

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

February 13, 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 7:00 p.m. by President Michelle Monbrod on February 13, 2023 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Michelle Monbrod, Vice President Alex Vancina, Trustee Cari Didion, Trustee Colette Loecke, Trustee Sandra Zurawski

**Trustees Present Remotely:** Secretary Erin Moncek

**Absent:** Treasurer Dr. Edward A. Tatro,

**Staff present at the Library Building:** Michelle Krooswyk: Executive Director; Mary Beth Windberg: Recording Secretary; Ashley Middleton: Creative Services Manager; Brian Goebel: Facilities Manager; Cari Shelton: Patron Services Training Coordinator

**Visitors:** Terry Paggi, U.S. Coast Guard Auxiliary

- The Pledge of Allegiance was recited by attendees.
- **ACTION:** Trustee Loecke motioned to approve allowing Trustee Moncek to attend the meeting remotely, second by Trustee Didion. Motion passed by unanimous roll call vote.

#### Audience to Visitors

- Terry Paggi, Division Commander of Division 37 U.S. Coast Guard Auxiliary, presented the Board with a Certificate of Appreciation for supporting the Coast Guard Auxiliary's mission.

#### Staff Report

- Patron Services Training Coordinator Cari Shelton updated the Board on the Patron Services Department.

#### Minutes

- **ACTION:** Meeting Minutes from the General Meeting on January 9, 2023 and Continuing Education Committee Meeting on January 9, 2023 were approved on a motion by Trustee Vancina, second by Trustee Loecke. Motion passed by unanimous roll call vote.

#### Correspondence

- Executive Director Krooswyk shared complimentary cards, emails, and social media posts that the Library has received.

#### Executive Director's Report

- Executive Director Krooswyk shared information on the Chamber of Commerce Annual Dinner.
- Photos – Burns Photography will be on site during Staff Day on March 3 to take photos of staff and Trustees.

- Additional Hours - The Library plans to open at 9:00 am Monday through Saturday starting this summer. It is proposed that Friday-Sunday hours be modified to create consistency and meet library patron behaviors and needs. The modified hours would increase library operating hours by 7% and would be as follows:
  - Monday-Thursday: 9:00 am - 8:00 pm (one additional hour per day; 4 hours)
  - Friday-Saturday: 9:00 am - 4:00 pm (same number of hours)
  - Sunday: 12:00 - 4:00 pm (same number of hours)
- ARPA Funds - An agreement has been executed with Will County. Once our SAM (System for Awards Management) federal number has been reassigned and renewed, a funds request for the \$70,000 will be made for our automatic doors.
- Assistant Director Position - HR Source has successfully benchmarked this position and will be posted in the near future.
- Cafe Plans - As construction crews move out of our space, the future of the cafe space is a priority. According to the cafe survey that was conducted with nearly 200 participants, 23.5% of respondents would prefer some type of food/beverage to be available after 4:00 pm, which is after most vendors would close. In addition to earlier morning hours starting this summer, a solution focusing on patron accessibility needs to be a priority. One of the most frequent responses centered around cafe hours matching library hours, which will soon be 62 hours per week. Creative Services Manager Ashley Middleton presented renderings of possible café configurations. The general consensus of the Trustees was to pursue the vending option for the cafe space.
- LACONI Trustee Banquet - This annual event returns on Friday, May 19th. Additional information was provided at the meeting.
- National Library Week - National Library Week will occur April 23-29 and culminate in a grand reopening of our space in the morning, along with the return of Maker Day.
- Renovation Update - The Lobby construction is winding down and the temporary walls have been removed. Delays in some lighting and shelving will result in final details being installed intermittently over the next few weeks.
- Village Citizen's Academy - New Lenox is hosting a multiweek Citizen's Academy in the fall and the Library has been invited to host one session. Additional details are forthcoming.
- Water Damage Update - Drywall repair is in progress, and insurance reimbursements are being finalized.

### Next Meetings

- **Board Meeting:** Monday, March 13, 2023
- **Policy Committee Meeting:** Monday, March 13, 2023 at 6:30 pm

### Adult & Teen Services News

- The new volunteer application through our new volunteer management software, Better Impact, is now up on our website and running smoothly. ATS and YS resource coordinators, Annette Maguire and Liz O'Neill, worked hard to put together an application that meets their needs.
- 114 people visited the library's table at New Leno-Con on January 14th.
- We applied for and received a donation of 100 seed packets for our seed library from Seed Savers Exchange.
- We decided to separate out our Craftsy, Great Courses, and Non-English language DVDs to make them easier for patrons to find.
- Ebook and Eaudiobook usage increased by 32% in Hoopla and 27% in Overdrive this month.

- Our training coordinator, Juliana Kapetanov, created a spreadsheet for staff with descriptions of our databases and training information.
- 25 teens attended our after-hours Laser Tag program on January 27th. The teens had a lot of fun and are asking for a repeat.
- We had 41 attendees at the January 12th Trivia Night at Beggar's Pizza.
- Books in the 800s have been weeded.

### **Creative Services**

- Our first month of The Studio being open—patrons are visiting regularly, and are using the space even when unstaffed. We're getting in a range of patrons, hanging out, working on art.
- CS has, as always, enjoyed partnering with Facilities and IT on projects. Huge thank you to Brian Goebel and Phil Bormet, who have helped us with the new space and technology.
- Maker Day and Summer Learning Challenge plans are underway with CS, YS, and ATS working together.
- We're working on new ATS signage for DVDs, which may expand throughout the library. These shelf clips will mark alphabetical areas (A, B, C...) as well as topics (Craftsy, The Great Courses, etc.) to help patrons find more movies.
- 1,000 Books Before Kindergarten has been moved to Beanstack, has new branding.
- New library cards planned for National Library Card Signup Month in September.
- Ashley developed and spearheaded the Patron-Facing Managers meeting, which consists of Adult & Teen Services, Youth Services, Patron Services, and Creative Services. Our first meeting was a success, focusing on training, the new Vega catalog, and incident tracking.

### **Facilities Department News**

- As was presented during the December Board Meeting, a new public address system is being assessed to allow for easy expansion and modification as the library's needs and floor plan changes with renovations. Visiplex, Inc. in Buffalo Grove, IL offers a wireless system which will allow the library to eliminate the very last remnants of the outdated old phone system and switchboard. Finalized pricing and details are being negotiated and an update will be forthcoming for the March Board Meeting.
- Update from last month's report; Knight Security has updated the library's security system. The new system allows for remote monitoring, streamlined security code changes, 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
- Renovation updates: we can finally see what the lobby and new Studio was meant to become. The temporary construction partition was removed and final wall, door, and lighting fixtures are being installed.

### **Information Technology Department News**

- New self-checkout stations deployed.
- New Wi-Fi Access points are now active.
- Clean up and documentation of new deployed systems beginning.

### **Patron Services News**

- 114 passports were processed in January. That is an 80% increase from December, and the highest recorded month we have ever had. This results in roughly \$3,500 in revenue for the library.

- PS is adjusting to the changes in the lobby. CS has been kind enough to allow us to use their space to process passport appointments. This has been great for showing off the space.
- Royce Brink, our new full time PS staff, is now a passport acceptance agent.

#### **Technical Services News**

- Flood Book replacements are starting to arrive.
- Other book orders are slowly coming in, more on backorder than usual.

#### **Youth Services News**

- We had more than 400 kids participate in our Winter Reading Program (almost double last year).
- Outreach tour requests are coming in steadily, and we have seen an increase in requests for school visits and book talks as well.
- YS has already begun planning for Summer Learning Challenge and met as a group to brainstorm program and event ideas.

#### **Treasurer's Report**

- Executive Director Krooswyk presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for January 2023 and Bills payable for February 2023 by Trustee Zurawski, second by Trustee Vancina. Motion passed by unanimous roll call vote.

#### **Committee Reports**

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

#### **Old Business**

- RAILS Membership Standards – Funding. The Library is satisfying all requirements for the presented Standard.
- Serving Our Public 4.0 – Chapter Two – Governance and Administration. The Standard was reviewed with no questions.
- Review of General Policies 204, 206, 220, and 304. The Management Team is going through the policies and will present them at the Policy Committee Meeting. Trustee Zurawski asked how fees were arrived at.

#### **New Business**

- **ACTION:** Motion to approve Consent Agenda A by Trustee Vancina, second by Trustee Didion. Motion passed by unanimous roll call vote.
  - A. APPROVE Spring 2023 Semester Tuition Reimbursement for Melissa Leggero

#### **Trustee Comments**

- None

#### **Adjournment**

- President Monbrod adjourned the meeting at 7:48 pm.

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Respectfully Submitted: Mary Beth Windberg, Recording Secretary