

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

July 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 7:03 p.m. by Board President Alex Vancina on July 21, 2025 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Vancina, Vice President Monbrod, Secretary Erin Moncek, Trustee Loecke, Trustee Tatro, Trustee Wheat

Absent: Treasurer Didon

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, Facilities Coordinator Nikki Orchard

Visitors: None

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- None

Staff Report

- Patron and Technical Services Manager Denise Town spoke to the board about updating the language for General Policy 204

Minutes

- **ACTION:** Meeting Minutes from the General Meeting, Strategic Plan Meeting, and Closed Session Meeting were approved on a motion by Trustee Tatro, second by Trustee Loecke. Motion passed by unanimous roll call vote.

Correspondence

Adult and Teen Services

- A patron stopped at the PS desk to speak to the director. Unfortunately, Michelle was unavailable at the time. We asked about what he needed to speak to her about and he said that he just wanted to praise Laura. She had been so kind, helpful, and patient with him during their interaction and he wanted to speak to the director so that she would know what a wonderful employee she had.
- A patron stopped at the PS desk and wanted to let us know that Gabby was so helpful and nice.
- “Kelli Jean and all the staff upstairs! Super helpful and kind”

Patron Services

- A patron called and wanted to mention that they were super appreciative of the fact that their library card application through the mobile app was processed so quickly. The response from when they submitted it was considerably shorter than what they expected.

Executive Director's Report

Administration – Michelle Krooswyk, Executive Director

- Budget - FY26 budget was approved at the June Board Meeting. It has been shared with staff and end of year transfers were completed.
- Cafe - The cafe project continues to move along. There was a delay in furniture manufacturing, so that is pushing back our opening date.
- Closed Session Minutes - After meeting with the Ad Hoc Committee in May, Executive Director Krooswyk has worked with legal counsel to ensure summarized closed session minutes are ready to be released.
- Strategic Plan - The brainstorming session from the last Board Meeting was very helpful in the planning process. Executive Director Krooswyk and Marketing Coordinator Nicole Wright are taking the lead on creating and disseminating surveys as the next big step in the process. Stakeholders to be surveyed include staff, patrons, and community representatives.
- Trainual - Administrative Coordinator Melissa Seaberg is taking the lead while working closely with the Executive Director to transition our staff intranet to a new platform called Trainual. This new platform will be easily navigable for staff to find org charts, policies, SOP (standard operating procedures) and create a more streamlined onboarding experience.

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

- Hoopla Audiobook usage increased 63% this fiscal year.
- 216 adults and 76 teens have registered for the Summer Challenge.
- 90 people attended the all-ages Game-a-Palooza! Level Up Summer Challenge Kick-Off on June 7th.
- 72 attendees participated in the Intro to Rock Band Music put on by the School of Rock on June 28th.
- Volunteers earned 32 in-person volunteer hours in ATS. We received 26 new volunteer applications and Annette interviewed 8 applicants.

Business Office – Shalyn Rodriguez, Assistant Director

- Worked with Melissa Seaberg to conduct an I9 audit to ensure all paperwork is properly maintained.
- Patron Services Specialist - Denise Towne (Patron & Tech Services Manager), Jennifer Borgeson (Patron Services Specialist), and I conducted 4 interviews to fill the part-time Patron Services Specialist position.
- Eduardo Torres was welcomed as the new part-time Adult & Teen Services Specialist.
- New part-time Studio Specialist position - With the new fiscal year, an additional 20-hour Studio Specialist has been budgeted for. Interviews are taking place in July.
- The Library received two real estate property tax distributions from Will County in June, totaling \$1,904,608.54.

- Denise Towne, John Morgan, and I have been working on transitioning the Library's Tech2Go collection into a Things2Go collection. This will allow us to broaden what can be circulated, including umbrellas, bicycle locks, and more.
- Successfully wrapped up the fiscal year and began collecting Audit data for Hearne & Associates.

Facilities Department – Nikki Orchard, Facilities Coordinator

- New exterior purchases: Three trash receptacles, two benches for flagpole entrance, two bike racks and two Cafe patio tables (one being ADA accessible).
- Tech Services storage closet was converted into a new office for the Studio's staff members. Two new desks were assembled and installed for the new space. Office chairs have been ordered.
- A wall in Receiving has been converted into a new Outreach supply storage area, as it is more accessible to staff loading supplies into their vehicles.
- Old Meeting Room chairs in storage have been donated. An order of thirty new chairs of our current style took their place.
- The Youth Services office refresh (fresh paint and carpet) has been booked for the beginning of August.
- Progress is being made in the organization of the Boiler Room.

Information Technology – Devin Arbuthnot, Information Technology Coordinator

- Met with Konica Minolta rep, Matt, to review the full printer fleet and discuss a quote for the production printer in anticipation of moving away from Xerox
- Ran data cables and installed ports for the new Studio staff workspace.
- Signed up with FE Technologies to supply software only version of Self-Check program to replace Envisionware One-Stop software.
- Continued troubleshooting audio issue in meeting room with assistance of new Vendor, Total Automations.
- Continue working with all staff to prepare for my parental leave.

Marketing – Nicole Wright, Marketing Coordinator

- Anna and I have been working on outreach bags for local businesses
- Planning for National Library Card Sign-Up Month is underway
- Reorganized all of the library promo items for easy access for staff
- Designed and ordered window clings for local businesses (to show support for the library)
- Working on the fall Guide, public release date is Friday, August 1
- Planning for strategic planning- designed postcards to mail to all within our library boundaries

Patron Services – Denise Towne, Patron Services Manager

- Conducted interviews with assistant director, Shalyn Rodriguez and Patron Services specialist, Jen Borgeson for the open part time Patron Services Specialist position.
- The meeting with Superintendent, Lori Motsch, has been rescheduled to the end of July.
- We transitioned all staff to individual logins for Sierra.
- We had 13 staff members from YS, PS, & ATS attend CPR training with Marissa at NLFD Station

The Studio – John Morgan, Studio Manager

- Thanks to the Summer Learning Challenge we broke our previous monthly stat record by over 500 visits! We totaled 2428 for June!
- Another high in 3D printing with 113 requests totaling 388 pieces!
- Our June laser cutting class was a sellout with a full waitlist as well. In the fall we are going to offer 2 classes.
- Sewing/Embroidery machine appointments have slowly grown in popularity as well.

Technical Services – Denise Towne, Technical Services Manager

- The Tech 2 Go collection has been transitioned to the Things 2 Go collection in Sierra.
- Roku loan periods have changed to 14 days to 14 days with a once-a-month checkout.
- Teen Graphic Novels have been updated to include series titles and volume numbers.

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- YS Specialist Meghan Fountain will be leaving us in August after having her baby.
- SRP Registrations have surpassed last year, trending toward record high.
- KidsWorks Museum brought their day camp for a field trip and tour of the library.
- Plans are underway for Ghouls & Golf 2025 - Save the date for October 26!

Strategic Plan Updates

Our calendar year [strategic plan action steps can be found here](#). Please provide any updates on progress made the past month.

Goal 1

- Strategy 1
 - MK - Krooswyk and Wright will incorporate restaurant focus as part of Library Card Month.
 - MW - Melissa Leggero sent out a survey to gauge teen interest in a homeschooling group. We have not received a lot of responses but are planning a first meeting for December.

Goal 2

Goal 3

Goal 4

Treasurer's Report

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

Committee Reports

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

Old Business

- A. REVIEW: RAILS Membership Standards – Funding
- B. REVIEW: Serving Our Public 4.0 – Chapter 7: Collection Management

- C. REVIEW: Review General Policies – 217 Wireless Network Usage and 218 Social Media for Library; Review Personnel Policies 302 Email/Internet Usage, and 303 Social Media Use

New Business Consent agenda Items A and F were removed for further discussion.

- **ACTION:** Motion to approve Consent Agenda B-E by Trustee Monbrod, second by Trustee Moncek Motion passed by unanimous roll call vote.
 - A. ACTION: APPROVE 2026 Board Meetings Dates
 - B. ACTION: APPROVE 2026 Building Closures for Holidays and Staff Development Days
 - C. ACTION: APPROVE Recommendations for Amending and/or Releasing Closed Session Minutes
 - D. ACTION: APPROVE Destruction of Closed Session Audio Recordings Older than 18 Months
 - E. ACTION: APPROVE Pay App #1 for Kandu Construction for Café Project
 - F. APPOINT Two Trustees to Audit Secretary's Report
 - G. REVIEW: Tentative Budget and Appropriations Ordinance 25-3
 - H. REVIEW: Update to General Policy 204 – Fees
- **ACTION:** Motion to approve 2026 Board Meetings Dates as amended by Trustee Monbrod, seconded by Trustee Wheat. Motion passed by unanimous roll call vote.
- **ACTION:** Board President Alex Vancina appointed Trustees Wheat and Loecke to Audit Secretary's Report

Trustee Comments

- Trustee Loecke asked about our fax prices. Patron Services Manager Denise Towne did research on other Libraries' prices, and we are in line with and in some cases lower than what other libraries are charging. This is something the Library's Leadership team is looking into.
- Trustee Tatro will not be at the August board meeting

Adjournment

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

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary