

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

December 15, 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 Board President Alex Vancina on December 15, 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, Trustee Dr. Edward Tatro

**Absent:** Treasurer Dr. Cari Didion and Trustee Wheat

**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, Patron & Tech Services Manager Denise Towne, Studio Manager John Morgan

**Visitors:** Ryan LeFave Studio GC

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

#### Audience to Visitors

- Ryan from Studio GC presented the board with their Master Building Plan for the Library

#### Staff Report

- None

#### Minutes

- **ACTION:** Meeting Minutes from the General Meeting on November 17, 2025 and the Truth in Taxation Hearing were approved on a motion by Trustee Monbrod, second by Trustee Moncek. Motion passed by unanimous roll call vote.

#### Correspondence

##### Admin

- Hi, Michelle—it's Karen Larson from the Friends. I wanted to let you know that my husband, a Marine Corp Veteran, appreciated the Veteran's Day boxed breakfast served last week. He said it was very well done—and delicious! Thank you from me as well.  
~Karen

##### Adult and Teen Services

- Ken Vogen is a veteran and he came to breakfast on 11/10/25. He called to thank the library for a wonderful job. He gave shout outs to Kelli Jean for organizing, Panera Bread for the food and Gia, Nick & Emily for the drawings that came with his breakfast. He and his wife (I heard her in the background) were so appreciative and they wanted to make sure to let us know how

thankful they were. He especially wanted to make sure that we thanked the kids for the drawings.

#### Patron Services

- Do you guys rent rooms out here? I love it here and would love to move in and never leave!!!

#### Youth Services

- A woman told me that she brings her grandson to storytime regularly. She said he loves the bubbles during storytime. So much so that "bubble" was actually the first clear word that he spoke! That was really an amazing thing to hear! - Elizabeth DeVito
- "You guys always have the cutest scavenger hunts!"
- A father and son come in quite often. The last time I saw them, the father took the time to introduce himself and his son to me. It was just one of those moments where you realize you're no longer just an employee in a building, but you've become a positive part of someone's life. - Andy Onderisin
- I wanted to thank you again for the Family Reading Night event yesterday. It was great! We had a nice group of kids and parents come out, very happy with the turnout! Of course you and the library staff are fantastic! - Nicole Underwood, director of the KidsWork Museum

#### Executive Director's Report

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

- Compensation Study - Administration has been working on reviewing all job descriptions and ensuring consistency in language and equitable job descriptions. Next step will be to share with managers and then share at the January board meeting prior to submitting to HR Source for the official comp study. The Executive Director job description will be emailed to Board Trustees to allow for updates prior to submission to HR Source.
- Emphasis on Culture - Starting with Management Team and then Leadership Team, clarified staff meeting guidelines, cultural expectations, as well as discussion prompts for seeking understanding have been created. These will be shared with all staff soon.
- Financial - After the last audit, Administration is reassessing the existing structure for banking accounts. New tools are being created to frequently check actual budget against the levy and B&A funds in a more efficient manner.
- Internships - Sam Blatti just completed her JJC LTA internship with us and work is underway to welcome Eddie Barker from JJC in January. Internship job descriptions were submitted to Will County's Summer Internship Program, positions will be posted to the public in December.
- Levy - The board approved levy was submitted to Will County; we will receive notification of tax extension in mid-March.
- Process Focus for 2026 - For the next calendar year, our organization will place emphasis on ensuring documentation in place through Trainual, including department manuals and processes for all workflows. Managers will also rotate through departments to shadow and see first hand what each department experiences.
- Strategic Plan - The final version is up for approval along with the calendar year 2026 action steps.
- Shalyn Leave - Shalyn has done an excellent job preparing for her upcoming leave, including detailed documentation (thanks Shalyn!). Administration is well poised for handling workflows during her absence.
- Health benefits open enrollment for 2026 was completed.
- Director Krooswyk asked about closing the Library for regular services for the upcoming Maker Day event. The board indicated that they didn't see a problem with that. A vote to approve the closing will occur in a future meeting.

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

- 506 food and non-food items were collected during TAG's donation drive for the New Lenox Food pantry.
- 10 veterans participated in our annual Veterans Breakfast on 11/10.
- Annette and Anna visited with 53 teens at Providence High School on 11/14.
- 55 people attended Trivia night at Beggars on 11/13.
- Volunteers earned 35 in-person and 8 virtual volunteer hours. The library received 11 new volunteer applications in November. Annette conducted 3 new volunteer interviews.

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

- The variable frequency drive for the supply fan at AHU1 was replaced.
- The first floor return fan bearings were replaced.
- The Gutters were cleaned, repaired and sealed.
- A second picnic table was added to the Café patio.
- The second bike rack was removed. A new one will be mounted.

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

- Uninterrupted power supply batteries replaced
- Prepared new OPAC's and Self-checkout computers for installation
- Prepared new PC for DML
- Installed public phone at ATS desk
- Installed cataloging software for Tech Services and prepared laptops for training

**Marketing – Nicole Wright, Marketing Coordinator**

- Winter Reading Challenge/Review to Win/Reaching for the Stars Challenges begin Sunday, January 4. The webpage has been updated at [www.newlenoxlibrary.org/winter-reading](http://www.newlenoxlibrary.org/winter-reading) with more information and the logs.
- Attended the Library Marketing Conference November 11-13 in St. Louis. I attended talks on website accessibility, storytelling, and Library Card Sign-Up Month, among others.
- Promo for the Early Childhood Fair (Saturday, January 24) and Vacations, Staycations & Celebrations (Saturday, January 31) have begun.
- Check out our [top performing reel](#) from November (15k views)
- eNews has officially shifted from bi-monthly to weekly, as per feedback from the strategic plan survey.
- Currently going through a deep dive of the website, checking for broken links, etc.

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

- MaKayla Dundek was hired and started on 11/10/25. She's doing great! (PS)
- Fran Burdelik and Lea Walwyn have enrolled in the MARC training that will start in January 2026. (TS)
- We added 6 new mobile hotspots to the T2G collection. (TS)
- The loan rule for out of system holds was adjusted so our patrons don't receive late fines. (TS)
- Quarterly RAILS count was completed. (PS)
- We responded to the request from the US Department of State for an Attestation of non-profit status. (PS)

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

- We got our new Bambu H2C 3D printer!! Eliminates waste and is much faster!
- We hosted a candle making program with The Candle Vault which was attended very well (14 of 15 showed up!!!)

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

- We partnered with the KidsWork Museum for a Family Reading Night program on November 20.
- We had JJC intern Sam Blatti in our department in November and got to train her on collection work and programming.
- Know More November passive programming generated almost 100 questions from young patrons that staff answered (on display in the YS department, thanks to Shalyn for additional help!)

**Treasurer's Report**

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

**Committee Reports**

- A recap of the Finance Committee Meeting was presented.

**Old Business**

- REVIEW: RAILS Membership Standards – Funding
- REVIEW: Serving Our Public 4.0 – Summary
- REVIEW: Review General Policies – 500 Prohibited Gifts (Excluding 508 Ethics Officer)

**New Business**

**ACTION:** Motion to approve Consent Agenda A-B by Trustee Tatro, second by Trustee Moncek. Motion passed by unanimous roll call vote.

- ACTION:** APPROVE 2026-2028 Strategic Plan and Calendar Year 2026 Action Steps
- ACTION:** APPROVE Insurance Renewal for Calendar Year 2026
- DISCUSS:** Future rotation of Board Committee Meetings

**Trustee Comments**

- Trustee Tatro mentioned that his daughter came to visit the Library and was impressed! She said it was better than her Library in San Antonio!
- President Vancina reminded the Board to look over the Executive Director's job description. Any comments or concerns should be sent to him and Michelle before the January board meeting.

**Adjournment**

- Board President Alex Vancina adjourned the meeting at 8:08 pm.

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Respectfully Submitted:

Melissa Seaberg

Administrative Coordinator/Recording Secretary