

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

January 20, 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 January 20, 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 Edward Tatro, Trustee Cari Didion, Trustee Terry Nolan

**Absent:** Colette Loecke

**Staff present at the Library Building:** Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg, Marketing Coordinator Nicole Wright

**Visitors:** Gary Couch, Adult and Teen Services Manager Monica Waligorski, Youth Services Manager Alissa Raschke-Janchenko, Patron & Tech Services Manager Denise Towne, Studio Manager John Morgan

- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

- Gary Couch expressed his appreciation for the audiobook options The New Lenox Library offers the community.

#### Staff Report

- Nicole Wright, Marketing Coordinator, introduced herself to the board. She spoke about the upcoming spring Guide, the eNewsletter going out on a biweekly basis with an open rate that has improved by 5%. She is planning a patron engagement campaign for Library Lovers Month (February). She is also working on a new visual identity for Maker Day

#### Minutes

**ACTION:** Meeting Minutes from the General Meeting on December 9, 2024, and Finance Committee Meeting on December 9, 2024, were approved on a motion by Trustee Nolan, second by Trustee Moncek. Motion passed by unanimous roll call vote.

#### Correspondence

##### **Admin**

- From a recent Square transaction: "First visit made me feel like a kid in a candy store. Everybody was so pleasant. You can tell that residents' tax dollars are being used appropriately. Very refreshing. Signed wanna move to New Lenox now. Xoxo"
- 5 Star Google Review: Great location for all your learning needs!

### **Adult and Teen Services**

- Comment from patron at desk - "The lights on the tree look so nice in the dark over there."

### **Patron Services**

- You are all so friendly!! I am never going to the post office again and I'm going to tell everyone to get their passports here.

### **Youth Services**

- "We love the kids' department! Always friendly and welcoming to my kids who have a lot of energy but LOVE the library! Happy Holidays!" - Anon
- "We would like to send a 'shout out' to Miss Colleen. We had a nice time watching Frozen with her on Sunday, Dec. 15! Merry Christmas!" - Audrey
- "Shout out to the library for the new kids area!! Amazing new toys and bins to explore! We honestly were so excited to see the upgrade and can't wait to come back soon! THANK YOU!" - Anon
- "My first time here with 6 grandkids 1 ½ -10. They were all entertained for 2 hours. I am so impressed with all that is offered." - S. Schmidt
- "Me and my friends love to come to the library 2 times a week to read." - Anon
- "Thank you for the dollhouse." - Brooks
- "Cooking with Kyra: She is wonderful! So nice to be able to do this with my boys - she makes it so fun and easy. They look forward to it as do I! Thanks so much!" - Anon

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

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

- Annual Awards Dinner - The Chamber of Commerce will host their Annual Awards Dinner on Wednesday, February 19 at 6pm at the American Legion. The Library will be receiving an award for being a Chamber member for 40 years! Confirmed attendees include Trustees Tatrow, Monbrod and Vancina.
- Consolidated Election - The ballot was successfully submitted to Will County for the April 1st election. Candidates included Alex Vancina, Michelle Monbrod, Terry Nolan and Dawn Wheat; 3 seats are available.
- HR Source Advisory Council - Executive Director Krooswyk attended her first advisory council meeting. Great discussion took place, input was sought from attendees, and networking with library professionals and other types of organizations occurred.
- ILA Legislative Meetup - The Executive Director and Trustees Didion, Monbrod and Vancina attended on December 3. Great updates were provided, which can be found in the Board Packet.
- Staff Meetings - The Executive Director will be meeting with all staff individually by the end of March to discuss topics covered in the survey as well as provide intentional time to hear from staff about culture, communication, ideas, and more.
- State Requirements - The Per Capita Grant has been successfully submitted and the ILLINET annual library certification is complete.

### **Next Meetings**

- **Board Meeting:** Tuesday February 18, 2025
- **Building and Grounds Committee Meeting:** Tuesday February 18, 2025, at 6:30 pm

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

- 175 teens attended our Finals Study Blitz on December 17th and 18th.
- 88 people attended the Lincoln-Way Central Madrigals performance on December 3rd in the ATS dept.
- 586 votes were cast in our Ugly Sweater contest.
- Volunteers created 112 cards for residents of the Cottages in New Lenox as part of our Virtual Volunteer opportunity.
- Volunteers completed 22 in-person hours, along with 29 hours for our Virtual Volunteer project. We received 7 new volunteer applications and Annette completed 2 new volunteer interviews.

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

- Executive Director Krooswyk and myself have been selected to present at Reaching Forward North in May!
- Aided in the launch of our updated website.
- Successfully onboard our new Marketing Coordinator, Nicole Wright and our new Patron Services Specialist, Heather Paraday.
- Amy Wegrzyn, certified public accountant with Cygan Hayes was onsite to review balances from the audit and complete essential journal entry adjustments in QuickBooks. Wegrzyn also reviewed transactions by vendors in 2024 to determine which vendors would need to submit W-9s for filing 1099s.
- Received and began work on the Insurance Premium Audit Request from The Hanover Insurance Group.

#### **Facilities Department –Open, Facilities Coordinator**

- Building repairs - A repair of the ventstack over the second-floor women's restroom occurred. The cast iron fixtures had detached and resulted in sewage smells in the building. Executive Director Krooswyk contacted a local plumbing contractor, and it was quickly repaired. While the plumbing contractor was here, they replaced a recip pump in the back mechanical room that our Village Public Works employee noticed was broken last year. We have hot water in the building for the first time in many months.
- Meeting Room Divider - The collapsible panels and track mechanism broke, and the Executive Director located a company to repair the issue. Going forward, we will be performing annual service on these doors to ensure proper functioning.
- Spill Kits - Due to a sick child, the Executive Director discovered that the Library did not have pre-packaged spill kits, or any type of process outlined. Administrative Coordinator Melissa Seaberg acted quickly to order spill kits, which are now available at all public service desks and staff break room.
- Window Replacement - The replacement window for the exterior pane of glass on the west side of the building in the children's area was ordered by Executive Director Krooswyk after consultation with our window contractor. Due to the special order, it will take a few weeks to receive the window.

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

- Set up new Square register in PS
- Facilitated website crossover
- Replaced Alienware laptops
- Reviewed and updated data backup processes
- Met with Julia Wojcik of Frankfort Library

**Marketing** – Nicole Wright, Marketing Coordinator

- Spring Guide will launch on Saturday, February 1st
- eNewsletter is going out on a biweekly basis and open rates have improved by 5%
- Planning a patron engagement campaign for Library Lovers Month (February)
- Working on a new visual identity for Maker Day

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

- Heather Paraday accepted the Patron Services Specialist position and started on December 1st.
- Trained and began using new Square register in PS.
- Recently returned display has been retired.

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

- WE HAVE A LASER CUTTER!
- The Rokus went live for patrons.
- We had over 1500 visitors in December!
- We had our biggest month for 3D printing with 121 items requested!
- We had our biggest month for passive crafts with an average of 30 patrons per craft!
- The gift-wrapping station was successful and we are planning on bringing it back next year.

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

- Tech2Go items are now in the lobby. They have been updated in the system. The previous carousel display has been removed and they have been placed on the shelves for easier viewing.
- Worked with PrairieCat to update loan rules.

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

- YS recently added Wonderbooks chapter books to our collection. These self-contained audio books include the complete text with an installed device that plays the story.
- In December, Kindness Club participants decorated mini Christmas trees to share with the seniors in memory care at Clarendale of Mokena.

**Treasurer's Report**

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

**Committee Reports**

- A recap of the Continuing Education 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 and D by Trustee Tatro, second by Trustee Monbrod Motion passed by unanimous roll call vote.
  - A. ACTION – APPROVE Closures for 2025 Spring and Fall Staff Development Days
  - D. ACTION – APPROVE Update to General Policy 201: Patrons
- **ACTION:** Motion to remove Item B – APPROVE Board Meeting Dates for Calendar Year 2026, to a later board meeting by Trustee Tatro, Second by Trustee Monbrod
- **ACTION:** Motion to remove Item C – APPROVE Library Holiday and Staff Development Day Closings for Calendar Year 2026, to a later board meeting by Trustee Nolan, Second by Trustee Moncek
- **Executive Session**

Trustee **Tatro** motioned and Trustee **Monbrod** Seconded to go into Executive session at 8:20 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.

- ACTION – APPROVE Closed Meeting Minutes Review Including Release of Closed Session Minutes per Executive Session Discussion
- ACTION – APPROVE Destruction of Executive Session Recordings Older Than 18 Months

Motion to go into executive session passed by unanimous roll call vote.

- The Board returned to Open session at 8:37 p.m.
  - ACTION – Motion by Trustee Monbrod, Second by Trustee Mocek to APPROVE Release of Closed Session Minutes 10/19/2015, 3/22/2021, 4/12/2021, 6/14/2021, 4/11/2022, 6/12/2022, 11/14/2022, 4/10/2023, 4/26/2023, 5/8/2023, 6/12/2023 per Executive Session Discussion. Motion passed by unanimous roll call vote.
  - ACTION – Motion by Trustee Nolan and second by Trustee Tatro to APPROVE Destruction of Executive Session Recordings Older Than 18 Months. Motion passed by unanimous roll call vote.

#### **Trustee Comments**

- Trustee Tatro commented that the intergovernmental meetings have been better than usual, and he would like to thank Michelle for her work on that.
- Trustee Nolan suggested inviting Dawn Wheat to attend a board meeting as she is running for a position on the Board.
- Executive Director Michelle Krooswyk asked the Board if they would prefer the Library's Admin Team to delete the closed meeting sessions digital recordings or if they would like a board member present when they are erased. The board indicated that they trust the Admin team to take care of it without a board member present.

#### **Adjournment**

- Board President Alex Vancina adjourned the meeting at 8:41pm.

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Respectfully Submitted:  
 Melissa Seaberg  
 Administrative Coordinator/Recording Secretary