

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

April 10, 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 7:01 p.m. by President Michelle Monbrod on April 10, 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; Youth Services Manager: Alissa Raschke-Janchenko

Visitors: Terry Nolan

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- None

Staff Report

- Youth Services Manager Alissa Raschke-Janchenko introduced herself.
- She explained that by adding youth non-fiction books to the beginner reader section, the readership has almost doubled.
- Summer Learning Challenge is ready to roll out, the theme is “Find Your Voice – Read”.
- Trustee Zurawski asked if the library was addressing dyslexia with early readers. Alissa explained that we are pairing our Playaway collection with print. Trustee Zurawski suggested that these resources should be promoted on our website.

Minutes

- **ACTION:** Meeting Minutes from the General Meeting of March 13, 2023 and Policy Committee Meeting of March 13, 2023 were approved on a motion by Trustee Tatro, second by Trustee Vancina. Motion passed by unanimous roll call vote.

Correspondence

- Executive Director Krooswyk shared complimentary emails and reviews that the Library has received.

Executive Director’s Report

- ARPA Funds - The funding for the new automatic doors will be supplemented with the \$70,000 in grant funding from Will County.
- Assistant Director - After conducting first round online interviews with candidates that met the position requirements, finalists were selected to be interviewed in-person the week of April 3.

The successful candidate has been selected, and will be announced pending completion of paperwork.

- LACONI Trustee Banquet - Friday, May 19th is the date for the next event. Please let the Executive Director know if you're interested in attending. Trustee Monbrod and Trustee Moncek have expressed their desire to attend.
- National Library Week Reminder - 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 at 10:00 am along with the return of in-person Maker Day from 10:00 am to 2:00 pm.
- Renovations - Final punch list items from the lobby project are being attended to with support from the Studio GC (architect) and LoDestro (construction company).
- Will County Levy Extension - The library levied an 8% increase last fall and have been notified that a 6% increase will be received during 2023 distributions. Executive Director Krooswyk will be working with Managers during April check-in meetings to discuss department budget lines in preparation for the May Finance Committee Meeting budget presentation and final budget approval in June.

Adult and Teen Services News

- Pam Taylor resigned her position at the library effective 3/28/2023.
- 219 students attended our outreach event at Liberty Junior High on March 28th.
- 95 people visited us at the Safety Expo on March 30th.
- We had 50 attendees at Trivia Night at Beggar's Pizza on March 9th. We believe this is the highest number to date.
- Throughout the month, we were offering the Virtual Volunteer program Bookmarkz for Kidz in conjunction with Cardz for Kidz. We received 405 bookmarks and teens earned 82 hours of community service! Teens earned 154 community service hours total in Adult & Teen Services for the month of March.
- We received 15 new volunteer applications in March and our Resource Coordinator conducted 11 interviews of new volunteers.
- EContent circulations reached 3906 this month, the highest number of the fiscal year.

Creative Services News

- The Spring Guide went out this month. We offered the first batch in the library and at one of YS's Outreach events, where parents were very excited to get the first Spring Guides out!
- Facilities and Creative Services are experimenting with the best sign holders for the windows next to the new sliding doors. These will hold hours, closure notices, Board Meeting agendas, and other promotional materials.
- Visits to our website, online calendar, and PrairieCat app are the highest or near-highest they've been all fiscal year. We are also seeing an increased usage of LinkedIn Learning.
- Usage of The Studio is at an all-time high compared to Digital Media Lab statistics. We had 481 patron interactions this month, compared to a typical month of about 150. Moving the space into the lobby has helped our patrons access this resource!

Facilities Department News

- Elevator renovation began Wednesday, March 1st and proceeded through Wednesday, March 15th.

- TK Elevator performed much needed mechanical updates to replace obsolete components, fire alarm system updates to bring the elevator up to current safety standards, and renovated the interior of the elevator car.
- Although all of the mechanical and cosmetic updates are complete, the library is waiting on the State of Illinois elevator inspection company to grant a permit to allow use of the elevator. The inspection is scheduled to take place in the coming weeks.
- Supplies have finally arrived to enable the replacement of the approximately 120 ceiling tiles in Youth Services that were destroyed during the flood last Christmas. This and other cosmetic work are being completed in anticipation of the library's re-opening celebration at the end of April.
- Renovation Updates: shelving and furniture installations, room preparations, punch lists, and more.
 - Library Furniture International installers arrived at both the beginning and end of March to begin installing the remaining shelving and fixtures. The Patron Holds shelving has been completed. The display case that wraps around the middle landing of the stairway is in place and roughly 80% complete. Some lighting components and edge finishing are still needed to complete this part of the project.
 - The new Conference Room is now fully outfitted and has been seeing frequent use.
 - The new Friends of the Library Book Sale Room is being prepped for use. The storage room inside has been outfitted with shelves and the Friends group anticipates being able to occupy and organize the space very soon.
 - Final punch list items are being addressed by LoDestro Construction. Thus far, no major short-comings have been identified by the library's architect, Studio GC.

Information Technology Department News

- Yearly Spring Cybersecurity training has been conducted through Knowbe4.

Patron Services News

- As of the end of March, reciprocal borrowers are no longer restricted to an item limit as it pertains to books and DVDs. Before this change, patrons coming from Joliet and Frankfort, for example, were limited to 5 items per visit. This will greatly open up our collection to other libraries. Joliet also does not limit our patrons at check out and has not for years.
- Elevator while being down has been a challenge but with the assistance of Adult Services staff we have been managing well.
- PS is exploring the possibility of also keeping track of patron desk stats like other departments.

Technical Services News

- Working on the J NF project.
- J flood books are still coming in.

Youth Services News

- Kyra Kuk will be leaving NLPL for a position in NLSL 122. Her last day will be April 14 and we are sad to see her leave!
- Four members of YS attended the Illinois Youth Services Institute, held March 16 & 17 in Bloomington-Normal. YS Manager Alissa Raschke-Janchenko presented on using improv as a way to build skills for customer service.

Treasurer's Report

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

Committee Reports

- A recap of the Personnel Committee Meeting was presented. A date of Wednesday, April 26 was selected for a special Personnel Committee meeting.

Old Business

- RAILS Membership Standards – Content and Collections. The Library is satisfying all requirements for the presented Standard.
- Serving Our Public 4.0 – Chapter Four – Access. The Standard was reviewed. The parking lot needs to be fully resurfaced, Studio GC will run the bid process.
- Review of General Policy 103 and Personnel Policies 101 and 310. There were no suggested changes.

New Business

- There was no new business.

Trustee Comments

- Trustee Tatro asked if the Library has received any requests for book bans. There have not been any, and procedures are in place should that occur.

Adjournment

- President Monbrod adjourned the meeting at 7:46 pm.

Respectfully Submitted: Mary Beth Windberg, Recording Secretary