

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

February 17, 2026

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 7:00p.m. by Board President Alex Vancina on Tuesday, February 17, 2026, 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 Colette Loecke, Trustee Dr. Edward Tatro, & Trustee Dawn Wheat

Absent: Treasurer Dr. Cari Didion

Staff present at the Library Building: Executive Director Michelle Krooswyk, Administrative Coordinator Melissa Seaberg, Adult and Teen Services Manager Monica Waligorski, Patron & Tech Services Manager Denise Towne, Studio Manager John Morgan, Youth Services Manager Alissa Raschke-Janchenko

Visitors: Eddie Barker, JJC Intern

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- None

Staff Report

- Director Krooswyk spoke to the board about Trainual

Minutes

ACTION: Meeting Minutes from the General Meeting on January 19, 2026, and Closed Session Meeting Minutes on January 19, 2026, were approved on a motion by Trustee Wheat, second by Trustee Loecke. Motion passed by unanimous roll call vote

Correspondence

Adult and Teen Services

- "Big big help!! Melissa - a star Thanks, I got my email working!!"

Patron Services

- One of the greatest features that you added with the lobby renovation was the automatic doors. The older I get the more I appreciate the little things from my favorite place!! -Marlene Lewis

Youth Services

- In regard to the January Art Club: "Thank you so much for the amazing poppy art project. Alice, Maeve, and Grace, all loved it and they turned out so beautifully!"

- “A lot of patrons had great things to say about the Early Childhood Fair! Many commented that they were able to gather a lot of helpful resources and appreciated that the library organized and hosted the event.”

Executive Director’s Report

Administration – Michelle Krooswyk, Executive Director Shalyn Rodriguez, Assistant Director; Melissa Seaberg, Administrative Coordinator

- Budget - While we await disbursement amounts from Will County in mid-March, Leadership Team is planning to present their budget requests at the March 25 Leadership Team meeting. Administration has already started working on an updated budget format that more closely aligns with our ordinance format.
- Compensation Study - Job descriptions have been submitted and Executive Director Krooswyk met with HR Source representative to kick off the process.
- Interns - Our JJC Intern, Eddie Barker, started in January and will be working through most library departments through April. Our COD intern was unable to start her internship due to personal reasons. The deadline for applications for the Will County Center for Economic Development high school internship program will be at the end of February.
- Leadership Library - Per an email sent on Friday, January 30, a Leadership Library has been started by Admin. Plans are in the works to grow this offering by incorporating book discussions and more.
- Leave - Assistant Director Shalyn Rodriguez officially started her leave and welcomed a healthy baby girl, Alma Lynn. Admin is keeping operations running smoothly.
- Master Building Plan - Executive Director Krooswyk met with architects to provide the most recent input from the Leadership Team, which was incorporated into the next draft and discussed at a January Leadership Team meeting.
- Wilhelm Cafe - The cafe is ready to open to the public on Monday, 2/2. Pat Morissey donated funds to cover the full cost of the commercial grade Keurig in memory of her son who passed away. A sign has been placed next to the Keurig. Also, an additional signage has been created to honor Elmer Wilhelm. All signage is currently temporary until final locations are determined to be wall mounted.

Adult & Teen Services – Monica Waligorski, Adult and Teen Services Manager

- We had 84 participants in our Reach for the Stars and 54 in our Review to Win Winter Challenges.
- 128 people participated in the library wide Vacations, Staycations and Celebrations program on January 31st.
- Eduardo Torres submitted a letter of resignation. His last day is February 8th.
- January 8th Trivia program at Beggars had 50 attendees.
- Volunteers earned 46 volunteer hours in ATS. The library received 16 new volunteer applications in January.

Facilities Department – Nikki Orchard, Facilities Coordinator

- 2nd floor Staff Meeting/Wellness Room repainted
- Transitioning to new pest control service
- Annual fire extinguisher inspections/recharging completed
- HVAC: Replacement of noisy and failing 2nd floor return fan motor Installation of inductive absorbers on the 2nd floor VFD motor

Information Technology – Devin Arbuthnot, Information Technology Coordinator

- New Self Checkouts have been installed and Envoy Software working as expected!
- Set up server for TBS staff and began software installation for Spring switchover of printing and pc reservation
- Created LibConnectPro (Patron Point) Project Plan

Marketing – Nicole Wright, Marketing Coordinator

- Going through training with LibConnectPro.
- First eNews will be sent out March 6 via LibConnectPro. Then we navigate away from using Mailchimp. Devin and I are working on User Journeys, such as birthdays and library card anniversaries, and these will be implemented by the next Board meeting.

Patron & Technical Services – Denise Towne, Patron & Technical Services Manager

- Self-checkout machines were replaced and new software was added. (PS)
- Denise and Devin are still working on adding an email receipt feature to the self-checkout machines. The plan is to make a big “Go Green” initiative in March or April. (PS)
- We have relocated the Local Author collection to the staircase display. The hope is that local authors will donate their books to this collection. We have had 1 new donation so far. (TS)
- Fran Burdelik and Lea Walwyn began training with PrairieCat to become MARC members. (TS)

The Studio – John Morgan, Studio Manager

- We created the signs for the Wilhelm Cafe, and the new Local Authors display case.
- We received our 2nd Bambu H2C 3D Printer which completes our 3D printing upgrade.
- Got our new xTool F1 Ultra Laser Engraver up and running.
- Our most popular service of the month, not called 3D printing, was...button making!? We had 33 people come in to use the button maker!

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- Winter Reading 2026 had almost 80 completions and we had almost 250 kids participate in our Passport to Learning Scavenger Hunt.
- Our second annual Early Childhood Fair had representation from a dozen organizations and over a hundred attendees, despite the cold weather.
- YS had over 45 hours of volunteers during January.

Strategic Plan Updates

Our calendar year strategic plan action steps can be found [here](#). Please provide any updates on progress made the past month.

Goal 1

- CY2026 Action Step: Focus on providing additional family programs during evenings and weekends - we had several weekend programs for kids and families, as well as an evening Bingo and Family Trivia program.

Goal 2

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Goal 3

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Goal 4

Treasurer's Report

- Director Krooswyk presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for January and Bills payable for February by Trustee Monbrod, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Old Business

- A. REVIEW: RAILS Membership Standards – Funding
- B. REVIEW: Illinois Library Standards – Advocacy & Community Engagement
- C. REVIEW: Review General Policies – 207 & 208 and Personnel Policies – 107 & 206

New Business

- **ACTION:** Motion to approve Consent Agenda A-C by Trustee Monbrod, second by Trustee Wheat Motion passed by unanimous roll call vote.
 - A. ACTION: Update General Policy 201 - additional options for checking out materials (second read)
 - B. ACTION: Approve Update Fall Staff Development Day Closure from September 25, 2026, to September 11, 2026
 - C. REVIEW: Update to Personnel Policy 203: Addition of Neonatal Policy (first read)
 - D. REVIEW: Update to Personnel Policy 302: Equipment, Email & Internet Use – Language updated for Vessa Policy (first read)

Trustee Comments

- President Vancina commented on the Café's signage. Some of the letters on the Library's name are crooked and look like they are not stable. Suggested a backing of some sort for better stability. Director Krooswyk will connect with Studio GC for a solution.
- President Vancina also noted that the Wi-Fi connection in the Café is very poor. Director Krooswyk will speak to our IT Coordinator about boosting the signal.

Adjournment

- Board President Alex Vancina adjourned the meeting at 7:46pm.

Respectfully Submitted:
 Melissa Seaberg
 Administrative Coordinator/Recording Secretary