

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

May 8, 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 President Michelle Monbrod on May 8, 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, Treasurer Dr. Edward A. Tatro, Trustee Cari Didion, Trustee Colette Loecke, Trustee Sandra Zurawski

Absent: Secretary Erin Moncek

Staff present at the Library Building: Michelle Krooswyk: Executive Director; Mary Beth Windberg: Recording Secretary; Monica Waligorski: Adult and Teen Services Manager

Visitors: Melissa Leggero, Terry Nolan, Susanne Picchi

- The Pledge of Allegiance was recited by attendees.

Staff Report

- Adult and Teen Services Manager Monica Waligorski introduced herself.
 - New staff member Saad Shalabi starts Tuesday, May 9.
 - Bringing back Senior Coffee to be held every other month, with an added program to the agenda.
 - Offering Tech programs with great success.
 - Offering more inclusive programming.

Audience to Visitors

- Melissa Leggero, Adult & Teen Services Specialist, introduced herself and told the Board about the class she just completed: Public Library Management, and her upcoming Summer class: Evaluation of Information Sources and Services.
- Susanne Picchi, Friends of the New Lenox Library, introduced herself and updated the Board on the Friends of the New Lenox Library. Membership is growing. She explained the Friends Grant process as well as upcoming events.

Minutes

- **ACTION:** Meeting Minutes from the General Meeting of April 10, 2023, Personnel Committee Meeting on April 10, 2023, Personnel Committee Meeting of April 26, 2023, Closed Session minutes on April 10, 2023, and Closed Session Minutes on April 26, 2023 were approved on a motion by Trustee Loecke, second by Trustee Vancina. Motion passed by unanimous roll call vote.

Correspondence

- Executive Director Krooswyk shared numerous complimentary emails about staff that the Library has received. The Library was highlighted in the New Lenox Community Guide.

Executive Director's Report

- Decennial Committee - The first meeting of the state-mandated Decennial Committee will convene on Monday, May 8th with the goal of establishing the committee, stating the purpose and choosing two residents to participate in the committee.
- Assistant Director - Shalyn Rodriguez will be starting as the Library's new Assistant Director on May 15. She comes from Shorewood-Troy Public Library where she has been serving in a dual Assistant Director and Children's Manager role with proven experience in both HR and finance roles.
- Election Results - Will County sent out official election results and the certificates were provided to the recently elected officials Trustee Moncek, Trustee Tatro and incoming Trustee Nolan. Terry Nolan will be sworn in at the June meeting.
- Credit Limits - Due to paying balances in full and on time, both the Amazon Business Account and Visa credit card credit limits have been increased; Visa was increased by \$10,000 alone.
- Evaluations - The schedule for staff appraisals has been moved up two weeks to provide additional time to process information prior to the end of the current fiscal year.
- Friends Memorandum of Understanding - A Memorandum of Understanding with the Friends of the New Lenox Public Library is being created to clarify responsibilities and shared resources.
- Grand Re-Opening - The ribbon cutting and MakerDay was a huge success. Thank you to all the Trustees and staff who attended and also planned this special event.
- Parking Lot Project - Studio GC is working on the bid process for the parking lot. We will most likely target early to late fall due to summer school work.
- Providence Catholic High School Shark Tank - Executive Director Krooswyk was invited by Village of New Lenox Economic Development Coordinator Nancy Dye to act as a judge for this annual event.
- A patron was banned and trespassed off of the property.

Adult and Teen Services News

- Saad Shalabi has been hired as our new Adult & Teen Services Specialist. He will start on May 9th.
- 10 adults and 18 teens participated in our Poetry Contest.
- Volunteers performed 69.5 hours of service in the ATS dept. We received 13 new volunteer applications and our resource coordinator performed 8 new volunteer interviews.
- Overdrive had the highest number of new (63) and unique users (968) that we've seen all year.

Creative Services News

- Our first in-person Maker Day since 2019, including our Ribbon Cutting with the Chamber, was a great success. Thank you to the Board for attending, to the Friends for volunteering, and to our fellow staff members for all of their hard work. We saw many happy patrons of all ages!
- Creative Services began the process for the creation of a new part-time Studio Specialist position.

Facilities Department News

- Elevator renovation began Wednesday, March 1st and proceeded through Wednesday, March 15th.
 - State of Illinois elevator inspection took place on April 6th as scheduled. All mechanical and operational tests and inspections were passed with exception of the FAID testing (Fire Alarm Initiating Device). The old fire alarm system would not operate properly with the new elevator and as of that test date, the new system was not yet functional.
 - The new fire alarm system will be completed and inspected and the elevator FAID test will be performed again. Anticipated retest date is sometime between May 10th-17th.
- Renovation Updates:
 - Library Furniture International installers completed the custom display shelving around the staircase just in time for the Library's Grand Reopening.
 - The Friends of the Library Book Sale Room is now outfitted with shelves to enable its use. As more shelving supplies are being delivered, extra displays will allow even more items to be available for sale.
 - The new fire alarm system is being completed and the library's fire protection equipment operation will be migrated over to the new panel. This new system brings the library up to the current 2021 National Fire Protection Association Fire Code from the previous 1998 NFPA code the library had been grandfathered under.
- Advantage Paving Solutions assessed the library's deteriorating parking lot in preparation for developing an RFP for repaving. Notably, some of the worst areas in the lot are across the handicapped parking spaces, which greatly prompted the need to replace the 22-year-old asphalt.

Information Technology Department News

- Research has begun to identify a solution to replace staffs' roaming user profiles. They have not been entirely compatible with Windows 10 and a number of staff members have issues with applications missing on their stations because of this. Onedrive for Business is being tested as a Microsoft supported replacement for this.
- Google sign-on integration with new incident tracker has been completed. Staff now can sign into the new system with their existing account information rather than needed additional passwords.
- Established an onboarding/offboarding process board that will be used to better track progress of new user creation over our many platforms we use.

Patron Services News

- Working with new and senior staff on the process of yearly evaluations - learning more and more myself.
- Observing and working along with the progress in the lobby and developing new action plans for department staff as needed.
- 95 passports processed this month - up from March.

Technical Services News

- Very large amounts of items arriving from the Children's Department.
- Volunteered on Maker Day, it was nice seeing so many of our patrons enjoying the day.

Youth Services News

- MakerDay was a big success! We had several community partners, such as the MOMS Club of New Lenox, 4H, the Girls Scouts, and local author Renee Galvin.
- YS began circulating Little Sprouts interactive backpacks for early literacy skill development.
- Kyra Kuk, part-time YS Specialist, took a full-time position with NLSLSD 122. We wish her luck!

Treasurer's Report

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

Committee Reports

- A review of upcoming meetings was presented.

Old Business

- RAILS Membership Standards – Customers. The Library is satisfying all requirements for the presented Standard.
- Serving Our Public 4.0 – Chapter Five – Building Infrastructure and Maintenance. The Standard was reviewed.
- Review of General Policy 214 and 508, and Personnel Policies 109 and 304. Once the Assistant Director is on board, that position will be added to all appropriate policies.

New Business

- **ACTION:** Motion to approve Consent Agenda A & B by Trustee Vancina, second by Trustee Zurawski. Motion passed by unanimous roll call vote.
 - A. **ACTION:** APPROVE Non-resident Fee
 - B. **ACTION:** APPROVE Tuition Reimbursement for Melissa Leggero for Summer 2023 Session
- Executive Director Krooswyk presented the proposed FY24 budget. Trustee Zurawski requested clarification on some budget items.

Executive Session

- A motion was made at 7:59 p.m. to enter Executive Session by Trustee Tatro, second by Trustee Didion. Motion passed by unanimous roll call vote.
- Trustees returned from Executive Session at 8:35 p.m.

Trustee Comments

- Trustee Tatro and Trustee Monbrod were very complimentary of the Loyalty Day Parade.

Adjournment

- President Monbrod adjourned the meeting at 8:38 p.m.

Respectfully Submitted: Mary Beth Windberg, Recording Secretary