

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

June 16, 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 7:00 p.m. by President Alex Vancina on June 16, 2025, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Vancina, Vice President Monbrod, Treasurer Didon, Trustee Loecke, Trustee Tatro, Trustee Wheat

Absent: Secretary Moncek

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

- Devin Arbuthnot, IT Coordinator, spoke to the board about FacilitySight

Minutes

ACTION: Finance Committee Meeting Minutes, General Meeting Minutes, Special Meeting Minutes, and Closed Special Meeting Minutes from May 19, 2025 were approved on a motion by Trustee Monbrod, second by Trustee Didion. Motion passed by unanimous roll call vote.

Correspondence

Administration

- From the Reaching Forward Conference
 - Your session was my favorite of the day!
 - I really needed this today. Thank you.
 - Spoke with Christine Edison, the Adult and Teen Services Manager of Sugar Grove, who recently passed a referendum after 22 unsuccessful attempts. She thanked Executive Director Krooswyk for all the information that she provided from New Lenox's referendum push. They can now attack deferred maintenance issues and provide the services the community truly deserves!

Adult and Teen Services

- "Laura is wonderful! She is always helpful and doing an excellent job. Laura is my library angel!" Sara

Youth Services

- "A patron came in with her granddaughter, who visits around the same time every year. She told me every year when her granddaughter visits her, her first request is that they come to our library!"
- We had so much positive feedback from the chick hatching!
- After school visits, there were a lot of young patrons excited to see staff who came to their schools.

Executive Director's Report

Administration – Michelle Krooswyk, Executive Director

- Budget - Final adjustments have been made to the FY26 budget. Any changes will be communicated to Trustees within the Board packet and at the June 16th Board Meeting.
- Cafe - The cafe project is moving along; any associated delays are due to availability of equipment and delivery challenges. Substantial completion date of the project is approximately July 8, 2025.
- Closed Session Minutes - Trustees Didion, Monbrod and Vancina met with Executive Director Krooswyk on May 29th to go through all existing closed session minutes and determined which could be summarized and release per legal counsel's advice. Executive Director Krooswyk will work on summarizing notes, confer with legal counsel and have them available by the July Board Meeting for amendment approvals.
- Compensation Study - Executive Director Krooswyk submitted approval for completing the next librarywide compensation study to be completed by March 2026 so that information can be included in the FY27 budget.
- Evaluation Format - The Leadership Team will be using an adjusted evaluation format that allows for better goal setting process and encourages quarterly check-in about progress on achieving goals throughout the year.
- Reaching Forward North Library Conference - Executive Director Krooswyk and Assistant Director Rodriguez presented a session entitled "Take Care: A Practical Perspective on Workplace Resilience." There was standing room only and over 110 attendees. Two thirds of feedback responses said the session exceeded their expectations!
- Strategic Plan - The Library's Leadership Team conducted a brainstorming session on May 28th to explore areas of focus for the upcoming strategic plan. Executive Director Krooswyk and Marketing Coordinator Nicole Wright will be working together to create a survey for staff, Trustees and the public along with a schedule/plan for distributing surveys. Data from surveys will be utilized to build out the new strategic plan and direct the Library's path forward.

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

- Anna and Melissa visited Lincoln-Way West on May 2nd and interacted with 72 students.
- 56 teens attended our Finals Study Blitz on May 27th.
- 94 people visited with us at the New Lenox Farmers Market on May 15th.
- 59 people attended our May 8th Trivia program.
- 17 people attended Lucy! An Original Solo Musical Based on the Life of Lucille Ball on May 6th.
- Volunteers earned 39.5 volunteer hours for in-person volunteering including programming. We offered 47 volunteer slots in ATS. We received 20 new volunteer applications. Annette was able to recruit 6 volunteers for the Loyalty Day Parade.

Business Office – Shalyn Rodriguez, Assistant Director

- Saad Shalabi, Adult & Teen Services Specialist, resigned in May. The position was posted and has recently been filled. Eduardo Torres will be joining us in June to fill the Adult & Teen Services Specialist position.
- Gabby Daugherty was welcomed this month as the new Teen Services Specialist.
- The Library received one real estate property tax distribution from Will County in May, totaling \$122,841.01.

Facilities Department –Open, Facilities Coordinator

- Carpet quote obtained for replacement of YS Office carpeting.
- Cafe demo began on May 6th. Weekly construction meetings continue.
- New cleaning company, ProClean+, began service on May 21st.
- Organization and cleaning of the Boiler Room continues.
- Landscaping- Old foliage cleared out of parking lot islands and the front beds by the west entrance. Old tree stumps in parking lot islands were ground down. New mulch added to all freshly cleared areas. Plan being formed for new landscaping foliage additions and the freshening up of other outdoor spaces.

Information Technology – Devin Arbuthnot, Information Technology Coordinator

- Visited Konica Minolta office for production printer demo
- Began implementation of Single Sign On option for web services - starting with FacilitySight people counters
- Successfully repaired T-Mobile data back up service and router
- Began collecting quotes for Self-Check out options in preparation of moving away from Envisionware software solutions

Marketing – Nicole Wright, Marketing Coordinator

- Visited Konica Minolta office for production printer demo
- Started planning for National Library Card Sign-Up Month in September
- Planning for community engagement & surveys for 2026-2028 strategic plan
- Working with Anna on local business outreach

Patron Services – Denise Towne, Patron Services Manager

- Mallory Haldeman started on 5/27/25.
- Conducted interviews for the PS specialist position along with Shalyn Rodriguez and Jen Borgeson
- All PS staff took 3D print training in the Studio
- Working with Marisa at NLFD to provide CPR training. First training set for June 17, 2025.
- RAILS delivery count conducted.
- Met with the FOL to introduce the donation procedures.

The Studio – John Morgan, Studio Manager

- We hosted the Illinois Heartland Mobile Memory Lab
- We handed out laser cut key chains at the New Lenox Farmer's Market
- We introduced a new flower pot painting program which patrons loved!
- We upgraded our sublimation and t-shirt pressing equipment.
- 3-D printing continues to be hugely popular! 358 total pieces printed!

Technical Services – Denise Towne, Technical Services Manager

- Shifted most items from TS closet to workroom
- All TS staff attended a webinar with Baker and Taylor on their current status and moving forward.
- Tech Services has added repairs to their task list.

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- May was a banner month for Youth Services Outreach, with visits to all the K-6 schools in NLSD 121 for Summer Reading Visits, as well as on-site tours for all the third grades. We saw nearly 3,500 kids this month!
- YS incubated and hatched chicken eggs again this year in partnership with the Will County Farm Bureau and U of I Extension. We had all 12 of our eggs hatch, and patrons got to watch the chicks grow for two weeks before they headed off to a farm. Patrons suggested names for our feathery friends, and we had almost 800 entries!
- Recruiting and training volunteers for the Summer Reading Program was a top priority this month, and we have many new (and returning) volunteers all geared up for the program.
- This time of year also brings an uptick in Travel Kits - we did 14 in May.

Treasurer's Report

- Assistant Director Shalyn Rodrigues presented the Treasurer's Report.
 - Updates to the FY26 budget were discussed
- **ACTION:** Motion to approve Bills Paid for May and Bills payable for June by Trustee Tatro, second by Trustee Monbrod. Motion passed by unanimous roll call vote.

Committee Reports

- A recap of the Strategic Plan Workshop Meeting was presented.

Old Business

- A. REVIEW: RAILS Membership Standards – Facilities
- B. REVIEW: Serving Our Public 4.0 – Chapter 6: Public Safety
- C. REVIEW: Review General Policies – 205 Hours; Review Personnel Policies 103 Work week, 104 Attendance and Compensation, and 106 Overtime

New Business

- **ACTION:** Motion to approve Consent Agenda A-G by Trustee Tatro, second by Trustee Monbrod Motion passed by unanimous roll call vote.
 - A. ACTION: APPROVE FY2026 Working Budget
 - B. ACTION: APPROVE Ordinance 25-1 For transfer to Special Reserve Funds
 - C. ACTION: APPROVE Ordinance 25-2.02 Maintenance Levy FY25-26
 - D. ACTION: APPROVE Budget and Appropriations Hearing date of August 18, 2025
 - E. ACTION: APPROVE Truth in Taxation Hearing Date of October 20, 2025
 - F. ACTION: APPROVE Tuition Reimbursement for Melissa Leggero
 - G. ACTION: APPROVE Change Order for Additional Casework in Studio Space

Continuing Education – iLead Module: Library Trustee 101

Trustee Didion motioned and Trustee Monbrod Seconded to go into Executive session at 8:02 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 8:08 p.m.

Trustee Loecke motioned and Trustee Monbrod seconded to approve FY26 pay increase for Executive Director

A. ACTION: APPROVE FY2026 Pay Increase for Executive Director

Motion passed by a unanimous roll call vote.

Trustee Comments

- Trustee Monbrod suggested scheduling a blood drive.
- Trustee Monbrod asked if the Patrons services desk still has a panic button – Yes! We have many panic buttons located in the library.
- Trustee Wheat suggested reaching out to the Red Cross to assist us as we revise our disaster plan.

Adjournment

- President Vancina adjourned the meeting at 8:11 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary