

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

November 8, 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 November 8, 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): None

Absent: Trustee Bonnie Ulstad

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

Visitors (In-Person): None.

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- None.

Staff Report

- Brian Goebel: Facility manager – The first phase of the renovations is underway, drawings are in place and permits are being pulled for the HVAC work. The contractor also did an in-person visit to survey the site. Due to supply chain issues, materials are on order and are at least 16 weeks out. The old equipment is still in place, and still works if necessary to utilize it in the spring. Specs for the large louvre vents to be installed are in design. The process is moving very slowly. Conceptual drawings have been received from Studio GC for the interior renovations to move DML downstairs to the current Patron Services Circulation area.

President Monbrod asked if First Source Mechanical had tried to lock in pricing, and Brian said not at this time.

Trustee Tatro mentioned he had been in and the gutters were still dripping, as he thought they had been fixed. Brian explained that the contract with the general contractor was signed in September, and the sub-contractor was out for several days in early October. Then it started to rain and the work was stopped. The general contractor assured Brian that the work would resume in the coming week.

Minutes

- Meeting minutes from the Policy Committee Meeting on October 11, 2021 and General Meeting on October 11, 2021 were approved on a motion by Secretary Evans, seconded by Trustee Loecke. Motion passed by unanimous roll call vote.

Correspondence

- **Adult and Teen Services:**
 - Jolyce Abernathy, Patron Services Manager, shared this compliment: "A patron just commended whoever is doing the ordering for adult non-fiction, specifically on the topic of autism. The patron has an autistic son and has found our selection of books on the topic current, fresh and helpful."
- **Creative Services:**

Responses from October 4 eBlast when social media went down: "THANK YOU" & "Great job marketing during the outage!"
- **Patron Services:**
 - Patrons have repeatedly complimented our costume selections this year! They were very excited to have this offering back this year.
 - Patron Services have been getting regular compliments on Adult Services craft make and take projects.

Director's Report

Administration

- **Administrative Assistant:** We received over 110 applicants for this position, and have extended an offer to a successful candidate the week of November 1. The candidate has accepted the job and paperwork is being finalized.
- **Anniversary Celebration:** The event is scheduled for December 10, 2021. Due to the departure of our ATS Programming Coordinator, the planning for this event is being taken over by a team of staff led by the Director and the Creative Services Manager.
- **Building Renovations:** Architects and engineers met with key staff on November 3 for the first iteration of conceptual drawings and color palettes. Staff were very pleased with all the requests that were integrated into this first draft of the design. Renderings are still scheduled to be available at the Anniversary Celebration along with one or two Studio GC

representatives. A new project manager has been assigned to the project to ensure project scope is adhered to during the plan. Finalized plans will be presented by Studio GC at the December 13th Board Meeting.

- **Health Insurance:** As a reminder, 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 this Board Meeting.
- **Personnel:** Director Krooswyk has begun discussing professional and personal goals with all 8 direct reports to ensure everyone is on track. Management Team meetings will also be reformatted to meet only once per month, but for a longer duration. This will allow for greater focus on learning/discussing leadership and management topics.
- **Phone Vendor:** Phillip Bormet, Information Technology Manager has constructed a plan to roll out the new phone system. The plan is to fully switch over phone lines on November 15. In the meantime, staff are now able to practice with new handsets and use live softphone accounts to make calls.
- **Strategic Planning:** A total of 7 consultants were contacted to request a quote. Director Krooswyk has spoken with 4 of the 7 firms to further discuss the project scope of our upcoming Strategic Planning process. A summary of research done thus far will be relayed to Trustees at the November meeting with plans of narrowing down and/or selecting a consultant at the December 13 Board Meeting. Ideally, consultant work will begin after the first of the year. The goal will be for the successful consultant to present the new plan at the June or July 2022 Board Meeting.

Adult and Teen Services Department

- Clarice Swanson, ATS Programming Coordinator, has left the library to take a new position as a Special Events Coordinator.
- We are in the process of creating a video game collection. We will be ordering rated-E 10+ and Teen Nintendo Switch and PS4 games. We will do a soft launch of the collection beginning in January and begin promoting the collection in March.
- A special education class from Lincoln-Way Central and another from Lincoln-Way West have begun visiting our teen scene twice a month. Our Outreach Coordinator, with assistance from other depts, has given them tours of the library.
- 45 Button Candy Corn Picture Take & Make kits were distributed the week of October 3rd.
- For the months of October and November, Monica is assisting with ordering material from Overdrive for the OMNI Consortium as part of the OMNI Collection Development Committee.

Creative Services Department

- When social media went down on October 4, we sent out an eNews blast titled "Facebook may be down, but we're still here" reminding our list about our collection and services, as well

as job openings, our costume exchange, and upcoming programs. We received positive feedback.

Facilities Department News

- As reported at last month's Board Meeting, additional research is being conducted regarding the proposal for replacement of the fire alarm system by Thompson Electronics Company for \$21,500. The price is suspiciously low and additional resources are being sought to confirm the adequacy of the work proposed. IMEG Engineering has been contacted to discuss the review and oversight of the potential installing contractor.
- HVAC contractor, 1 Source Mechanical, was onsite Oct. 22nd to take measurements for refrigerant lines in preparation for the job of replacing the air conditioning equipment. They also brought their mason to look at the brick wall enclosure that needs to be modified with venting to provide proper airflow to the equipment.
- Renewed snow removal agreement with K&S Landscaping for the 2021-2022 season.

Information Technology Department

- Additional handsets have been received from the new phone service provider. Handsets were assigned to stations within the new system and are prepped for deployment early November.
- General shortages have slowed procurement of most devices. We are still waiting on a replacement hotspot as well as PCs ordered in August.

Patron Services Department

- Patron Services and Maintenance worked together on the 2nd annual Scarecrow Stroll in the Commons.
- 23 passports were processed in October

Technical Services

- Processing 40+ Video Games. Working with Rails on getting Item Codes, Locations, and Item Types set up in the catalog.
- Large volumes of orders coming in, more every year.
- Erin is working on her Tech Services classes. She is doing very well and has started submitting tests and has passed all of them.

Youth Services Department

- We welcomed a new Part-Time YS Specialist, Ron Graziano. He will be working Monday and Wednesday mornings, Friday afternoons and some weekends.
- Alissa and Elizabeth "attended" ILA on October 12-14.
- YS participated in 5 outreach events this month, seeing more than 1500 patrons at these events.

Treasurer's Report

- Michael Stubler, Business Manager presented the Treasurer's Report. Discussion ensued regarding several items of note on the report. Michael mentioned receipt of almost \$700,000 in

property taxes. Also, he summarized the receipt of impact fees that were not reflected in the report due to the bank cutoff date: \$1400 in township impact fees and \$11K in impact fees from the Village of New Lenox. DML and Passport income are higher than projected for this point in the fiscal year. Trustee Vancina asked if the 8x8 monthly fee would increase going forward. Treasurer Tatro moved and Trustee Didion seconded to approve bills paid in October 2021 and bills payable for November 2021 in the amount of \$96,711.30; 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:** Scheduled to meet March 13, 2022
- **Continuing Education:** Scheduled to meet January 10, 2022.
- **Intergovernmental Meeting:** October 27, 2021
- No additional comments

Old Business

- REVIEW: RAILS Membership Standards: Content & Collections - The library is satisfying all requirements for the presented standards.
- REVIEW: Serving Our Public 4.0 – Chapter 12: Technology & Chapter 13: Marketing, Promotion, & Collaboration. The library is satisfying all requirements for the core and exemplary standards.
- REVIEW: Review Personnel Policies 207, 208 – The policies were reviewed with no suggested changes.
- REVIEW: Strategic Plan Review for Pillar 2: Enrich – Self-Directed Education. Director Krooswyk reviewed the library's progress on strategic plan goals and tactics.

New Business - Consent Agenda

Vice-president Vancina motioned and Treasurer Tatro seconded to approve the consent agenda. Motion passed by unanimous roll call vote.

- ACTION: APPROVE Per Capita Grant Application
- ACTION: APPROVE Security Camera Policy
- ACTION: APPROVE Payment of Visa invoices via e-checking to prevent late fees/interest charges

New Business

- ACTION: APPROVE LIMRICC Health Insurance Rate and associated library costs – Aetna is increasing insurance costs by 9%. We had budgeted for 15%, so we will be able to absorb the increase. Proposal is that the library will pay 25% of the cost for dependent insurance, and the

employee will pay 75%. At this time no employees have taken dependent insurance due to the prohibitive cost. For dental insurance, the employee will pay 5% for self, and 75% for dependents. Vision (VSP) is provided at no cost to the employees, and 75% of cost to dependents.

Treasurer Tatro motioned and Trustee Loecke seconded to approve the LIMRICC health insurance rate and associated library costs for calendar year 2022. Motion passed by unanimous roll call vote.

Executive Session

- None.

Continuing Education

- Director Krooswyk discussed the information that was sent to prospective consultants for quote proposals on the strategic plan, as well as the timeline for completion.

Trustee Comments

- Trustees commented that the meeting had a lot of great information, and a lot was accomplished.

Adjournment

- President Monbrod announced that the meeting is adjourned at 8:10 p.m.

Respectfully Submitted,
Mary Beth Windberg
Administrative Assistant & Recording Secretary