing Windows 11 with existing library software to detect bugs.

### **Patron Services News**

- The DVD conversion has been completed.
- We will be ordering more library cards; 267 issued so far as of June 15!
- Secretary of State event was very successful with 138 people attending. The library plans to host this program again in the future after lobby renovations.
- \$6,128.27 was collected from the Friends book sales since January.
- Patron Services has been extremely busy with cards and returns, which has been causing delays in shelving items. In the spirit of teamwork, Ashley took a cart out today!
- Royce Brink was offered a 27 hour per week PS position, which is an increase in current hours.
- Cindy Bennett retired after 20 years of service

- The department started cleaning out its current space in preparation for the move.

### **Technical Services News**

- Tech has finished with the DVD project.
- When summer reading is finished, we will be starting on our next project, which will be changing all E nonfiction books to J.
- Erin is still awaiting her certification for Tech.
- Erin is adding 5 more hours to her schedule; she will be working 20 hours per week.
- Tech Services has made room for Cari and Jolyce's temporary workspaces in our department.

### **Youth Services News**

- YS has had over a thousand kids sign up for the Summer Learning Challenge.
- Programming has been full, with many having a waitlist.

### **Committee Reports**

- Building & Grounds met July 11, 2022.
- No Committee meetings until October.

### **Old Business**

- REVIEW: RAILS Membership Standards – Customers - The Library is satisfying all requirements for the presented Standard.
- REVIEW: Serving Our Public 4.0 – Chapter 7: Collection Management - The Standards were reviewed with no questions.
- REVIEW: General Policies 215 and 221, and Personnel Policies 105 and 204 were reviewed – No changes were recommended

### **New Business**

- **ACTION:** Item C. was removed from the Consent Agenda for further discussion. Motion to approve Consent Agenda items A, B and D-G by Trustee Moncek, second by Trustee Loecke. Motion passed by unanimous roll call vote.
  - A. ACTION: APPROVE Update to Personnel Policy 108
  - B. ACTION: APPROVE Update to General Policy 214
  - D. ACTION: APPROVE Michelle Krooswyk as Authorized Agent for IMRF
  - E. ACTION: APPROVE Ordinance 22-5 Transferring Funds to Special Reserve Fund
  - F. ACTION: APPROVE New Strategic Plan
  - G. REVIEW: Tentative Budget and Appropriations Ordinance 22-3
- **ACTION:** Motion to approve Consent Agenda item C by Trustee Didion, second by Trustee Moncek. Motion passed by unanimous roll call vote.
  - Trustees Vancina and Loecke volunteered to audit the Secretary's Report.

### **Treasurer's Report**

- Executive Director Krooswyk presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for June 2022 and Bills payable for July 2022 by Trustee Loecke, second by Trustee Moncek. Motion passed by unanimous roll call vote.

### **Trustee Comments**

- Trustee Moncek mentioned that the Vacation Packs her children received were excellent and well-chosen.

### **Adjournment**

- Vice-President Vancina adjourned the meeting at 7:53 pm.

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Respectfully Submitted:

Mary Beth Windberg, Recording Secretary