

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

November 14, 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 7:05 p.m. by President Michelle Monbrod on November 14, 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 Cari Didion, Trustee Colette Loecke

Absent: Secretary Erin Moncek

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

Minutes

- **ACTION:** Meeting Minutes from the Policy Committee Meeting on October 10, 2022 and General Meeting on October 10, 2022 were approved on a motion by Trustee Tatro, second by Trustee Vancina. Motion passed by unanimous roll call vote.

Correspondence

- Several complimentary comments from patrons were shared
- A thank-you note from the Executive Director of the Center for Correctional Concerns was shared with the Board.

Executive Director's Report

- Audit - The draft of the audit is almost complete. Final paperwork has been submitted by Board Members, legal counsel and the library.
- Business Office Transition - After discussions with Exempt Managers and other key staff, an Assistant Director position job description will be completed and sent to HR Source for benchmarking.
- Elections - Five packets have been picked up by interested candidates. The first day to file is December 12 and the last day to file is December 19.

- ILA - A representative from the Illinois Library Association reached out to feature our library's renovations in the 2024 architectural issue.
- Renovations - All walls are up, ceiling grid has been completed, vinyl flooring and some carpet is installed. There was a delay in the ceramic flooring installation due to large deviations in floor height. The lobby had to be re-leveled which took a few extra days. The entire project is slated for completion in early 2023.
- Trustee Appointment - Applications will be reviewed at the November 14th regular meeting and interviews will take place on Monday, November 21. If possible, the successful candidate will be appointed at the December meeting.

Next Meetings

- **Special Board Meeting:** November 21, 2022
- **Board Meeting:** Monday, December 12, 2022
- **Finance Committee Meeting:** Monday, December 12, 2022 at 6:30 pm

Adult & Teen Services News

- Dawn Szostak has finished recertifying as a passport agent.
- 123 people visited our table at Providence High School's Witches Night Out event on October 19th.
- Over 200 students participated in our outreach event at Lincoln-Way West High School on October 28th.
- Adult graphic novels have been weeded. We are in the process of weeding adult fiction.
- Dominic Ricobene and Michelle Krooswyk filmed a video interview for Channel 6 which provided information on our Homebound Services.

Creative Services

- Sam Sliwa has been visiting other library makerspaces and networking. She visited Skokie Public Library in October.
- Sam partnered with Kelli Jean Cunningham in ATS to host our live Clue in the Library game to great success.
- CS taught Girl Scouts how to make simple sewn books for their Book Art badge.
- We have changed the formatting of our weekly eNews to incorporate more information about our online resources, our YouTube channel, our book clubs, and Beanstack. We're receiving more clicks on many of these links, and have 20 more YouTube subscribers from the change.
- Renovation update: with Phil's help and a great discount from Dell, we've been able to order new laptops and a laptop cart to prepare for the new space. CS is staying flexible so we can adjust to the renovation timeline as needed.

Facilities Department News

- On October 4th, Chicago Backflow Incorporated performed the annual test and certification of the library's backflow prevention devices. These are one-way valves on the water main line that prevent the library's domestic water supply from being contaminated by stagnant water in the fire sprinkler system. They also prevent water from the building to contaminate the Village water main line.
- On the afternoon of October 25th, the elevator began making loud metallic scraping noises. The following morning, TK Elevator (the library's contracted repair service), had to shut down the elevator for four hours from 8am to Noon to replace worn out nylon guide shoes which keep the elevator car centered and allow it to glide smoothly on the guide rails. This resulted in

having to keep the second floor closed to patrons for two hours. Fittingly, the first patron to ride the elevator as soon as the repair was completed was a retired elevator mechanic who had previously worked with the technicians who were performing the repair work.

- Renovation Update: All of the new walls are in place and have been drywalled, with a good number of them already painted in final finished colors. Low voltage network cable has been completed. Maron Electric will return to install faceplates and wall jacks for network connections to computers, phones, etc. once the high voltage electrician has completed their work. On that note, Aardema Electric has completed the installation of floor outlets in the new creative lab and the new lobby floor outlets. Aardema has also completed rough-in of electric for the new LED light fixtures throughout the space. They are working on installation of the new receptacle panel that will provide power to the newly renovated space and from there will install wiring to the new wall outlet boxes already in place. The new ceiling tile grid is also completed. The grid features 4'x4' fiberglass ceiling tiles that are dimensionally larger for a more modern look. Flooring preparation and installation is ongoing.
- Ferguson Doors and Windows has pushed back the story time room replacement window delivery date to late January of 2023. The original delivery date planned at the end of this month is no longer feasible.

Information Technology Department News

- Prep work for new network topology is in place. Switch over from old to new will happen in November.
- Wifi Access points are getting installed. They will not be active until fully deployed.

Patron Services News

- 12,034 items were circulated in October, making us the 3rd highest in circulation out of 178 libraries.
- New Hire, Jennifer Borgeson started on the 25th of October and is doing very well so far.
- Cari Shelton completed her Passport Agent training on October 28th so she is now a full-time addition to our passport team! Cari also attended the annual ILA conference.
- Passport agents, Emma Jankowski, Dawn Szostak and Jolyce Abernathy are working on their annual recertification classes.
- 23 passports were processed in October

Technical Services News

- The DVD project is 65% completed.
- Erin Collins is doing a great job cataloging.
- Weeding large quantities of adult books

Youth Services News

- YS Outreach has been in full swing! We partnered with the Park District for their Big Bad Pumpkin Party in early October, and with the Chamber for their Halloween Fest on Oct. 29. We have also been pursuing partnerships with LWSRA and Key Autism Services for upcoming sensory storytimes.
- Liz O'Neil has been diligently working on learning Better Impact software for coordinating and communicating with volunteers.
- Tech has almost finished transferring our YS DVDs from the sleeves to cases, to help with storage and searchability. We have weeded a good portion of the collection due to low circulation.

Treasurer's Report

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

Committee Reports

- None

Old Business

- **REVIEW:** RAILS Membership Standards – Content and Collections - The Library is satisfying all requirements for the presented Standard.
- **REVIEW:** Serving Our Public 4.0 – Chapter 12: Technology & Chapter 13: Marketing, Promotion, and Collaboration - The Standards were reviewed with no questions.
- **REVIEW:** Review Personnel Policies 203 and 205 – Trustee Vancina asked that verbiage regarding what is “immediate family” in Section B and Section C be consistent.

New Business

- **ACTION:** Motion to approve Consent Agenda A, B, and C by Trustee Vancina, second by Trustee Tatro. Motion passed by unanimous roll call vote.
 - A. APPROVE Updates to Personnel Policy 306 - Travel Policy
 - B. APPROVE Special Board Meeting to Interview Trustee Candidates November 21, 2022
 - C. APPROVE Extension of Covid-19 Sick Leave Policy

Executive Session

- **ACTION:** Motion to go into Executive Session pursuant to 5 ILCS 120/2: the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance by Trustee Tatro at 7:35 pm. Second by Trustee Didion. Motion passed by unanimous roll call vote. Trustees returned to Open Session at 7:51 pm

Trustee Comments

- Trustee Tatro reported he is getting a lot of questions about the need and timeline for renovating the lobby. The Board discussed how to respond to questions from patrons.
- Trustee Monbrod suggested the Library conduct a Holiday Food Drive. Due to space constraints the Library will pursue a food drive when renovations are complete.

Adjournment

- President Monbrod adjourned the meeting at 7:59 pm.

Respectfully Submitted:
Mary Beth Windberg, Recording Secretary