

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

June 12, 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 June 12, 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,
Absent: Trustee Sandra Zurawski

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

Visitors: Terry Nolan, Mrs. Nolan

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- None

Staff Report

- Assistant Director: Shalyn Rodriguez introduced herself and gave the Board a synopsis of her background and experience.

Minutes

- **ACTION:** Meeting Minutes from the General Meeting of May 8, 2023, Finance Committee Meeting on May 8, 2023, Closed Session minutes on May 8, 2023, and Decennial Committee Minutes on May 8, 2023 were approved on a motion by Trustee Vancina, second by Trustee Didion. Motion passed by unanimous roll call vote.

New Business

- **ACTION:** The results of the April 4, 2023 Consolidated election were approved on a motion by Trustee Vancina, second by Trustee Loecke. Motion passed by unanimous roll call vote.
- **ACTION:** The Oath of Office was administered to Dr. Edward A. Tatro by Trustee Erin Moncek, Board Secretary.
- **ACTION:** The Oath of Office was administered to Erin Moncek by Michelle Monbrod, Board President.
- **ACTION:** The Oath of Office was administered to Terrence Nolan by Erin Moncek, Board Secretary. Terry Nolan took his seat on the Board.
- **ACTION:** A motion to elect Alex Vancina as Board President was made by Trustee Monbrod, second by Trustee Tatro. Motion passed by unanimous roll call vote.
- **ACTION:** A motion to elect Michelle Monbrod as Board Vice-President was made by Trustee Vancina, second by Trustee Loecke. Motion passed by unanimous roll call vote.

- **ACTION:** A motion to elect Erin Moncek as Board Secretary was made by Trustee Monbrod, second by Trustee Didion. Motion passed by unanimous roll call vote.
- **ACTION:** A motion to elect Trustee Tatro as Board Treasurer was made by Trustee Monbrod, second by Trustee Loecke. Motion passed by unanimous roll call vote.
- **ACTION:** Committee Assignments were discussed. Committees were set as follows:
 - **Building and Grounds:**
 - Chair – Michelle Monbrod
 - Member - Terry Nolan
 - Member - Erin Moncek
 - Continuing Education:
 - Chair – Michelle Monbrod
 - Member - Cari Didion
 - Member - Terry Nolan
 - Finance:
 - Chair – Dr. Edward A. Tatro
 - Member - Cari Didion
 - Member - Michelle Monbrod
 - Personnel:
 - Chair – Erin Moncek
 - Member - Colette Loecke
 - Member - Dr. Edward A. Tatro
 - Policy:
 - Chair – Cari Didion
 - Member - Colette Loecke
 - Member - Erin Moncek

Correspondence

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

Executive Director's Report

- ARPA Funds - The Library has received the \$70,000 for the front automatic doors as a result of a successful grant application, submission and approval.
- Assessment of Services - Executive Director Krooswyk is working with the Management Team to create a Library Handbook of services and associated procedures. Management and staff have been utilizing 2023 to reassess core services, programs and offerings and ensure documentation is in place to create consistency in customer service experiences.
- Assistant Director - Shalyn Rodriguez started on May 15 and is quickly learning many aspects of her position. She has already made recommendations to workflows and has begun work on transitioning to a new payroll provider.
- Audit - Work has already begun to compile documents for the FY2023 audit.
- FY24 Calendar - Next year's calendar was sent out to staff recently.
- Legislation Update:

From RAILS: On May 3, the Illinois Senate passed [House Bill 2789](#) to amend the Illinois Library System Act in order to protect the freedom of public libraries and library systems to acquire materials without outside limitations and protect against attempts to ban or restrict library materials. To be eligible for state grants, this bill requires a public library or library system to

develop a written policy prohibiting the practice of banning books within the public library or library system.

This bill sets a [nationwide precedent that supports the fight against book banning](#). Secretary of State Alexi Giannoulias initiated the bill as one of his first priorities in office. The bill is now awaiting Governor JB Pritzker's signature, and it is expected that he will sign it. If signed into law, HB2789 would take effect on January 1, 2024.

If the bill becomes law, the Illinois State Library will develop administrative rules that will guide libraries on how they can comply. Once these rules are developed, libraries will have an opportunity to provide feedback before the rules are finalized. Note: HB 2789 was signed into law by Governor Pritzker on June 12, 2023.

- Per Capita Grant - The Library was notified that the Per Capita Grant has been awarded in the amount of \$59,138.65.
- PrairieCat Administrative Council - Executive Director Krooswyk was re-elected to a three-year term and appointed as the Vice Chair of the Admin Council.
- Rotary Literacy/Library Committee - Local library directors involved with their Rotary Clubs have met, and will continue to meet quarterly, to discuss initiatives focusing on community support from a library perspective.
- Strategic Plan - Going forward, updates to the Strategic Plan will be made after the completion of a quarter.
- **Next Meetings**
 - **Board Meeting:** Monday, July 10, 2023
 - **Building and Grounds Committee Meeting:** Monday, July 10, 2023 at 6:30 pm

Adult and Teen Services News

- Our new ATS specialist, Saad Shalabi, started on May 9th.
- Multi-library geocaching started Monday.
- The seed library is officially closed for the season. We gave out 266 out of 267 seed packets.
- 20 adults and 9 teens attended our Poetry Café on 5/2.
- 46 teens attended our Final Exam Study Blitz on May 23rd and 24th.
- We had 40 attendees at Trivia. Phil provided us with a microphone and new speaker. Patrons commented on how much they liked the improved audio.
- We received 17 new volunteer applications. Volunteers earned volunteer hours 32.5 for in-person volunteering.
- Overdrive and Hoopla had the highest number of unique users this month at 991 and 203 respectively.

Business Office/Assistant Director

- Learning the ins and outs of the Business Office.
- Successfully onboarded 2 new employees.
- Worked with Brian to end Cintas Agreement. This will be effective as of July 6, 2023.

Creative Services News

- We passed out about 170 "Parade Sneak Peek" Summer Guides at Loyalty Day Parade. Given good weather next year, we should be printing about 250 to cover the entire parade.
- Parade t-shirts were a hit! In addition to positive comments throughout the parade, we were complimented on Instagram, and one patron asked where we bought them. One patron said they bought multiple that night!

Information Technology Department News

- Firewall failure occurred in May. The Library ran on the older firewall while a replacement was sent from the manufacturer. A hot spare will be acquired in the near future to avoid such downtime again.
- Early Adopter test group rollout of OneDrive for business began at the end of May. This will replace the current user file storage allowing for more mobility for staff working in and out of the office.
- Fiber connection agreement has been signed and a survey crew came to do preliminary planning for installation.

Patron Services News

- 33 passports were processed in May. This was a slower month but this amount is typical for this time of year. Arranged with Adult Services to let our agent in AS continue to be a passport agent until their certification expires later this year. At that time, PS will be solely responsible for the processing of passport applications.
- Donations are in full swing! PS has been working with AS and YS to get a steady process going for the acceptance of donations.
- Have been educating patrons on the new building hours that go into effect June 5th.
- PS has been trained on how to make reservations for the new conference room.
- Elevator has been repaired.
- Book drop has returned!
- Quarterly RAILS requires libraries to manually count for one week how many items are being sent out for delivery. In May, we lent 1,071 items to our library friends.

Technical Services News

- Large quantities of orders have arriving.
- Weeding J books.
- Erin Collins has been sending in large amounts of original cataloging to RAILS.
- This month we have processed and entered more materials than we ever have.

Youth Services News

- Two new hires started in Youth Services - Colleen Dwyer and Trisha Honkoski. Both are part-time specialists.
- The YS department visited most of the NLSD 122 schools to promote the Summer Learning Challenge.

Treasurer's Report

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

Committee Reports

- A review of upcoming meetings was presented.

Old Business

- RAILS Membership Standards – Facilities. The Library is satisfying all requirements for the presented Standard in the exemplary category.
- Serving Our Public 4.0 – Chapter Six – Public Safety. The Standard was reviewed.

- Review of General Policy 205, and Personnel Policies 103, 104, and 106. No changes suggested.

New Business

- **ACTION:** Motion to approve Consent Agenda A through F by Trustee Tatro, second by Trustee Monbrod. Motion passed by unanimous roll call vote.
 - A. APPROVE Truth in Taxation Hearing Date (September 11, 2023)
 - B. APPROVE Budget & Appropriations Hearing Date (August 14, 2023)
 - C. APPROVE Director's Recommendation for Closed Meeting Minutes
 - D. APPROVE Destruction of Audio Recordings of Closed Session Minutes older than 18 months (if applicable)
 - E. APPROVE Fiscal Year 2024 Budget (including Fiscal Year 2024 Compensation for Staff)
 - F. APPROVE Ordinance 23-1 Maintenance Levy

Executive Session

- A motion was made at 8:01 p.m. to enter Executive Session by Trustee Didion, second by Trustee Tatro. Motion passed by unanimous roll call vote.
- Trustees returned from Executive Session at 8:15 p.m.
- **ACTION:** A motion was made by Trustee Tatro, second by Trustee Monbrod, to approve FY24 Compensation for Executive Director. Motion passed by unanimous roll call vote.

Trustee Comments

- Trustee Moncek complimented staff on several programs she attended with her family.
- Trustees welcomed Terry Nolan to the Board
- Trustee Nolan asked if the plastic sheeting could be removed from the public access computer keyboards. He also inquired about the Poetry Contest books.
- President Vancina shared that he had been re-elected to the RAILS Board.

Adjournment

- President Vancina adjourned the meeting at 8:25 p.m.

Respectfully Submitted: Mary Beth Windberg, Recording Secretary