

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

February 18, 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 7:01 p.m. by President Alex Vancina on February 18, 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 A.

**Absent:** Trustee Cari Didion, Trustee Terry Nolan

**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:**

Dawn Wheat

- The Pledge of Allegiance was recited by attendees.
- Trustee Tatro moved, and Trustee Monbrod seconded to allow Trustee Colette Loecke to attend remotely. The motion passed unanimously.

#### **Audience to Visitors**

Dawn Wheat is running for Library Board Trustee in the upcoming election. Ms. Wheat introduced herself and thanked the Board and Executive Director for inviting her to attend the board meeting.

#### **Staff Report**

- Assistant Director Shalyn Rodriguez presented for the business office. She presented a ledger line review and a proposal for health insurance coverage.

#### **Minutes**

**ACTION:** Meeting Minutes from the General Meeting on January 20, 2025, Continuing Education Committee Meeting on January 20, 2025 were approved on a motion by Trustee Monbrod, second by Trustee Moncek. Motion passed by unanimous roll call vote.

#### **Correspondence**

- "I wish there would have been this much fun stuff when my kids were little. You have such awesome classes, and the kids would be here every day if they could!" - patron who attends with grandkids
- A mother came in last week and when she saw me, she said, "Well, you helped me last [school] year, can you help me again?" referring to my book recommendations for her as a mystery reader for her child's class. She came back the next week and told me my recommendation was a hit again. A family came in the last Saturday I worked and while they are not regulars and I had

not seen them in a while, their young son came and asked me to help him find No, David! books. I recalled that he was very into Eric Carle last time I saw him and his parents were delighted that I remembered, and I was able to help him find a bunch of popular favorites he was eager to read. Another young patron was recently jumping up and down when I helped him find books he wanted, I even got an "I love you." One weeknight a mom came in with her children and asked me for some recommendations for books set in Paris because the family is planning a trip. I helped her with books and told her about our travel kits. She was grateful for all of the help, to hear about the travel kits, and took a form." - submitted by Trisha Honkoski

### **Executive Director's Report**

#### **Administration – Michelle Krooswyk, Executive Director**

- Cafe Update - Final plans for design and utilities are almost complete in order to go to bid. Executive Director Krooswyk emailed out the design drawings from the December meeting with the architect.
- Coffee Chats - One-on-one meetings with staff and the Executive Director began in January. All meetings will wrap up in mid-March and will coincide with communicating out the results of the staff engagement survey.
- Dolly Parton Imagination Library - Local Library Directors will be meeting with the Will County Executive to discuss possibilities for future partnerships.
- Executive Session Minutes - After consulting legal counsel, the Executive Director and Board President will be working together to form an ad hoc committee to go through executive session minutes in more detail prior to the next legally required 6-month review in June.
- Facilities Coordinator - Nikki Orchard started on February 4 and is excited to get started on a long list of projects, beginning with interior lighting.
- Harassment Awareness Training - Administration will provide training per state requirements during 2025. More details on format and time frame will be provided soon.
- Intergovernmental Leadership Luncheon - This quarter's meeting took place on Wednesday, January 8. We are getting consistent attendance and additional members showing up each meeting.
- SAM Renewal - The Library's System for Award Management membership was renewed, which allows us to receive funding, such as ARPA funds.

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

- January saw our highest amount of eContent checkouts YTD. Compared to the previous month, magazine checkouts increased 27%, while total eContent checkouts increased 15%.
- Beggars Pizza has now set a limit of 58 people for our Trivia program. Our 1/9/25 program had 58 attendees.
- 29 adults and 20 teens participated in our Review to Win challenge.
- 7 teens attended our Chess for Teens program on January 25th. The hope is to create a chess club for teens.
- 17 people attended our Senior Coffee Breaks program on January 2nd. Honoring Aging presented "Downsizing with Ease to Rightsize Your Space."
- Volunteers earned 59.5 volunteer hours for in-person volunteering. We received 22 new volunteer applications this month. Annette conducted 4 new volunteer interviews.
- Some of the furniture in ATS has been moved to better accommodate patron needs.

**Business Office – Shalyn Rodriguez, Assistant Director**

- 1095s for 2024 were filed and copies, along with W-2s, were distributed to staff.
- Worked with Cygan Hayes to transition to QuickBooks Online.
- Adult & Teen Services Manager, Monica Waligorski, and I completed a space assessment of various seating areas within the department. Some furniture has been moved to create spaces that better accommodate the needs of our patrons. We will continue with plans as we are able to flex furniture.

**Facilities Department – Nicola Orchard, Facilities Coordinator**

- Nikki started on February 4th; we are working on scheduling her introductory presentation to the Board.

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

- Finalized Studio Printer repair and returned device to Studio space for staff and patron use
- Assisted with migration to QuickBooks Online
- Launched 2025 cyber security training through KnowBe4
- Worked with Studio to 3D print laptop mount for staff

**Marketing – Nicole Wright, Marketing Coordinator**

- The Spring Guide is officially out
- Working on updating landing pages on the website
- Promoting the upcoming March Madness book bracket (fill out your bracket 2/24 - 3/2) & Poetry Contest (submissions accepted March 3-31)

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

- Worked with Melissa Landis at PrairieCat to update loan rules.
- Implemented 3-week checkouts for all items except T2G (which moved to 2 weeks) and mobile hotspots (which stayed at 1 week). The switch to 3-week checkout has been well received by our patrons.
- We have had a HUGE increase in passport appointments and questions.
- The annual certification for passports has been submitted for the year.
- We are making an active effort to increase passive programs in Patron Services.
- I have been working with Nicole Wright to get the new patron handout updated (updates include eating policy change and checkout lengths). We have also been working on updating the passport checklist. We want to make them available on the passport counter for patrons.
- Starting March, we will no longer be offering passport appointments on Saturdays.

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

- The Studio had another record month for attendance with over 1600 visits in January!
- We also had another record month for 3D printing with 92 patron requests totaling 305 items printed!
- We have heard on multiple occasions that NLPL has the best Maker Space in the area!
- Created some of the giveaways for Maker Day using Nicole's logo.
- The word is getting out about the laser cutter. We had our first demonstration for the kids of Lincoln-Way West.

- The Studio staff created a Black History Month that we are very proud of using the different machines in The Studio.

#### **Technical Services – Denise Towne, Technical Services Manager**

- Updated all of the Playaway Launchpads; the item type was incorrect.
- We have gotten subscriptions to WebDewey and all TS staff have started training on DDC (Dewey Decimal Classification) and WebDewey.

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

- Winter Reading Program had almost 200 participants, with more than half completing the challenge!
- The Preschool/Daycare Fair was a big success, with a dozen organizations participating and about 100 parents attending. We have gotten a lot of positive feedback and plan to make it an annual event.
- STEAM kits have been updated and needed items replaced.

#### **Treasurer's Report**

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

#### **Committee Reports**

- A recap of the Building and Grounds Committee Meeting was presented.

#### **Old Business**

- REVIEW: RAILS Membership Standards - Facilities
- REVIEW: Serving Our Public 4.0 – Chapter 1: Core Standards
- REVIEW: Review General Policies - 102 & 209; Review Personnel Policies - 102

#### **New Business**

- **ACTION:** Motion to approve Consent Agenda A-C by Trustee Monbrod, second by Trustee Moncek Motion passed by unanimous roll call vote.
  - ACTION:** APPROVE Paid Family Leave Policy
  - ACTION:** APPROVE Update to General Policy 206
  - ACTION:** APPROVE Amendment to Construction Contract per ARPA Funding Requirements

#### **Trustee Comments**

- None

#### **Adjournment**

- President Alex Vancina adjourned the meeting at 8:02 pm.

---

Respectfully Submitted:  
 Melissa Seaberg  
 Administrative Coordinator/Recording Secretary