

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

August 8, 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 August 8, 2022 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Michelle Monbrod, Trustee Cari Didion, Trustee Colette Loecke, Trustee Erin Moncek

Trustees present via Zoom: Vice President Alex Vancina

Absent: Secretary Linda Evans, Treasurer Dr. Edward A. Tatro

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

Visitors: Melissa Leggero, Elizabeth Yolich

- **ACTION:** Trustee Moncek motioned to approve allowing Trustee Vancina to attend the meeting via Zoom, second by Trustee Loecke. Motion passed by unanimous roll call vote.
- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Melissa Leggero provided the Board with an update on the class she just completed, and the class she will be taking next.
- Elizabeth Yolich provided the Board with an update on the classes she had just completed, and the classes she is taking in the Fall.

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 a later meeting.

Minutes

- **ACTION:** Meeting Minutes from the Building & Grounds Committee Meeting on July 25, 2022 and General Meeting on July 25, 2022 were approved on a motion by Trustee Moncek, second by Trustee Loecke. Motion passed by unanimous roll call vote.
- President Monbrod adjourned the Budget & Appropriation hearing, which was running congruently with the Regular Meeting, at 7:12 p.m.

Correspondence

- Several complimentary patron comments were shared with the Board.

- A thank you email for allowing a successful shoe drive to take place at the Library was shared.

Executive Director's Report

- Accounting Services - Executive Director Krooswyk is assembling an RFQ for outside accounting services. The successful applicant will be responsible for banking reconciliations, assembling the monthly financial report for Board Meetings, and additional QuickBooks tasks. Library staff will still be responsible for AP/AR, weekly deposits, payroll, and all HR tasks
- Budget and Appropriations Ordinance - The B&A has been reviewed by legal counsel and includes updates to allow for capital projects to be completed from the Special Reserve Fund.
- Business Manager Position - After reassessing the roles and responsibilities of the Business Manager, it was decided that this position would not be filled. Instead, hiring a part time staff member to handle AP/AR, weekly deposits, and other banking functions in combination with an outside accounting service would be a better fit for the library.
- Levy - The draft of the levy is included; it is up for approval at the September Board Meeting.
- New Staff - Anna Sarsfield is our new Adult and Teen Services (ATS) Specialist and a new ATS Outreach Coordinator should be hired soon.
- Staff Training - Recognizing that there is an opportunity to improve consistency and focus on staff training, the decision was made to transition the ATS, YS, and PS Assistant Managers from personnel management to department/library wide training.

Next Meetings

- **Board Meeting:** Monday, September 12, 2022 at 7:00 pm
- **Truth in Taxation Hearing:** Monday, September 12, 2022 at 6:45 pm

Adult & Teen Services News

- 242 adults and 99 teens signed up for this year's Summer Learning Challenge.
- Anna Sarsfield was hired as our new ATS Specialist, following the departure of Dan Hauser. Anna started on Wednesday, July 27th.
- On Monday, July 18th, we conducted interviews for the ATS Outreach Coordinator to replace Brianna Wyss. We are in the process of hiring a candidate.
- We are in the process of moving CDs from the wooden holders to the drawers that formerly housed the DVDs in Patron Services.
- Volunteers earned 47.25 volunteer hours for in-person volunteering in ATS this month.

Business Office

• Summary of Expenditures	
Handwritten Checks (Petty Cash)	\$ 37.00
Accounts Paid (7/25)	\$ 172,895.88
Accounts Payable (8/5)	\$ 107,713.34
Payroll (7/13, 7/27)	\$ 130,294.58
Other Payables	\$ 0.00
Developer Fees	\$ 0.00
<u>Special Reserve Fund</u>	<u>\$ 0.00</u>
TOTAL	\$ 410,940.80

Facilities Department News

- LoDestro Construction began major demolition work on the Lobby/DML/Patron Services areas on July 25th. A temporary wall was built and a plastic tent over the staircase was erected to block off the construction zone from the rest of the library.
 - A temporary service desk was created across the lobby to accommodate Patron Services.
 - Additional PS work areas were created in Meeting Room A and the Cafe space to accommodate materials processing, Homebound Delivery, and other behind the scenes services.
- 1 Source Mechanical performed final Mechanical/Electrical/Plumbing punch list work on the new HVAC equipment on July 12th. This mostly consisted of touching up insulation around some of the piping and ensuring any building penetrations were properly sealed. The job is expected to be closed out once Carrier signs off on the equipment placement.
- New furniture for the library was viewed on July 22nd. Chris Malensek and Scott Delano from Studio GC invited staff from the departments being renovated to the Merchandise Mart in Chicago to view selected designs and furniture types. Sample chairs have been sent to the library and staff will be allowed to test them out for themselves for an extended period before final selections are made.

Information Technology Department News

- All patron services workstations were moved to either meeting room A or the temporary desk area.
- Network infrastructure purchases have begun.

Patron Services News

- 17,954 items circulated in July, making us the 2nd highest circulating library out of our consortium of over 130 libraries.
- We processed 34 passports; we are down a full-time passport agent.
- Moving the department was very successful thanks to great teamwork.

Technical Services News

- Erin has passed all requirements and has received her Tech Services Processing Certificate.
- Tech just started a new large juvenile materials project. We are taking the multiple DVD discs out of cases and putting them in white envelopes; there are over 250 cases with multiple discs that will be changed over individually.

Youth Services News

- We had almost 1,500 kids participate in SLC this year. This number is very close to what we were seeing pre-pandemic.
- Our in-person programming was very well attended, with many programs having wait lists

Treasurer's Report

- Executive Director Krooswyk presented the Treasurer's Report.
 - New formats for some reports were noted.
 - Some totals may change due to some FY2022 expenses being paid in FY2023.
 - Majority of documentation has been submitted to the Accountant for the annual audit.

- **ACTION:** Motion to approve Bills Paid for July 2022 and Bills payable for August 2022 by Trustee Loecke, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Committee Reports

- Due to the B & A Hearing in August, and the Truth in Taxation Hearing in September, there are no Committee meetings until October.

Old Business

- **REVIEW:** RAILS Membership Standards – Facilities - The Library is satisfying all requirements for the presented Standard.
- **REVIEW:** Serving Our Public 4.0 – Chapter 8: System Member Responsibilities and Resource Sharing- The Standards were reviewed with no questions.
- **REVIEW:** Review General Policies 308 and Personnel Policies 307 & 312 – Policy 307 will be updated once the Business Manager position is reevaluated. Trustee Vancina requested that the verbiage for General Policy 312 regarding Personal Vehicles be reviewed.

New Business

- **ACTION:** Motion to approve Consent Agenda in full by Trustee Didion, second by Trustee Moncek. Motion passed by unanimous roll call vote.
 - A. APPROVE Budget and Appropriations Ordinance 22-3
 - B. APPROVE Illinois Public Library Annual Report
 - C. APPROVE Estimate of Revenues
 - D. REVIEW Tentative Tax Levy Ordinance 22-4

Trustee Comments

- President Monbrod asked about the Blood Drive, which had to be cancelled due to mechanical issues with the bus.

Adjournment

- President Monbrod adjourned the meeting at 7:41 pm.

Respectfully Submitted:
Mary Beth Windberg, Recording Secretary