

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

March 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 March 13, 2023 at the New Lenox Public Library, 120 Veterans Parkway, New Lenox, Illinois.

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

**Staff present at the Library Building:** Michelle Krooswyk: Executive Director; Mary Beth Windberg: Recording Secretary

**Visitors:** Terry Nolan

- The Pledge of Allegiance was recited by attendees.

### Audience to Visitors

- Terry Nolan introduced himself as a candidate for the 2-year Trustee term in the April 2023 election.

### Staff Report

- There was no Staff Report due to illness.

### Minutes

- **ACTION:** Meeting Minutes from the General Meeting of February 13, 2023 and Building and Grounds Committee Meeting of February 13, 2023 were approved on a motion by Trustee Vancina, second by Trustee Didion. 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

- ARPA Funds - The Library's SAM number has been finalized and once the doors are paid for, the ARPA funds can be requested through Will County.
- Assistant Director - This new position has been posted and will close March 17. The Library has already received a good amount of applications with some strong candidates.
- Decennial Committee – Executive Director Krooswyk will discuss how the Library will comply with the new Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 that was signed into law on June 10, 2022.

- Incident Tracking System- The Library will be moving forward to utilize new software to track incident reports so that all staff can easily report incidents and everyone can stay updated on ongoing situations.
- LACONI Trustee Banquet - Friday, May 19th is the date for the next event.
- National Library Week - National Library Week will occur April 23-29. The Library will be presented with a Proclamation from the Village of New Lenox at their Board Meeting on Monday, April 24th at 7:00 pm; staff and Trustees are encouraged to attend. Saturday, April 29 will include a grand re-opening of our lobby with the Chamber of Commerce in the morning and the return of in-person MakerDay all day.
- Operating Hours - Up for approval is the modification of operating hours starting on June 5, 2023 as reviewed at the February Board Meeting (Update to General Policy 205).
- Payroll - Executive Director Krooswyk has been meeting with payroll companies to receive demonstrations of their software platforms. There have been many issues recently with our payroll company, such as communication, invoicing and access.
- Professional Photographs – Bruce Burns Photography was present at Staff Day to take professional photographs for staff and Board Members. Administration will follow up with staff and Trustees that were unable to attend to ensure they receive an updated professional photo.
- Staff Development Day – Staff learned about AED and CPR use, received updates regarding the new space and technology, and had time to meet together in their individual departments.
- Utilization of Levy Funds - The Library will be utilizing the Building and Maintenance Levy funds more often throughout the year to support the corporate fund balance. In addition, monies from credit card transactions will be transferred more often than annually.

#### **Next Meetings**

- **Board Meeting:** Monday, April 10, 2023
- **Personnel Committee Meeting:** Monday, April 10, 2023 at 6:30 pm

#### **Adult & Teen Services News**

- A yearly subscription to Ryan Dowd Homeless online training has been purchased for the entire staff. Half of the cost was financed through a Friends of the Library grant.
- Our Teen Advisory Group (TAG) made fleece blankets for NAWS Humane Society on 2/17/23. 15 teens participated.
- Our resource coordinator conducted 7 new volunteer interviews. We received 26 volunteer applications. Volunteers earned 40 volunteer hours for in-person volunteering.
- Nine notarizations were performed this month.

#### **Creative Services**

- Spring 2023 Guide is now out
- Vega Catalog, slow test roll-out to public at [newlenoxlibrary.org/vega](http://newlenoxlibrary.org/vega)

#### **Facilities Department News**

- As was first presented during December's Board Meeting, a new public address system was being assessed to allow for easy expansion and modification as the library's needs and floor plan change with renovations. A new system was purchased from Visiplex, Inc. in Buffalo Grove, IL, to be installed by Facilities and IT. Final cost: \$11,795
- Lo Destro Construction moved all items out of the Library Meeting Rooms A & B that are no longer needed to complete construction. This now allows the library to begin using the rooms again for community use for the first time in almost nine months.

- Renovation updates: the new Digital Media Lab, Studio, and lobby are nearly complete and fully functional with the biggest exception being the future Friends of the Library Book Sale Room, which is still being used for storage as the last of the contracted work is being completed.

### **Information Technology Department News**

- Apple ID federation with Staff Google Accounts
- Began talking to vendors to get budgetary figures for copier/printer lease.

### **Patron Services News**

- 119 passports in February - the highest volume we have ever experienced.
- New hire - Kiara Miner - has previous library experience at both Bourbonnais Public Library and Wilmington Public Library.
- Self-checkout machines have been rolled out in the lobby, look great, working well
- On 2/28 PS was represented at an elementary school open house by Jan Schwarz. Jan registered over 60 new library cards on open house night.

### **Technical Services News**

- Juvenile Nonfiction project still ongoing.
- Juvenile Flood damaged replacement books still arriving.
- Erin Collins has finished a large DVD project for ATS that she has been working on for several weeks. The Craftsy and Great Courses DVDs now have new call numbers and new locations.

### **Youth Services News**

- School visits are on the rise. YS Outreach Coordinator Liz Yolich attended Kindergarten Registration Night at Spencer Trail on February 28. She also did biography book talks at several schools this month.
- All flood replacement books that we can source have been ordered.
- Planning is well underway for the Summer Learning Challenge.

### **Treasurer's Report**

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

### **Committee Reports**

- A recap of the Policy Committee Meeting was presented.

### **Old Business**

- RAILS Membership Standards – Professional Leadership and Training. The Library is satisfying all requirements for the presented Standard.
- Serving Our Public 4.0 – Chapter Three – Personnel. The Standard was reviewed. The Library is operating below the suggested staffing level in the Standard. Trustee Zurawski asked if the Library needed to increase staffing. Director Krooswyk explained that the Library will be adding staff when needed in a responsible manner.
- Review of General Policies 106 and 400. There were no suggested changes.

- Review of Strategic Plan. Director Krooswyk demonstrated how the program Monday.com will assist staff in assigning responsibilities and keeping track of action items in the new Strategic Plan.

### New Business

- **ACTION:** Motion to approve Consent Agenda A through E by Trustee Tatro, second by Trustee Vancina. Discussion was held on tracking expenses and income in the Café space. Motion passed by unanimous roll call vote.
  - A. **ACTION:** APPROVE Utilization of Wilhelm funds to update the new Wilhelm Café space
  - B. **ACTION:** APPROVE Update to General Policy 204 - Fees
  - C. **ACTION:** APPROVE Update to General Policy 205 – Library Hours to be effective starting June 5, 2023
  - D. **ACTION:** APPROVE Update to General Policy 206 – Circulation Policy
  - E. **ACTION:** APPROVE Update to Personnel Policy 306 – Travel Policy

### Trustee Comments

- President Monbrod inquired if the Library will be holding Mini-Golf in the Fall. Executive Krooswyk replied in the affirmative.
- Trustee Tatro inquired if the Library was participating in the Loyalty Day Parade. Director Krooswyk asked that Trustees consider participating with the Library's entry.

### Adjournment

- President Monbrod adjourned the meeting at 7:45 pm.

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Respectfully Submitted: Mary Beth Windberg, Recording Secretary