

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

July 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 7:00 p.m. by President Alex Vancina on July 10, 2023 at the New Lenox Public Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Alex Vancina, Vice President Michelle Monbrod, Trustee Colette Loecke, Trustee Terry Nolan

**Absent:** Secretary Erin Moncek, Treasurer Dr. Edward A. Tatro, Trustee Cari Didion

**Staff present at the Library Building:** Michelle Krooswyk: Executive Director; Shalyn Rodriguez: Assistant Director; Brain Goebel: Facilities Manager; Mary Beth Windberg: Recording Secretary; Samantha Sliwa: Creative Services Studio Coordinator

**Visitors: None**

- The Pledge of Allegiance was recited by attendees.

### Audience to Visitors

- None

### Staff Report

- Samantha Sliwa, Creative Services Studio Coordinator, introduced herself and updated the Board on the many offerings available in The Studio, as well as the greatly increased interest and visits now that The Studio is located on the first floor.

### Minutes

- **ACTION:** Meeting Minutes from the General Meeting of June 12, 2023, Continuing Education Committee Meeting on June 12, 2023, and Closed Session on June 12, 2023, were approved on a motion by Trustee Monbrod, second by Trustee Loecke. Motion passed by unanimous roll call vote.

### 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. The Library's Ribbon Cutting was highlighted by the Chamber of Commerce.

### Executive Director's Report

- Action Item Summary - A new addition to the Board packet is a list of action items along with a description of the item and a recommended motion.
- Administration Procedure Manual - As the Assistant Director assumes more responsibilities, all procedures handled by Administration are being documented.

- Assistant Director - Shalyn is doing a great job taking on more responsibilities and contributing new ideas to current workflows.
- Capital Projects - After the parking lot project is completed in the fall, Administration, Facility and IT staff will meet with the Studio GC team to discuss a full building plan as it relates to priorities and funding.
- Chamber of Commerce Business After Hours - ATS Outreach Coordinator Dominic Ricobene, Creative Services Manager Ashley Middleton and Studio Coordinator Sam Sliwa planned and executed a very successful BAH event. We hosted 20 members and answered many questions about the library, renovations and the Studio space.
- End of Fiscal Year - Staff were very helpful this year in submitting their invoices and purchases by June 10, 2023. This allows Administration to clean up and close out the fiscal year books much quicker. Evaluations have all been completed, approved, and delivered by the end of June along with pay rate adjustment letters.
- FY2023 Audit - The first few documents have been submitted to the auditor and the process is moving forward smoothly.
- Parking Lot Project - Pending Board approval, the parking lot project will commence this fall. This is the first time the parking lot has been completely resurfaced since the building was erected.
- **Next Meetings**
- **Board Meeting:** Monday, August 14, 2023
- **B& A Hearing:** Monday, August 14, 2023 at 7:00 pm

#### **Adult and Teen Services News**

- 300 goody bags were sent to the Chasing the Sun 5K on June 8th to promote our social media and Teen Scene.
- Volunteers earned 48.25 volunteer hours for in-person volunteering this month. We received 18 new volunteer applications and 5 volunteer interviews were conducted.
- eAudiobook usage increased significantly this fiscal year when compared to the previous year. Axis 360 went up 37%, Hoopla 33%, and Overdrive 22%.

#### **Business Office/Assistant Director**

- Worked with Alissa Raschke-Janchenko to onboard two new YS Specialists
- Niche Academy annual trainings - worked on Bloodborne Pathogens, Sexual Harassment Prevention
- Setting up Autopay for regularly-occurring billing accounts.

#### **Facilities Department News**

- Leaky plumbing and burned out lighting will be addressed in the next round of "routine" building repairs.
  - Quotes from contractors are being sought.
  - Determination will be made whether repairs are extensive enough to go to bid as part of larger renovations projects or if it is more cost effective to perform them as separate building repairs.
  - Library will be reassessed for electricity supplier rebates for LED lighting upgrades. This was performed pre-referendum and at that time, the rebates weren't plentiful enough to provide adequate funding for a full LED upgrade.

- Assessments will be made to begin renovations in the cafe. The room had been used to provide a work area for contractors (machining/work room during lobby and elevator renovations), and is currently providing storage for construction supplies. With completion of the current renovation stages, materials will be removed/built/installed and the room will be empty for the next chapter.
- Friends of the Library Donor Tree reinstallation is being assessed. Facilities is working closely with the Administrative Assistant and the Assistant Director to determine a more feasible way of hanging the more than 40 individual parts that comprise the entire piece. Originally, approximately 200 individual holes were drilled into the front lobby wall to hang the Tree, and no, that will not be the option of choice this time around.
- Tree trimming will be scheduled soon for trees and shrubs throughout the Library grounds.

### **Information Technology Department News**

- Preparation for Server upgrades from 2012 edition. 2012 will lose support in October this year. Both the envisionware server and file server need to be upgraded prior to expiration of support.
- New virtual servers have been spun up and configured for the transition process on July 4th.

### **Patron Services News**

- 298 new library cards created. This puts us at the most library cards created at any public library in our library system, by far.
- 40 passports were processed with many inquiries received.
- Crafted a new online staff tally to keep track of the wide variety of questions asked at the patron services desk. This tally went into effect July 3rd.
- We are having a huge run on museum adventure passes. 39 total passes were distributed to patrons throughout the month of June. These passes are available to New Lenox patrons and allows them to visit a variety of Illinois attractions such as Brookfield Zoo for free or at a discounted rate. Our most popular pass is to the Brookfield Zoo.

### **Technical Services News**

- Large amounts of end of year orders coming in.
- JNF purple sticker project ongoing which will make the collection more accessible.
- Sending in several original cataloging requests to RAILS.
- Meet and Greet with Saad Shalabi.

### **Youth Services News**

- YS hired two new part-time specialists, Meghan Langan and Eric Seyller.
- More than 1000 children have registered for the Summer Learning Challenge.

### **Treasurer's Report**

- Assistant Director Rodriguez presented the Treasurer's Report, and highlighted several entries for additional explanation.
- **ACTION:** Motion to approve Bills Paid for June 2023 and Bills payable for July 2023 by Trustee Monbrod, second by Trustee Nolan. Motion passed by unanimous roll call vote.

### **Committee Reports**

- A review of upcoming meetings was presented.

### Old Business

- RAILS Membership Standards – Funding. The Library is satisfying all requirements for the presented Standard in the accomplished and exemplary categories.
- Serving Our Public 4.0 – Chapter Seven – Collection Management. The Standard was reviewed.
- Review of General Policies 217 & 218, and Personnel Policy 303. No changes were suggested. An update was suggested to Personnel Policy 302, to be presented during New Business.

### New Business

- Item A. was removed from the Consent Agenda for further discussion.
- **ACTION:** Motion to approve Consent Agenda B through I by Trustee Monbrod, second by Trustee Tatro. Motion passed by unanimous roll call vote.
  - B. APPROVE Ordinance 23-2 Transferring General Funds to Special Reserve Fund
  - C. APPROVE update to General Policy 214 Freedom of Information Act
  - D. APPROVE Library closure on Sunday, October 29, 2023 for Ghouls and Golf Event
  - E. APPROVE Lauterbach and Amen for new payroll company effective October 1, 2023
  - F. APPROVE Paving Systems Inc. for contractor for parking lot resurfacing project
  - G. APPROVE Update to Board Bylaws (addition of the Decennial Committee)
  - H. APPROVE Update to Personnel Policy 302
  - I. REVIEW Tentative Budget and Appropriations Ordinance 23-3
- **ACTION:** Motion to approve Consent Agenda A to appoint Trustees Loecke and Nolan to Audit Secretary's Reports by Trustee Monbrod, second by Trustee Loecke. Motion passed by unanimous roll call vote.

### Executive Session

- None

### Trustee Comments

- None

### Adjournment

- President Vancina adjourned the meeting at 7:39 p.m.

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Respectfully Submitted: Mary Beth Windberg, Recording Secretary