

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

January 19, 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 7:00 p.m. by Board President Alex Vancina on January 19, 2026 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Alex Vancina, Treasurer Dr. Cari Didion, Trustee Colette Loecke, Trustee Dr. Edward Tatro, and Trustee Wheat

**Absent:** Vice President Michelle Monbrod, Secretary Erin Moncek

**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, Marketing Coordinator Nicole Wright

**Visitors:** None

- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

- None

#### Staff Report

- Nicole Wright, Marketing Coordinator presented to the board about the upcoming National Library week and rolling out Patron Point.

#### Minutes

- **ACTION:** Meeting Minutes from the General Meeting on December 15, 2025 and Finance Committee Meeting were approved on a motion by Trustee Loecke, second by Trustee Didion. Motion passed by unanimous roll call vote.

#### Correspondence

Admin

- Good afternoon,  
I wanted to let you know what a great idea you had coming up with the cabinet. I volunteer at the NL food pantry, and we regularly are out of personal hygiene supplies. You will definitely fill a need in this community. I have only lived in NL for 3 years but I can truly say there is concern for all who live here. On another note my granddaughter and I regularly use the library and I can't say enough about how helpful the librarians are to us. I will be referring pantry clients to the library. Thanks for helping those who need it the most.  
Barb Plantz

## Youth Services

- From our Shout Out! Box: "Dear Librarians - thank you for making the kids' section of the New Lenox Library so great!"
- One night in December, two adults and a preteen child came in seeking our playaway collection. (The mother and child were visiting family from England.) When I led them to our audio collection, she squealed with delight, and jumped up and down. They were wowed by the Wonderbook chapter books, too.
- This month, we had a ton of positive comments on the ugly sweater contest we have on display near the stairs.

## **Executive Director's Report**

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

- 25 Years! - In December, our library will be celebrating its 25th anniversary on the Commons. Marketing and Admin are looking into the process of rebranding as part of the celebration. More details to follow in the coming months.
- Cafe - Paperwork and closeout information has been finalized. The grand opening date is scheduled for February 2nd (2/2). Cafe may open earlier as a soft launch.
- Compensation Study - Job descriptions were compiled and adjusted to create consistency in language and ensure information was correct and up to date. Once the Board reviews the Executive Director job description, all the positions will be submitted to HR Source for the full compensation study. Updated compensation ranges will be applied to the fiscal year 2027 budget.
- ILLINET Survey - This annual requirement was completed and submitted to State Library with help from ATS Manager Waligorski.
- Internships - During the winter/spring 2026 semester, we will be hosting an intern from both JJC and COD for Library Technical Assistant practicums!
- Master Building Plan - Leadership Team met together and provided input regarding the first draft of the building plan. Executive Director Krooswyk has a meeting scheduled with architects in January to discuss information acquired from staff.

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

- Palace Project Statistics have been added to the monthly statistics. The number of unique users was not available. I contacted support and they have indicated that this statistic will be added soon.
- Teens created 444 cards for our annual Volunteer Holiday Cards program. We distributed 50 holiday card kits to the teens, and they contributed their own supplies beyond that. Due to the overwhelming response, we expanded our recipient organizations to include Horizon, the New Lenox Food Pantry, American Legion, and VFW.
- Volunteers earned 42 in-person and 104 virtual volunteer hours in ATS. The library received 7 new volunteer applications and Annette conducted 3 new volunteer interviews.
- 214 teens attended our Finals Study Blitz on December 16th and 17th.
- We had 112 people come to the Lincoln-Way Central Madrigal performance upstairs on 12/2.
- 375 people visited us at the Christmas in the Commons YS/ATS outreach event on December 6th.
- We visited 74 teens at the Lincoln-Way Central school visit.

**Facilities Department** – Nikki Orchard, Facilities Coordinator

- Lighting was added to illuminate the Donor Tree
- Lighting was added by 1st floor bathrooms/water fountains
- HVAC- smoke damper actuator replacement installed
- New Cafe space is complete (opening set for February 2nd)
- Exterior lighting estimate obtained

**Information Technology** – Devin Arbuthnot, Information Technology Coordinator

- Hung Camera in Cafe Space
- Set up new OPAC devices for patron use
- Set up new Self-Checkout machines to be installed in January
- Prepared Laptops for Technical service staff training

**Marketing** – Nicole Wright, Marketing Coordinator

- Through the Will County Center for Economic Development, Marketing will be hosting a summer intern.
- Planning for National Library Week is in preliminary stages.

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

- 10,465 cards are set to non-expiring.
- Worked with PrairieCat to create a student card.
- PS & TS had our holiday party at Beggars on 12/19/25.
- Gave away over 100 scratch and sniff bookmarks as part of our Kittens in Mittens scavenger hunt.

**The Studio** – John Morgan, Studio Manager

- Our new Studio Specialist, Blue, started and he's doing very well.
- We had our best month with the laser cutter!
- Sublimation was our most popular service with 16 appointments!
- We re-introduced Studio virtual programs with the "12 Days of Craftsmas" series! It did very well with over 300 views!
- Our passive crafts did well this month in part to the free gift-wrapping station which was much more popular than last year. We ran out of wrapping paper twice!
- We debuted "Crocheting with Rachel" which has been well received.

**Youth Services** – Alissa Raschke-Janchenko, Youth Services Manager

- The Library had a craft table at Christmas on the Commons, and almost 400 people stopped by!
- Much of the month was spent preparing for Winter Reading.

**Treasurer's Report**

- Michelle Krooswyk, Executive Director presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for December and Bills payable for January by Trustee Tatro, second by Trustee Wheat. Motion passed by unanimous roll call vote.

**Old Business**

- REVIEW: RAILS Membership Standards - Facilities
- REVIEW: Illinois Library Standards – Access
- REVIEW: Review General Policies 301 Parameters & Priorities Of The Collection, 302 Use, Availability & Labeling, 303 Evaluation Of The Collection, & 309 Disposal Of Library Materials

### New Business

- **ACTION:** Motion to approve Consent Agenda items A & C-F by Trustee Tatro, second by Trustee Loecke Motion passed by unanimous roll call vote.
  - A. ACTION – APPROVE Personnel Policy 210 – Cell Phone Reimbursement (2<sup>nd</sup> read)
  - B. ACTION – Update General Policy 201 - additional options for checking out materials (1<sup>st</sup> Read)
  - C. ACTION – APPROVE Library Closure for MakerDay Event on Saturday, April 18, 2026
  - D. ACTION – APPROVE Final Pay App for Kandu Construction Café Project
  - E. ACTION – APPROVE Executive Director Job Description Update
  - F. ACCEPT Per Capita Grant

### **Board Continuing Education**

- A. Last Month’s Review: Navigate Your Role- Trustee Resources
- B. Next Month’s Module: State of Illinois Training Requirements for Trustees (Trustee Journey)

**Executive Session** Trustee Didion motioned and Trustee Wheat Seconded to go into Executive session at 7:39 p.m. for the purpose of discussing 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.

Motion Passed by unanimous roll call vote.

- The Board Returned to opens session at 7:46

Trustee Tatro moved and Trustee Loecke seconded to approve closed meeting minutes review including release of closed session minutes per executive session discussion

- A. ACTION – APPROVE Closed Meeting Minutes Review Including Release of Closed Session Minutes per Executive Session Discussion

Motion passed by a unanimous roll call vote.

Trustee Didion Moved and Trustee Wheat seconded approval of the destruction of executive session recordings older than 18 months.

- B. ACTION – APPROVE Destruction of Executive Session Recordings Older Than 18 Months  
Motion passed by a unanimous roll call vote.

### Trustee Comments

- Trustee Tatro mentioned that he and Trustee Wheat are on the Park District Task Force for their referendum.
- Trustee Wheat is interested in the Library’s potential rebranding

### Adjournment

- Board President Alex Vancina adjourned the meeting at 7:52 pm.

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Respectfully Submitted:  
Melissa Seaberg  
Administrative Coordinator/Recording Secretary