

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

January 9, 2023

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 7:02 p.m. by Vice-President Alex Vancina on January 9, 2023 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** Vice President Alex Vancina, Treasurer Dr. Edward A. Tatro, Secretary Erin Moncek, Trustee Cari Didion, Trustee Colette Loecke, Trustee Sandra Zurawski

**Absent:** President Michelle Monbrod

**Staff present at the Library Building:** Michelle Krooswyk: Executive Director; Mary Beth Windberg: Recording Secretary; Creative Services Manager: Ashley Middleton

**Visitors:** Melissa Leggero

- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

- Melissa Leggero, Teen and Adult Program Coordinator, updated the Board on her most recently completed course, "Tools and Technologies for the Information Profession."

#### Staff Report

- Creative Services Manager Ashley Middleton gave the Board a tour of the newly opened Studio, which is replacing the Digital Media Lab.

#### Minutes

- **ACTION:** Meeting Minutes from the General Meeting on December 12, 2022 and Finance Committee Meeting were approved on a motion by Trustee Didion, second by Trustee Tatro. Motion passed by unanimous roll call vote.

#### Correspondence

- Executive Director Krooswyk shared a number of complimentary notes and reviews that the Library has received.

#### Executive Director's Report

- ARPA Grant - Notification was received that the Library's application for ARPA funds through Will County for \$70,000 has been approved. Executive Director Krooswyk is working on finalizing paperwork to receive said funds.
- Audit - Final paperwork has been submitted to the State and County.

- Elections - The ballot for the April 4, 2023 Consolidated Election was filed. Candidates running for the two expired six-year terms are Trustee Tatro and Trustee Moncek, and Terrence Nolan is running for the one unexpired two-year term.
- Pipe Burst - Thanks to the quick actions of Facilities Manager Brian Goebel, the library is fully operational with limited long-term damage. The insurance claim is in process to cover the costs of water remediation, carpet cleaning, 1,300 damaged books, and some damaged equipment.
- Renovations - The Library flipped to the second part of our renovation on December 19. Patrons and staff have provided many positive comments.

### Next Meetings

- **Board Meeting:** Monday, February 13, 2023
- **Building & Grounds Committee Meeting:** Monday, February 13, 2023 at 6:30 pm

### Adult & Teen Services News

- 117 teens attended our Finals Study Blitz on December 19th and 20th. Also attending were therapy dogs from Love on a Leash. The dogs were a big hit.
- 151 teens visited with us at Lincoln- Way Central on December 2nd.
- 93 people viewed our Photo Cards with Canva digital presentation.
- 418 people visited the library's booth at Christmas in the Commons.
- Volunteers earned 56 volunteer hours for in-person volunteering and 35 hours from our Virtual Volunteer Holiday Cards opportunity for a total of 91 hours in ATS this month

### Creative Services

- Began moving into The Studio.
- Reassessment of email newsletters; moving to monthly in 2023. Keeping a separate weekly list only for upcoming events. Adding The Mature Reader for adults 50+, and a to-be-named newsletter from Youth Services focusing on kids and parenting.

### Facilities Department News

- Renovation Update: Patron Services was officially moved into their new reception and workroom space. The "New DML" was also turned over to the Creative Services Dept. to allow moving and organizing of materials and equipment for their initial opening in January.
- On Christmas Eve at 6am, the New Lenox Fire Department reported a frozen and burst sprinkler head which flooded 2,000-3,000 square feet of the second floor and subsequently leaked through to flood another 2,000-3,000 square feet of the first floor. Fire Department estimates reveal that the water ran for at least twenty to thirty minutes from the time of the initial leak to when they received the fire alarm, arrived, identified the problem, and shut off the water. The library's established vendor and inspector, Midwest Fire Suppression, performed the repair and revealed that the flow rate of the sprinkler heads in the library is a minimum of thirty gallons per minute, or at least one gallon every two seconds. ServiceMaster by Bouck from Mokena (the first company out of four contacted that morning that was willing and able to help) provided cleanup labor. Based on the capacity of their vacuum truck tank, ServiceMaster confirms estimates that they removed roughly 1,000 gallons of water from the carpets overall. Over the next seven days, they also returned daily to provide drying equipment, moisture level monitoring, and sanitization and cleaning of the carpets.
- As was discussed during last month's Board Meeting; the demonstration equipment for the new public address system for the library has arrived and is currently being tested for effectiveness. An update will be provided in this report for the next Board Meeting.

- Update from last month's report; Knight Security has provided a proposal for updating the library's security system. The update includes new control panels at the staff door and the East Main Entrance (current locations), new motion detectors, and considers the additional rooms and walls that were relocated due to renovations. It also allows for remote monitoring and many other capabilities via the Internet through their secured Total Connect app system for an additional \$10 a month. Our current monthly monitoring cost remains the same. Total installed cost: \$3,870.90

### **Information Technology Department News**

- Moved Patron Services into new space.
- Prepared network segmentation for Studio Subnet.
- Labeled all patch cords from ports to network switches.
  - Simplifies identification of network cables in the MDF.
- Began deploying new Poly handsets and returning old ones.
- Moved offsite file server backup from Carbonite to C2 Backup.

### **Patron Services News**

- New space working out great-minor adjustments.
- Hired current employee Royce Brink to fill the Full-Time PS position, goes FT in January.
- Will begin to move forward with License plate renewal stickers

### **Technical Services News**

- Started on the J NF project. All of the E nonfiction book calls will all be changed to J. This will be a long-term project

### **Youth Services News**

- Ron Graziano resigned to take a position in a different field. His last day was 12/30 and he will be missed.
- Roughly 1200 books from J FIC were damaged by the burst pipe on 12/24. Evaluation and replacement are ongoing.
- Liz Yolich completed her MLIS degree in early December.

### **Treasurer's Report**

- Executive Director Krooswyk presented the Treasurer's Report.
  - FY2022 expenses have been backed out of the FY2023 budget, so the totals are now accurate.
- **ACTION:** Motion to approve Bills Paid for December 2022 and Bills payable for January 2023 by Trustee Tatro, second by Trustee Loecke. Motion passed by unanimous roll call vote.

### **Committee Reports**

- A recap of the Continuing Education Committee Meeting was presented.

### **Old Business**

- RAILS Membership Standards – Facilities. The Library is satisfying all requirements for the presented Standard.
- Serving Our Public 4.0 – Chapter One – Core Standards. The Standards were reviewed with no questions.

- Review of General Policies 102 & 209, and Personnel Policy 102. The Management Team did not recommend any changes.
- Executive Director Krooswyk presented the final version of the updated Strategic Plan. Action steps for the Strategic Plan will be presented at a later date.

#### **New Business**

- **ACTION:** Motion to approve Consent Agenda A, B, and C by Trustee Tatro, second by Trustee Moncek. Motion passed by unanimous roll call vote.
  - A. APPROVE 2024 Board Meeting dates
  - B. APPROVE 2023 Closures for Staff Day – March 3, 2023 and September 22, 2023
  - C. APPROVE Plan for the Special Reserve Fund 2022-2032

#### **Trustee Comments**

- Trustee Tatro complimented the staff for their efforts in keeping the library open during the flood aftermath.
- Trustee Loecke inquired as to the status of the meeting rooms and when they would be available.
- Trustee Zurawski thought that the New Trustee Orientation was very helpful.
- Trustee Didion commented on the therapy dogs at the Study Night.

#### **Adjournment**

- Vice-President Vancina adjourned the meeting at 7:49 pm.

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Respectfully Submitted: Mary Beth Windberg, Recording Secretary