

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

October 11, 2021

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 Michelle Monbrod on October 11, 2021 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Michelle Monbrod, Vice President Alex Vancina, Treasurer Dr. Edward A. Tatro, Secretary Linda Evans, Trustee Colette Loecke, Trustee Cari Didion

Trustees Present via Remote Meeting (Zoom): Trustee Bonnie Ulstad

Absent: None

Staff present at the Library Building: Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager

Visitors (In-Person):

- The Pledge of Allegiance was recited by attendees.
- Per the Library Board Bylaws, a vote was taken to allow remote attendance of Trustee Bonnie Ulstad via online meeting. Treasurer Tatro motioned and Secretary Linda Evans seconded to approve remote attendance for Trustee Bonnie Ulstad. Motion passed by unanimous roll call vote.

Audience to Visitors

- None.

Staff Report

- Brianna Wyss: Adult and Teen Services Outreach Coordinator – Director Krooswyk mentioned that this position was created thanks to the successful referendum last year. The exciting and intimidating part of the position is that it has been newly created, so the library needs to figure out its priorities for outreach specifically in our community. Questions like “where are people meeting?” and “how can we reach them?” One of the first things that Ms. Wyss took on was Homebound Delivery. Also, she is now the main contact for Safe Communities, Senior Triad, and Chamber of Commerce. The Library will be getting back into the high schools soon with Melissa to show them how much they can do in the Library. Ms. Wyss has also been working on the teen social media campaign. She is looking forward to bridging new partnerships with local and county organizations, including two senior living complexes, Park District, Forest Preserve, Fire, Police, and local business.

Minutes

- Meeting minutes from the General Meeting on September 13, 2021 were approved on a motion by Vice President Vancina, seconded by Treasurer Tatro. Motion passed by unanimous roll call vote.

Correspondence

- Email

Good morning Annette-

I just wanted to let you know that Liam is thoroughly enjoying volunteering at the library. Thank you for all the volunteering opportunities you have given him (if he is ever hogging them, please let me know)...

*Thanks again,
Carrie Wills*

Director's Report

Administration

- **Administrative Assistant:** This position was posted in September and will close Friday. To date, over 90 applications have been submitted for the position.
- **Anniversary Celebration:** The event is scheduled for December 10, 2021. Staff and Board Members are being encouraged to submit names of individuals to formally invited to either Clarice Swanson, ATS Programming Coordinator or Director Krooswyk.
- **Building Renovations:** Architects and engineers have visited the building multiple times and first sets of drawings/ideas will be available in early November.
- **Health Insurance:** According to a recent update from LIMRiCC, the Aetna High Deductible PPO plan will be increasing overall by 9%. There are no changes to the coverage levels or plans themselves. The FY2022 was increased by 15% from the previous year, so the library is positioned to handle this increase with no impact to the budget. The Board will need to approve coverage amounts on health insurance premiums at the regular December Board Meeting.
- **HVAC:** Both the contractor and architect are planning to have the new HVAC system installed by the end of the year. Availability of supplies could be a potential cause of delays.
- **Levy:** After the levy was approved at the September Board Meeting, it was submitted to the Will County Clerk's office
- **Phone Vendor:** Phillip Bormet, Information Technology Manager, and Director Krooswyk have been working with 8x8 to ensure proper installation of the new phone system. Delays of materials (phone handsets) have caused the company to miss the original deployment date of September 24.
- **Staff Development Day:** The Library held its first Staff Day since the start of the pandemic. This was also the first staff event where a committee planned the entire event. Special thanks to Annette Maguire, Liz O'Neill, Cari Shelton, and Sam Sliwa for planning an educational and fun event for all staff.
- **Strategic Planning:** During the Staff Development Day, staff had an opportunity to contribute to future directions of the strategic plan. Input was requested from Trustees.

Adult and Teen Services Department

- On September 17th, we had our first meeting of our new Teen Advisory Group (TAG). The teens will be advising us on teen program and collection ideas. 28 teens attended the first meeting.
- Overdrive has donated over 260 simultaneous use kids and teen ebooks and eaudiobooks to our consortium.
- We have completed weeding and moving teen nonfiction titles from the adult nonfiction area to the teen collection. We're hoping to increase circulation of these titles by making them easier for teens to find.
- We are shifting books in our non-fiction section to make use of empty shelves and to make materials easier for patrons to reach.
- Volunteers earned 54 volunteer hours this month.

Creative Services Department

- Teen Scene area signage has been completed and installed with help from Brian.
- Thank You, Congratulations, and Great Job note cards were created; formal note cards were also ordered (dark blue with the arch embossed).
- We reached over 10,300 locals with a Facebook ad about Sunday hours.
- Creative Services is supporting Outreach with new swag, new chairs, and access to designing their own handouts and bookmarks (with coaching).

Facilities Department News

- On September 15th, an introductory meeting was had with Studio GC and our new HVAC system installation company: 1 Source Mechanical. Project progress was discussed; supply chain problems persist, yet we should still be up and running with new equipment next spring.
- Contractors are being sought after for replacement of the library's outdated fire alarm panel and system components, as budgeted for in the 2022 fiscal year. On September 1st, Thompson Electronics Company, our current fire alarm inspection provider, had proposed a price of \$21,500, if the current fire system wiring can be reused. The price jumps an additional \$7,000-\$10,000 if the building needs to be rewired. Due to the price, this job may need to be put through the bidding process, per NLPL Board Policy. Additional research continues.
- Landscaping mulch was added this month to keep up appearances and further establish a solid weed barrier around trees and shrubbery beds. This should allow for less mulch to be needed to maintain the landscaping next spring/summer.
- Gutter repair and cleaning will be scheduled by All Pro Resources, who were hired last month to perform the work. A down payment for their services was approved and sent after September's Board meeting.

Information Technology Department

- Expanded the ability to support staff workstations remotely by installing a utility program on all staff workstations.
- Inventory all technology assets managed by IT continues.
- Started planning for yearly inventory process for IT assets.

- Phone system deployment has been delayed due to shortage of handsets. New planning has begun to deploy a modified system of handsets and soft phones with current supplies on hand during October.

Patron Services Department

- There has been some confusion on what constitutes an appropriate photo ID through the library app. Creative Services and Patron Services have worked together to provide clarification and additional information on our website.
- Library card sign up month led to 114 new cards being created!
- The Eek-O-Friendly Costume exchange is going well.
- There have been many book donations recently along with an uptick in used book sales!

Technical Services

- All Teen NonFiction location codes have been changed from Adult NonFiction to Teen NonFiction.
- Met with Julianna on 9/7 about the specifics on how to process and catalog the new Video Game Collection.
- Met with Liz O and Julianna about Video Game Collection again on 9/28. Ordering of games will begin at the end of September to mid-October.
- Erin has begun her training for cataloging certification.

Youth Services Department

- New Storybook Walk up in the Commons. The Little Old Lady Who was Afraid of Everything was installed by Liz Yolich and Liz O'Neill.
- Combination of in-person and virtual programming is going well.
- Chris Ford left NLPL to move closer to her new grandchild.
- Interviewing for two part-time specialist positions.

Treasurer's Report

- Michael Stubler, Business Manager presented the Treasurer's Report. Discussion ensued regarding the funds remaining from last fiscal year. Secretary Linda Evans moved and Trustee Ulstad seconded to approve bills paid in September 2021 and bills payable for October 2021 in the amount of \$77,980.33; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet on November 8, 2021
- **Finance:** Scheduled to meet December 13, 2021
- **Building and Grounds:** February 14, 2022
- **Policy:** Trustee Didion summarized the meeting that occurred prior to the regular meeting. Policies relating to remote work, social media usage, and technology were discussed. Scheduled to meet March 13, 2022
- **Continuing Education:** Scheduled to meet January 10, 2022.

- **Intergovernmental Meeting:** October 27, 2021 – Treasurer Tatro provided a summary from the Leadership Luncheon that occurred on September 22.

Old Business

- REVIEW: RAILS Membership Standards: Professional Leadership and Training - The library is satisfying all requirements for the presented standards.
- REVIEW: Serving Our Public 4.0 – Chapter 10: Programming & Chapter 11: Youth/Young Adult Services. The library is satisfying all requirements for the core and exemplary standards.
- REVIEW: Review Disaster Preparedness Manual– The policy was reviewed with no suggested changes.
- REVIEW: Strategic Plan Review for Pillar 1: Inform – Research Assistance and Instruction. Director Krooswyk reviewed the library’s progress on strategic plan goals and tactics.

New Business - Consent Agenda

Secretary Evans motioned and Treasurer Tatro seconded to approve the consent agenda. Motion passed by unanimous roll call vote.

- ACTION: APPROVE Updated 2022 Holiday Closures
- ACTION: APPROVE first payment to One Source Mechanical

Executive Session

- None.

Continuing Education

- Director Krooswyk highlighted the input from staff regarding the upcoming strategic plan. She encouraged Trustees to place their ideas on the large posters in the staff hallway to contribute to the future Strategic Plan. She proposed moving the Strategic Plan to align with the library’s fiscal year versus the calendar year. She also would like to go forth and secure multiple quotes from Strategic Planning consultants. President Monbrod agreed that this would be a good idea due to the Director’s attention being focused on multiple building projects over the next few years. She also said that moving the plan from calendar to fiscal year also makes much more sense. Director Krooswyk added that by moving back the start of the next Strategic Plan, it allows us additional time to create an in-house plan if using a consultant is not deemed necessary after reaching out to consultants. Vice President Vancina added that anything worth doing is worth doing well, and considering the additional funding, it would be worth the additional money to get a good, community focused Strategic Plan. Having the process moderated by someone who does this regularly would be money well spent. Trustee Didion mentioned that using an outside consultant can help promote buy-in with staff as well.

Trustee Comments

- President Monbrod mentioned that we haven’t hosted a community blood drive recently. Michelle will ask the ATS Outreach Coordinator to follow up.

Adjournment

President Monbrod announced that the meeting is adjourned at 7:58 pm.

Respectfully Submitted,
Michelle Krooswyk
Director & Recording Secretary