

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

October 10, 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 October 10, 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, Trustee Cari Didion, Trustee Colette Loecke, Trustee Erin Moncek

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

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

Visitors: Gina Foote

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Gina Foote was at the meeting to observe.

Staff Report

- No staff report – information from the Business Office will be shared during Executive Director Krooswyk’s report.

Minutes

- **ACTION:** Meeting Minutes from the Truth in Taxation Hearing on September 12, 2022 and General Meeting on September 12, 2022 were approved on a motion by Trustee Didion, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Correspondence

- A thank you note from the Village was shared with the Board.
- A note from retiring Trustee Evans was read to the Board.

Executive Director’s Report

- Administration Procedure Manual - Progress has been made to consolidate and document Business Office procedures that include easy to follow screen captures.
- Audit - Final paperwork was submitted in September; the auditors are working on the first draft.
- Elections - Packets were made available to the public for pick up starting on September 20. First day to file is December 12 and the last day to file is December 19.

- ILA Conference - Four staff members will be attending Illinois Library Association's Annual Conference; Cari Shelton, Monica Waligorski, Sam Sliwa, and Alissa Raschke-Janchenko. If a trustee is interested in attending Trustee Day on Thursday, October 20, please let the Director know. More information can be found at <https://www.ila.org/events/annual-conference>
- Levy - After Board approval last month, the levy was submitted to County and successfully received.
- Renovations - The deposit for the furniture was made and the subsequent order has been placed. Drywall is scheduled to commence the week of October 10.
- Staff Development Day - The Assistant Managers/Training Coordinators did an excellent job organizing and planning the library's fall staff day on Friday, September 30. Staff learned about library wide updates, serving patrons on the spectrum, new software and enjoyed team building activities.
- Trustee Appointment - The library trustees along with the Executive Director will plan and implement interviews for the remainder of Linda Evans' position.

Next Meetings

- **Board Meeting:** Monday, November 14, 2022
- **Personnel Committee Meeting:** Monday, November 14, 2022 at 6:30 pm

Adult & Teen Services News

- Annette Maguire volunteered to be the chairperson of the Performer's Showcase committee for the 2023 Reaching Forward Conference.
- Our Outreach Coordinator, Dominic Ricobene, is making plans to start a book club and offer tech assistance during his monthly visits to the New Lenox Horizon Senior Living facility. He will continue to swap out books for the collection we house there.
- Short Stories have been weeded.
- Dawn Szostak notarized documents for 9 people and completed 3 passports.

Business Office

- Summary of Expenditures (September 13 through October 10):

Handwritten Checks (Petty Cash)	\$	29.99
Accounts Paid (9/13 - 9/26)	\$	84,539.75
Accounts Payable (9/27 - 10/10)	\$	198,839.91
Developer Fees - New Lenox	\$	-
Developer Fees - Township	\$	-
Special Reserve Fund	\$	39,458.50
Total	\$	322,868.15

Creative Services

- We have two winners for September's Library Card Sign-up Month drawing, Thomas and Kristian! Plans are already underway for next year.
- Ashley Middleton began developing an incident report database system to help keep all staff aware of library incidents.
- Creative Services sponsored treats for PUG Day in the Board Room, and gave out colorful new lanyards at Staff Day.
- Sam Sliwa attended the virtual Make: Education Forum 2022, a national conference focusing on making in schools, libraries, and other educational institutions.

Facilities Department News

- Construction progress is being closely monitored by both Maintenance and the architect, Chris Malensek at Studio GC. At the last update meeting, Lo Destro Construction confirmed with their supplier that the millwork (main desk, cabinetry, self-checkout & Patron Holds shelves) is still on schedule to be delivered in November with installation to immediately follow. This is a target that is very much anticipated to be met on time.
- Maintenance has been in contact with Ferguson Industries Door & Window of Orland Park regarding the replacement Storytime Room window following the deer incident on May 6th. According to Ferguson, the window is still anticipated to be delivered and installed sometime this October. Original replacement lead time as of May 6th was 26-28 weeks.

Information Technology Department News

- The remainder of the new Wireless Access points arrived and will be installed during October. Once the switch over from Ubiquiti to Cisco Meraki happens, the statistics will be measured differently. This will be explained in the November report.
- Waiting on remainder of switching infrastructure to arrive from back order.

Technical Services News

- On September 15, Dominic Ricobene from Adult Services was given a tour of the Tech Department.
- Progress has been made with changing J DVD's from envelopes to cases.
- Tech is working on a relabeling project for the Children's Non-Fiction collection.
- Large amounts of orders are arriving.

Youth Services News

- Fall programming session underway, attendance is good.
- Very active outreach presence in September.

Treasurer's Report

- Executive Director Krooswyk presented the Treasurer's Report.
 - Some totals may change due to some FY2022 expenses being paid in FY2023 once the audit is complete.
 - 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 September 2022 and Bills payable for October 2022 by Trustee Vancina, second by Trustee Loecke. Motion passed by unanimous roll call vote.

Committee Reports

- A synopsis of the Policy Committee meeting held earlier was presented by Executive Director Krooswyk.

Old Business

- REVIEW: RAILS Membership Standards – Professional Leadership and Training - The Library is satisfying all requirements for the presented Standard.
- REVIEW: Serving Our Public 4.0 – Chapter 10: Programming & Chapter 11: Youth/Young Adult Services - The Standards were reviewed with no questions.
- REVIEW: Review General Policies 211 and 305 – no changes were recommended.

New Business

- **ACTION:** Motion to approve Consent Agenda A, C, D, E, F by Trustee Vancina, second by Trustee Didion. Motion passed by unanimous roll call vote.
 - A. MOTION to declare a vacancy in the office Library Board Trustee Evans
 - C. APPROVE Updates to General Policy 308 – Purchasing Policy
 - D. APPROVE Update to General Policy 410 – Routine Banking Procedures
 - E. APPROVE New Fund Balance Policy – General Policy 413
 - F. APPROVE: Library Coverage Rates for 2023 LIMRiCC Healthcare Costs
- **ACTION:** Motion to approve Consent Agenda B by Trustee Loecke, second by Trustee Moncek. Motion passed by unanimous roll call vote.
 - B. APPROVE Updates to General Policy 219 – Study Room Policy
- MOTION to appoint Trustee Moncek to vacated Secretary position by Trustee Didion, second by Trustee Vancina. Motion passed by unanimous roll call vote.
- APPROVE Resolution/Proclamation 2022-1: Recognition and Appreciation of Distinguished Service by Linda Evans by Trustee Loecke, second by Trustee Vancina. Motion passed by unanimous roll call vote.

Trustee Comments

- None

Adjournment

- President Monbrod adjourned the meeting at 7:42 pm.

Respectfully Submitted:
Mary Beth Windberg, Recording Secretary