

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

February 12, 2024

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 by President Alex Vancina at 7:01 pm on February 12, 2024, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Alex Vancina, Vice President Michelle Monbrod, Secretary Erin Moncek, Trustee Terry Nolan

Attending Remotely: Trustee Cari Didion

Absent: Treasurer Dr. Edward Tatro, Trustee Colette Loecke

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Creative Services Department Manager Ashley Middleton

Visitors: Gabby Zaczek

- The Pledge of Allegiance was recited by attendees.
- **ACTION:** Remote attendance of Trustee Colette Loecke and Trustee Cari Didion was approved on a motion by Vice President Monbrod, seconded by Secretary Moncek. Motion passed by a unanimous roll call vote.

Audience to Visitors

- Gabby Zaczek – Southwest Minnesota State University Gabby Zaczek introduced herself and explained how she is working with the Library for her senior capstone course. She is looking into how the budget and services were affected by the 2020 referendum, as well as how the community feels about the post referendum changes and building awareness of services.

Staff Report

- Assistant Director Shalyn Rodriguez presented an update on the Business Office in the second quarter of the fiscal year (October – December 2023). Updates included streamlining bank accounts, cost and time savings for mail processing, reformatting the monthly treasurer’s report, and improving the weekly deposit process. In addition, policy updates, QuickBooks plans and efficiencies created during the hiring process were also explained. Rodriguez also detailed plans for employee retention through the improved onboarding process and plans to look back at previous fiscal years’ finances to ensure excellent fiduciary responsibility.

Minutes

ACTION: Meeting Minutes from the Finance Committee meeting on January 8, 2024, and Regular Meeting on January 8, 2024, were approved on a motion by Vice President Michelle Monbrod, seconded by Secretary Erin Moncek. Motion passed by unanimous roll call vote.

Correspondence

- Positive patrons compliments about staff and programs were shared by Executive Director Krooswyk.
- The February issue of New Lenox Neighbors was shared, which included a feature on the Friends of the Library.
- Trustee Terry Nolan brought a newspaper article regarding library censorship.

Executive Director's Report

Administration - Michelle Krooswyk, Executive Director

- A property tax objection was received by the Library, which was not accurate. The Executive Director worked with legal counsel to remove the Library from the objection.
- Exempt Policy Updates - The new exempt policy (Personnel Policy 113) and associated procedures were reviewed with exempt staff. The importance of producing work that is in alignment with the Library's goals, mission and vision as well as being present for supporting staff and patrons was emphasized.
- Friends MOU updates - Stakeholders from the Friends of the Library, Library Trustees and Library staff met on January 18 to discuss a draft of the Memorandum of Understanding. Great input was received, and another meeting will be scheduled once edits are collected.
- Internal Objectives - The positive focus on the 2024 objectives continues to be reinforced in meetings and communication with staff, which were "be grateful, empower yourself, seek alignment and wow people."
- MVCC Partnership - Executive Director Krooswyk met with a New Lenox resident who is also representative from Moraine Valley Community College. A great discussion ensued regarding services offered, EDI topics, building awareness of the library to the community, and potential partnerships.
- Reporter Article - Photos and comments were submitted for the architectural issue of Illinois Library Association's Reporter magazine.
- Right to Read Legislation - A letter was sent to Illinois libraries summarizing the new requirement. "Essentially this new law requires every Illinois library that applies for grant funding from this office (Secretary of State) to establish an anti-censorship policy or statement. The New Lenox Public Library is in compliance.
- Staff Day - The Library will be closed for Staff Development Day on Friday, March 1. Presentations will include an Administrative update, training on branding and readers advisory, an outside speaker presenting "Standing Ovation Customer Service," and a local business demonstrating proper ergonomics.
- Strategic Planning - Progress continues to be made on the strategic plan in its new calendar year timeframe. An in depth discussion with the Management Team is scheduled to confirm action items and responsible staff.
- Weather closures - The Library was closed on Friday, January 12 due to inclement weather.

Adult & Teen Services - Monica Waligorski, Adult & Teen Services Manager

- The month of January saw a 26% increase in eMagazine usage, along with a 17% increase in eBook and 24% eAudiobook usage compared to the previous month. YTD eMagazine checkouts have increased 135% compared to the same time frame last year.
- Our Teen Advisory Group (TAG) along with Lincoln-Way Central's Animal Club made blankets for the NAWS animal shelter on January 18th. Some of the teens took fleece home and finished several more blankets.
- 48 adults and 12 teens participated in our Review to Win winter reading program.

- 12 adults and 1 teen attended our Bring-A-Book Yoga program on January 25th.
- Dawn is providing literacy tutoring to a new student.
- Our study rooms have been extremely busy.

Business Office - Shalyn Rodriguez, Assistant Director

- Communicating with Cygan Hayes to begin transition from Quickbooks Desktop to Online
- Working with Denise Towne to implement daily cash drawer counting
- Offboarded Laura Gorczyca Hanes - Patron Services Specialist
- Offboarded Arley Concaildi - Administrative Assistant
- Interviews with Denise Towne to fill 2 Patron Services Specialist positions
- Prepped Season 4 launch of Illinois Libraries Present - Steering Committee work

Creative Services - Ashley Middleton, Creative Services Manager

- New orientations and visits to the Digital Media Lab, as well as one-one-ones, have almost doubled in The Studio compared to the average in Summer and Fall 2023
- Art Club's December video was picked up by YouTube's algorithm, and has been viewed over 24,300 times
- We hit 500 YouTube subscribers
- Website, event calendar, and mobile app usage has picked up significantly this month

Facilities Department - Brian Goebel, Facilities Manager

- Aardema Electric replaced the public restroom lights and Meeting Room A&B lights with LED fixtures. The new fixtures in the Meeting Rooms are at least three times more efficient overall than the old fluorescent fixtures while providing more light and retaining the ability to be dimmed. The new restroom fixtures are exactly three times more efficient (from 42 watts down to 14) while providing at least twice the brightness of the old fixtures. All of the LED fixtures provide a much longer life-span than fluorescent fixtures.
- Divine Shine Window Cleaning was here Jan. 31st to clean the exterior windows and interior/exterior floor-to-ceiling glass at the main entrances. Patrick McCleary; proprietor, New Lenox native, and current resident, grew up with the "new" building and has fond memories of growing up riding his bike to the library.
- Cosmopolitan Cleaning and the library signed a renewed one-year agreement retro-active to September 1, 2023, through August 31, 2024. This was the time period of the previous year's agreement. Price, terms, and days of service remain unchanged at \$3090 per month, which is an extremely economical rate per the industry average.
- Cintas Fire Protection inspected and recertified the library's fire extinguishers Jan. 8th.

Information Technology - Phillip Bormet, Information Technology Manager

- Princh Public Printing launched! With a good reception from patrons
- Tech Services has been migrated to OneDrive for business from the old system. Adult and Teen Services will begin preparation during February for the March 1st transition for their department.

Patron Services – Denise Towne, Patron Services Manager

- Worked with AD Shalyn to come up with a process for reconciling the cash drawer daily
- Denise is now certified as a passport acceptance agent

Technical Services - Mary Byford, Technical Services Manager

- Orders are steadily arriving.
- Deleting many records due to departments weeding out their collections. Tech deleted 2, 288 records this month, all time high.

Youth Services - Alissa Raschke-Janchenko, Youth Services Manager

- We welcomed our new Program Coordinator, Kyra Kuk, aboard
- WRP saw roughly 250 participants
- Outreach is thriving, with nine events in January
- We now house a new IDNR resource trunk and will be marketing to scout troops in the area.

Treasurer's Report

- Assistant Director Shalyn Rodriguez presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for January 2024 by Trustee Nolan, seconded by Secretary Moncek. Motion passed by unanimous roll call vote.

Next Meetings

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| • March 11- Decennial | • May 13 - Finance |
| • April 8 - Personnel | • June 10 - Continuing Education |

Old Business

The following documents were reviewed by the Board with no additional questions or comments.

- **REVIEW:** RAILS Membership Standards - Content and Collection
- **REVIEW:** Serving Our Public 4.0 - Chapter 2: Governance and Administration
- **REVIEW:** General Policies 207 & 208 and Personnel Policies 107 & 206

New Business

- **ACTION:** Motion to approve Consent Agenda action item A by Trustee Nolan, seconded by Secretary Moncek. Motion passed by unanimous roll call vote.
 - A. **ACTION:** APPROVE closing the Library for Fall Staff Development Day on Friday, September 20, 2024

Trustee Comments

- Trustee Monbrod asked about set up for the Friends of the Library Book Sale on Saturday, March 2. Executive Director Krooswyk stated that she will be present for setup on Friday night and Saturday morning.
- Trustee Monbrod also asked if outreach staff promote voter registration at high school visits since it's an election year. Executive Director Krooswyk will follow up with staff.
- Trustee Moncek mentioned an interaction she observed with an adult patron who was struggling with reading and if the Library has resources to connect them with to assist. Executive Director Krooswyk will follow up with staff.
- Trustee Moncek also mentioned that her son attended the laser tag event and it was the "coolest experience of his life" and to pass along the compliments to the staff.

Adjournment

- President Alex Vancina adjourned the meeting at 7:47 pm

Respectfully Submitted:
Michelle Krooswyk,
Interim Recording Secretary
Executive Director