

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

April 21, 2025

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 7:02 p.m. by Board President Alex Vancina on April 21, 2025, 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, Treasurer Dr. Edward Tatro, Trustee Cari Didion, Trustee Colette Loecke, Trustee Terry Nolan

Absent: None

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

Visitors: none

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- none

Staff Report

- Nicole Wright, Marketing Coordinator, gave a brief update on the success of Maker Day, e-news, and the Summer Guide.

Minutes

ACTION: Meeting Minutes from the General Meeting on March 17, 2025, and Policy Committee Meeting on March 17, 2025 were approved on a motion by Trustee Nolan, second by Trustee Loecke. Motion passed by unanimous roll call vote.

Correspondence

- A donation of \$150 was made in loving memory of Sue Brown who passed on February 21, 2025. Her husband, Russel, came to speak with Michelle about his wonderful wife and her appreciation for the Library.
- "2nd floor desk has been beyond helpful with the miscellaneous needs with the computer glitches and printing needs I have routinely come to the library to take care of. Thanks all around, it is much appreciated!!"
- "Kelly Jean & Dawn are always very friendly, always have a smile. Anytime I come to use computer or to browse they are always knowledgeable about the upper areas books, genealogy,

whatever my query is, they know what they're doing. Love seeing them. Thank You"

- "Anna and Laura! So friendly and welcoming"
- "Dawn, Anna were so lovely and super helpful."
- "Dawn was sooo helpful, I can't believe it! She is great!" Ruth Skuturna
- Maggie received many compliments about her Intro to 3D Print class.
- "This bulletin board is so cute! I am stealing this idea for my classroom!" - regarding the interactive flower board in Youth Services, where patrons could write their favorite book or author to make a garden.
- "This is our favorite place to go." He'd come here every day if he could!"
- "We have to set an alarm to remember to sign up for programs when it starts, they fill up so fast!"
- "A patron asked about hiring - said it's such a nice place and would love to work here."
- "A gentleman from the Joliet/Plainfield area came to our library for the first time after reading about our Book Sale in the Patch. He found our library really impressive in size and complimented its fresh lighting, even comparing it to Fountaindale/Bolingbrook."
- "Patrons have mentioned that they are excited by the addition of the new Wonderbook chapter books!"
- Spencer Pointe 3rd Graders sent us thank you cards after they visited in March.

Executive Director's Report

Administration – Michelle Krooswyk, Executive Director

- Closed Session Minute Review - An ad hoc committee will need to be created to review closed session minutes with the goal of releasing additional closed session minutes at the next scheduled review at the June Board Meeting.
- Coffee Chats - All one-on-one coffee chats were completed in March. Executive Director Krooswyk will be working with Assistant Director Shalyn Rodriguez to review staff input and continue to make improvements to the organization. In addition, Rodriguez and Krooswyk will work with department managers to formulate action plans in combination with staff engagement survey results. Coffee chats will continue in the future, with Rodriguez and Krooswyk meeting once per fiscal year with each staff member.
- Election Results - Existing and new trustees will be sworn in at the May 19th Board Meeting. Committees and officers will also be chosen at that time.
- Evolving Manager Bootcamp - Executive Director Krooswyk attended a 3-day training at HR Source in Downers Grove at the end of March. The purpose was to reconnect with management basics, including interviewing, hiring, coaching, counseling, discipline, and termination. In addition, Krooswyk wanted to experience the course prior to sending other managers to ensure the time commitment and associated expense was worthwhile for managers. It was decided that all managers that supervise direct reports would attend due to the quality and amount of information that will be invaluable to our managers and ultimately benefit staff.
- Illinois Library Association Conference - Executive Director Krooswyk and Assistant Director Rodriguez will be presenting at Reaching Forward North conference in May at the Rosemont Convention Center. If Trustees are interested in attending, please let Krooswyk know so they can be registered.
- LACONI Trustee Banquet - This year's banquet will be held on Friday, May 30 in Oak Park. The list of confirmed attendees are Trustee Didion, Trustee Monbrod, Trustee Tatro and Trustee Vancina.

- Loyalty Day Parade - This year's Loyalty Day Parade will be Sunday, May 4th. Staff, Trustees, and volunteers are all welcome to attend!
- Statement of Economic Interest - All Trustees have filed their Statements of Economic Interest.
- Tax Extension - Will County informed the Library of its extension for the 2024 levy to be distributed in 2025. We are receiving a slight increase of 4% to the total budget.
- Village Proclamation - Mayor Baldermann presented an official proclamation to the Library on behalf of National Library Week. In attendance were Trustee Vancina, Youth Services Manager Alissa Raschke-Janchenko, and Executive Director Krooswyk.

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

- 21 adults and 12 teens participated in our Poetry Contest.
- 68 people participated in the March Madness battle of the books.
- 45 people attended our Trivia program at Beggars on March 13th.
- 12 teens took the ACT practice test given by Huntington Learning Center on March 8th.
- 7 boxes of donations were given to the Will County Adult Detention Facility.
- Volunteers earned 57 volunteer hours for in-person volunteering including programming. We offered 59 volunteer slots in ATS. We received 21 new volunteer applications. Annette had 6 new volunteer interviews.

Business Office – Shalyn Rodriguez, Assistant Director

- Three employees resigned in March: Patron Services Specialist Emma Jankowski, Adult & Teen Services Outreach Coordinator Dominic Ricobene, and Youth Services Specialist Colleen Dwyer. Open positions have been posted and shared with staff. Interviews will be held in April.
- Anna Sarsfield has been promoted to the Adult & Teen Services Outreach Coordinator position. Melissa Leggero has shifted into Anna's former position as Adult & Teen Services Specialist, leaving the Teen Services Specialist position open.
- Lainey Smith has accepted a full-time position in the Studio.
- Will County has announced its tax extension amounts, allowing Administration to begin preliminary FY26 budget planning. Managers will be presenting department budget requests at the April 9th Leadership Team meeting to promote transparency and accountability. This information will be incorporated into the draft budget that will be presented at the May Board meeting.

Facilities Department –Open, Facilities Coordinator

- LED lighting change over: Completed by Veterans Energy
- Annual fire alarm testing: Completed by Phoenix Fire Systems
- Interior and exterior window washing: Completed by Divine Shine
- Carpet cleaning: Scheduled to be completed in April by Cornelia Carpets
- Lawncare/snow removal: Secured new local service provider- Green Effects
- Night cleaning: Obtained quotes from several potential providers
- Proposing contract acceptance of new night cleaning company: ProClean+

Information Technology – Devin Arbuthnot, Information Technology Coordinator

- New Display in Lobby for event and program communication
- Installed new printers for Tech Services and YS office

Marketing – Nicole Wright, Marketing Coordinator

- National Library Week

Patron Services – Denise Towne, Patron Services Manager

- Working with Devin Arbuthnot and Roy Arey in PrairieCat to figure out why we are experiencing problems with the PrairieCat mobile app.
- Still having high numbers for passport appointments despite no Saturday appointments
- Patron Services instruction manual has been completed
- Recently returned display is highlighting YS items only

The Studio – John Morgan, Studio Manager

- We rebounded from a slow February with over 1600 visits.
- Teamed up with ATS for West Fest. We printed about 30 pieces at the event.
- Due to increased foot traffic, we made Lainey Smith full-time.
- A record month for 3D Printing with 70 requests and 307 items.
- We completed our first order for a patron for the laser cutter.
- We've had an upswing in reel-to-reel and vinyl digitization requests.
- Continued preparation for Maker Day.

Technical Services – Denise Towne, Technical Services Manager

- New printer/scanner in TS
- Alissa graciously ran a report for all of the items in the library and we are systematically fixing all of the errors that are in the system.

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- New YS Specialist Mia Guevara Morgan will be starting at the end of April in a 20/hour per week role.
- YS Early Literacy Coordinator Elizabeth Devito has been working with Marketing Coordinator Nicole Wright on an early literacy campaign, as well as new branding for our existing offerings.
- Due to the impending end of the school year, there has been an increase in volunteer hour requests, and YS Resource Coordinator Liz O'Neill has been scheduling and training more teen volunteers!
- YS Manager Alissa Janchenko has accepted a seat on the state iRead Committee.

Treasurer's Report

- Shalyn Rodriguez, Assistant Director, presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for March 2025 and Bills payable for April 2025 by Trustee Moncek, second by Trustee Nolan. Motion passed by unanimous roll call vote.

Committee Reports

- A recap of the Personnel Committee Meeting was presented.

Old Business

- A. REVIEW: RAILS Membership Standards – Content and collections
- B. REVIEW: Serving Our Public 4.0 – Chapter 4: Access
- C. REVIEW: Review General Policies – 103 New Trustee Orientation and 216 Immigration Compliance; Review Personnel Policies 101 Employment at Will and 310 Immigration compliance

New Business

- **ACTION:** Motion to approve Consent Agenda A-C by Trustee Monbrod, second by Trustee Didion Motion passed by unanimous roll call vote.
 - A. ACTION: APPROVE Transition to Old Plank Trail Community Bank from Elan for Library Credit Card Account
 - B. ACTION: APPROVE Update to General Policy 407 Daily Operational Controls to Modify List of Card Holders
 - C. ACTION: APPROVE Proclean+ as New Library Contracted Cleaning Company

Executive Session

Trustee Tatro motioned and Trustee Loecke Seconded to go into Executive session at 7:45 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 Open session at 8:00 p.m.

Trustee Comments

- Trustee Nolan's term is ending and spoke about his reasoning for joining the Board: the threat of taking Huckleberry Finn off Library shelves. He asked the Board and staff present to stay vigilant. He thanked the Board for their support over the years, the staff for the amazing work that they do for the community, and the admin team for all they do.

Adjournment

- Board President Alex Vancina adjourned the meeting at 8:04 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary