

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

September 12, 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 September 12, 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 Colette Loecke, Trustee Erin Moncek

Absent: Secretary Linda Evans, Trustee Cari Didion,

Staff present at the Library Building: Michelle Krooswyk: Executive Director; Mary Beth Windberg: Recording Secretary; Dominic Ricobene: Outreach Coordinator; Ashley Middleton: Creative Services Manager

Visitors: Gina Foote

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Gina Foote was at the meeting to observe.

Staff Report

- Dominic Ricobene, Outreach Coordinator, introduced himself to the Board and spoke about his goals for the position.
- Ashley Middleton, Creative Services Manager, gave the Board a demonstration of the Beanstack app.

Minutes

- **ACTION:** Meeting Minutes from the Budget and Appropriations Hearing on August 8, 2022 and General Meeting on August 8, 2022 were approved on a motion by Trustee Loecke, second by Trustee Tatro. Motion passed by unanimous roll call vote.

Correspondence

- Several complimentary comments and emails were shared with the Board.

Executive Director's Report

- Accounts Payable - After discussing options with local Directors and legal counsel, the library will be moving towards making more payments electronically. This will allow for more efficient processing of invoices by shortening the delay between statement generation and physical check distribution. Policy updates will need to be approved to reflect this change and will be discussed in more depth at the October Policy Committee meeting.

- ARPA Grant - A grant to secure \$70,000 in ARPA allocated funding was submitted on August 19, 2022.
- Audit - The auditors received all needed paperwork and QuickBooks files on Wednesday, August 10, 2022. Executive Director Krooswyk followed up with the auditors the first week of September to check on the progress of the audit.
- B&A - The Board Approved Budget and Appropriations Ordinance 22-3 was mailed to Will County on Wednesday, August 17, 2022. Per state statute, the B&A was published in the Daily Herald on August 31, 2022.
- Estimate of Revenues - The Board Approved Estimate of Revenues was mailed to Will County on Wednesday, August 17, 2022.
- Levy - Anticipated extension rates/amounts for the 2022 levy are expected to increase by approximately 6%. As a result, the library is levying for an 8% increase overall to capture new growth in the area. The Truth in Taxation Act hearing notice was published on August 31, 2022 in accordance with state statutes.
- Per Capita Grant - The Library received its annual Per Capita Grant check in the amount of \$59,138.65.
- Renovation Budget - An increase to the internal budget is needed to accurately reflect anticipated furniture expenses for the lobby renovation, which was not included in the original budget line.
- School Supply Drive - Lori Shefcik is partnering with staff to collect school supplies.
- Staff Day - Assistant Managers are working hard to plan our new Staff Development Day on Friday, September 30. The library will be closed all day in observance of staff training.

Next Meetings

- **Board Meeting:** Monday, October 10, 2022
- **Policy Committee Meeting:** Monday, October 10, 2022 at 6:30 pm

Adult & Teen Services News

- Our new Outreach Coordinator, Dominic Ricobene, started on August 29th.
- With Melissa's assistance, our Teen Advisory Group (TAG) is starting a book club. The first meeting will be on Thursday, September 22nd.
- 39 people participated in the Multi-Library Geocache Event at our library.
- Ordering of print materials has been delayed due to a ransomware attack on Baker & Taylor.
- Adult graphic novels and travel books are being weeded.

Business Office

- FY23 Finances - After one month of the Administrative Assistant and the Executive Director handling all the library finances, internal ledgers accurately reflect balances reported in online banking.

Summary of Expenditures

Handwritten Checks (Petty Cash)	\$	—
Accounts Paid (8/26)	\$	156,460.76
Accounts Payable (9/9)	\$	91,381.91
Developer Fees - New Lenox	\$	—
Developer Fees - Township	\$	—
Special Reserve Fund	\$	40,419.66
Total		\$ 288,262.33

Creative Services

- Fall Guides have been FLYING off the shelves! We have printed over 800 Fall Guides as of September 7
- New handouts for in the building and outreach created
- Working on putting 1000 Books, Award Books challenges in Beanstack
- Lots of Scouts utilizing the DML for earning badges, partnering with YS Outreach for some badges

Facilities Department News

- 1 Source Mechanical uncovered an operating issue with the new air conditioning system during a monitoring check on August 30th. They've been returning to the library periodically since startup last May to keep an eye on the system as part of the one-year warranty on the installation. One of the newly installed electronic expansion valves on the second-floor air handler unit had begun to fail and Cooling Circuit B was shut down. The second floor currently has 32 tons of cooling capacity available from the remaining Circuit A, which is still substantially better than the library would have had with half of the old system operating, thus the second floor has been and shall remain at a comfortable temperature. New parts have been ordered from Carrier and will be installed under warranty.
- Renovations of Phase One (the largest and most extensive phase) of the lobby project have moved along at the expected pace. Demolition has been completed and framing of new walls, partitions, and electrical and network wiring installation has been ongoing. Furniture design and colors have been finalized and will be ordered by the architect very soon. Normally, this would be more of a final step in the process, but given today's greatly extended manufacturing time requirements, this part of the project needed to be done right away to ensure completion.
- In anticipation of conflicts between the completion of Phase One of the renovations and full accessibility of the Lobby and Meeting Rooms A&B, The Will County Clerk's Office was contacted to relocate the polling place that is normally hosted by the library. Nick Macholz, the Polling Place Coordinator for the county confirmed on August 16th that the New Lenox Village Hall will host our polling place for the November 8, 2022 election. The library will next serve as a polling place for the April 4, 2023 election. The county will provide signage to be displayed the day of voting and the library will advertise the change via the website and social media as the date draws nearer.

Information Technology Department News

- Prepped Lan Room for new network infrastructure installation.
- Installed new Synology station for backups and Security cameras.

Patron Services News

- 15,768 items were circulated in the month of August, making us the 2nd highest circulating library out of over 130 libraries.
- The Secretary of State mobile event was due to renovation. We will look to reschedule that probably next year.
- Our door count numbers are being recorded differently using a different door counter so while we are in this renovation period, I am keeping track of these numbers more manually than previously reported.

Technical Services News

- Tech is working on changing over all the J DVD's in white envelopes into cases.

Youth Services News

- YS will be working with Key Autism Services to present a story time for special needs families this winter.
- We have our Hopewell volunteers starting on Monday, Sept. 12.
- Alissa will be visiting LWSRA for book club again on Thursdays (starting tomorrow).
- Liz O. and Liz Y. are working with Lincoln-Way Central to provide opportunities for their jobs training class, every other Friday.
- Due to Baker & Taylor's issues, we have not put any orders through this month yet.
- YS is working on the non-fiction collection, doing a preliminary inventory and weed.

Treasurer's Report

- Executive Director Krooswyk presented the Treasurer's Report.
 - 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.
 - Several checking accounts appear to be redundant and will be eliminated and combined into the General Account once the audit is complete.
- **ACTION:** Motion to approve Bills Paid for August 2022 and Bills payable for September 2022 by Trustee Tatro, 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 – Funding - The Library is satisfying all requirements for the presented Standard.
- REVIEW: Serving Our Public 4.0 – Chapter 9: Public Services – Reference & Readers' Advisory - The Standards were reviewed with no questions.
- REVIEW: Review General Policies 101 and Personnel Policies 306 and 308 – no changes were recommended

New Business

- **ACTION:** Motion to approve Consent Agenda in full by Trustee Loecke, second by Trustee Moncek. Motion passed by unanimous roll call vote.
 - A. APPROVE 2023 Holiday Closures
 - B. APPROVE Levy Ordinance 22-4
 - C. APPROVE increasing budget line 5849 SR to \$1,500,000 for additional furniture costs
 - D. APPROVE Tuition Reimbursement for Fall Semester for Melissa Leggero
 - E. APPROVE Tuition Reimbursement for Fall Semester for Elizabeth Yolich
 - F. APPROVE update to General Policy 204 adjusting ILL Limits.

Executive Session

- Motion to enter into Executive Session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity **OR** Executive Session pursuant to 5 ILCS 120/2: Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity **OR** Executive Session pursuant to 5 ILCS 120/2: Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 by Trustee Tatro at 7:48 pm. Second by Trustee Vancina. Motion passed by unanimous roll call vote.
- The Board returned to Open Session at 8:02 pm.

Trustee Comments

- Executive Director Krooswyk informed the Board that the packets for the April election will be ready for distribution on Tuesday September 20.

Adjournment

- President Monbrod adjourned the meeting at 8:04 pm.

Respectfully Submitted:
Mary Beth Windberg, Recording Secretary