

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

April 8, 2024

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 by President Alex Vancina at 7:00 pm on April 8, 2024, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

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

**Attending Remotely:** None

**Absent:** None

**Staff present at the Library Building:** Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg

**Visitors:** Gabby Zaczek

- The Pledge of Allegiance was recited by attendees.

### Audience to Visitors

- Gabby Zaczek – Southwest Minnesota State University Gabby Zaczek re-introduced herself to Trustees that were absent last month and explained how she is working with the Library for her senior capstone course. She is looking into how the budget and services were affected by the 2020 referendum.

### Staff Report

- Q3 Strategic Plan Update

### Minutes

**ACTION:** Meeting Minutes of Decennial Committee Meeting of March 11, 2024 and General Meeting of March 11, 2024 were approved on a motion by Vice President Monbrod, seconded by Treasurer Tatro. Motion passed by unanimous roll call vote.

### Correspondence

- Positive patrons' compliments about staff and programs were shared by Executive Director Krooswyk.

### Executive Director's Report

**Administration** - Michelle Krooswyk, Executive Director

- Board Meeting Dates for 2025 - Board Meetings occurring on second Mondays can cause challenges due to the short reporting period. Administration would like to obtain input from

Trustees regarding the feasibility of moving Board Meetings to the third Monday of each month starting in 2025.

- Budget - Administration already has preliminary budget outline completed after Will County announced its tax extension amounts. Managers were instructed to present their department budget requests at the March 27th Management Team meeting to promote transparency and accountability. This information will be incorporated into the draft budget that will be presented at the May Board meeting.
- Citizen's Academy - The Village of New Lenox has once again invited the Library to participate in their new program this year. The Library is excited to be included and looks forward to connecting with more community residents.
- Friends MOU - Thanks to representatives from the Friends of the Library, Board of Trustees and Library Staff, the Memorandum of Understanding has been finalized. It was approved by the Friends at their March 27th meeting and is up for approval at the regular April meeting.
- Future Renovations - The Executive Director has set up a meeting with Studio GC and Library staff to begin discussing the creation of a multiyear plan to renovate the rest of the Library.
- LACONI - The LACONI Trustee Banquet on Friday, May 3rd has an RSVP deadline of April 28th. Please make Administration aware if you plan to attend.
- Manager Retreat - Thanks to the idea from Assistant Director Shalyn Rodriguez, Administration is excited to implement the first offsite Manager Retreat this month. The group will focus on review of the past fiscal year, education on SMART goals, and focus on creating organizational goals based on the four cultural objectives introduced in January.
- National Library Week - In preparation for National Library Week train commuter initiative, gift cards from Starbucks and Joey's were requested and received for the prize basket. From April 9 through April 11, staff will be present for three early morning train stops to raise awareness of library services, especially digital offerings for train commuters.
- Rotary Club Tour - Executive Director Krooswyk hosted the March 14 meeting of the Rotary Club of New Lenox to present on business resources and conduct a building tour.
- SAM Renewed - The Library's System for Award Management (SAM) registration was renewed much more quickly than last year. This keeps the Library eligible to receive Federal grant funding if and when available, such as the American Rescue Plan Act Grant money (ARPA).
- Staffing Updates - Administration is working through a plan to address the Technical Services Manager position and modify/ benchmark the Studio Manager position (formerly Studio Coordinator). In addition, Patron Services Specialist Jen Borgeson has been moved from part time to full time to fill the recently vacated Patrons Services Assistant Manager position, which will not be refilled in a management capacity. Maggie Gonzalez, part time Studio Specialist will be moved to full time starting April 15.
- Statements of Economic Interest - SOEIs are due May 1; please ensure they are completed.

**Adult & Teen Services** - Monica Waligorski, Adult & Teen Services Manager

- 156 people stopped at the library's table at Lincoln-Way's West Fest on March 16th.
- 108 adults and 9 teens participated in our March Madness tournament this month.
- 65 vegetable and herb seed starter kits were given out to patrons.
- 11 adults and 12 teens have submitted entries to our annual Adult & Teen Poetry contest.
- The library and Transportation Services at the New Lenox Township have started cross promoting each other's services.
- Volunteers earned 39 volunteer hours for in-person volunteering.

**Business Office** - Shalyn Rodriguez, Assistant Director

- Worked with Michelle to offer Melissa Seaberg the Administrative Coordinator position. Melissa comes from a park district background and brings a wealth of administrative support knowledge!
- Staff Day was March 1st and went extremely well! Thank you to the Friends Group for supporting continuous staff development by covering the presenter cost for Martina Mathisen.
- I began drafting an outline for a new Mentor Program that will be implemented next month. This program will pair tenured staff with new hires to ensure their initial period of employment is a smooth and seamless transition.
- Meghan Langan from Youth Services has submitted her resignation effective at the end of May due to her and her family moving out of state. We will greatly miss her! Alissa and I worked to get the part-time position posted in the hopes of having a new team member in the position by the start of our Summer Learning Challenge.

**Creative Services** - Ashley Middleton, Creative Services Manager

- Samantha Sliwa submitted her resignation. Her last day with us was March 16, attending an outreach event with ATS at West Fest.
- The Studio is operating on a limited schedule during transition, but hours will increase the week of April 15.
- Ashley is the planning lead of our 2024 website redevelopment with LibraryMarket, the vendor who currently runs our event calendar. The website is seven years old and needs replacement. We are looking forward to a more dynamic website that can be maintained and kept updated easily. This is a roughly 6-month process that will include information gathering, design, development, and launch. We are planning to launch this Fall, with January 1, 2025 being our hard-deadline outside goal date.

**Facilities Department** - Brian Goebel, Facilities Manager

- Cintas Corporation's First Aid and Safety Division installed the updated AED machine in the lobby. The library now has full capability to service all patrons of any age in an emergency requiring use of the AED.
- Cafe work is progressing to clear the space for a proper assessment by contractors to determine how renovations shall proceed.
- New furniture stored in the room has been assembled and moved to its permanent locations.
- Obsolete and irreparable refrigeration equipment and display coolers have been hauled away.
- Electrical circuits have been traced and isolated to be disconnected from the center island counter space for removal.
- Plumbing estimates are being sought for repair of leaking clean water Sloan Flushometer units on many of the restroom toilets. This work will be done as an end-of-fiscal-year project from remaining funds budgeted in the Building & Grounds general ledger line.

**Information Technology** - Phillip Bormet, Information Technology Manager

- The Adult and Teen Services department migrated to OneDrive. The migration was successful with file syncing happening as expected on all devices. This is the last of the major migrations as Patron Services will need new accounts deployed to each staff member.
- Studio network subnetting changes to bring the Studio network in line with existing network structure. The network in the Studio now complies with the way subnets on the Library's network should be built per IT procedure.

### **Patron Services** – Denise Towne, Patron Services Manager

- New patron booklets and welcome bags are ready to roll out on April 1st.
- Denise worked with PrairieCat to add a link on Vega for patrons to subscribe to receive text message notifications.
- Due to Discover books no longer operating, Denise has researched and reached out to multiple book recycling companies.
- Jen Borgeson accepted the full-time position. She will be transitioning to full time effective April 1st.
- Dan Gullicksen and Matt Galik took and passed the acceptance agent training and have begun shadowing Emma for hands-on training for passports.

### **Youth Services** - Alissa Raschke-Janchenko, Youth Services Manager

- Meghan Langan will be leaving us May 31 to relocate to North Dakota.
- Almost 500 kids entered in to our "Guess How Many?" jellybean raffle, which was out for two weeks.
- Liz O. is preparing to use Better Impact software for summer volunteer scheduling.
- Alissa met with Erin Moncek to organize a Caregivers of Special Needs Kids group at the library.
- Colleen D.'s Kindness Club made friendship bracelets for Silver Cross's Kindness Cart, to be distributed to children in the hospital.

### **Treasurer's Report**

- Assistant Director Shalyn Rodriguez presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for March 2024 by Treasurer Tatro, seconded by Vice President Monbrod. Motion passed by unanimous roll call vote.

### **Next Meetings**

As a review of the Personnel Committee that met earlier at 6:00 pm, Secretary Moncek summarized the meeting. The Library's long term staffing plans and Q3 update of the strategic plan were presented by the Executive Director. In addition, Treasurer Moncek noted that the committee decided to pursue a 360 evaluation this year for the Executive Director. President Vancina and Treasurer Moncek will work together to finalize the details.

- April 10, 2024 – Intergovernmental Mtg
- May 13, 2024 – Finance
- June 10, 2024 – Continuing Education
- July 8, 2024 – Building & Grounds
- August 12, 2024 – B & A Hearing
- September 9, 2024 – TITA Hearing

### **Old Business**

The following documents were reviewed by the Board with no additional questions or comments.

- **REVIEW: RAILS Membership Standards - Facilities**
- **REVIEW: Serving Our Public 4.0 - Chapter 4: Access**
- **REVIEW: Personnel Policies 201 & 311**

### **New Business**

Items C. and E. were removed from the Consent Agenda for further discussion.

**ACTION:** Motion to approve Consent Agenda action items A, B, D, F, and G by Trustee Colette Loecke, seconded by Trustee Vice President Michelle Monbrod. Motion passed by unanimous roll call vote.

- A. **ACTION: APPROVE** Memorandum of Understanding with the Friends of the New Lenox Library
- B. **ACTION: APPROVE** Disaster Preparedness Plan Policy Update – Electrical Power Failure
- D. **ACTION: APPROVE** New Personnel Policy 114 – Outreach and Librarywide Events

- F. ACTION: APPROVE waiving the competitive bidding process in lieu of purchase of three (3) boilers from Precision Control Systems through OMNIA Partners Purchasing Cooperative at the governmental pricing schedule in the amount of \$388,527.00 with added alternate of vertical combustion discharge through roof for \$23,562.00 for a total of \$412,089.00.
- G. ACTION: APPROVE waiving the competitive bidding process in lieu of purchase of replacements for existing control and actuator assemblies for the boiler system from Precision Control Systems through OMNIA Partners Purchasing Cooperative at the governmental pricing schedule in the amount of \$127,000.00.

### Trustee Comments

- Trustee Moncek spoke about Caregivers of Special Needs Kids Group which will meet April 22, 2024 at 6:00pm. Monbrod
- Trustee Nolan had additional question about Action Item F concerning the waiving of competitive bidding process. Executive Director Michelle Krooswyk explained that normally the Library does go out to bid for large scale projects beyond the \$25,000 threshold. However, Precision Control Systems is a trusted, established vendor, OMNIA Partners Purchasing Cooperative have vetted Precision Control Systems as a reliable economical vendor, and legal counsel provided the language in Action Item F. This is a like-for-like replacement with an established vendor that the Library trusts and we know from the cooperative that we are getting a fair price.
- Trustee Nolan inquired about the high price of Ebooks for libraries and what can be done about it. Board President Vancina explained that there isn't much the Library can do about it but Illinois Secretary of State Giannoulas is aware of the issue and working to change it. The State Library will be negotiating on behalf of libraries within Illinois to get those costs under control.
- Trustee Nolan mentioned that the New Lenox Park District lists sponsors on their website and wonders if the Library should look into getting business sponsors. Executive Director Krooswyk said she would need to dive into that research before she can give a definitive answer on this question.
- Regarding continuing education, the Illinois Heartland Library System received a grant from the State library to put together a trustee training program that is completely online and self-paced. They have been providing introductions for it to orient Boards on how that training portal works. For the June meeting he recommends that we reach out to them and see if they are available to present on that resource.
- Treasurer Tatro asked about the LACONI Trustee Banquet. The Banquet is May 3, 2024 6-9pm at Oak Park. President Vancina, Trustee Moncek, and Treasurer Tatro confirmed they will be in attendance.
- Vice President Monbrod asked if Library patrons can have access to JJC's CAD. President Vancina said that the licensing could be an issue. Executive Director Krooswyk said that the Library is looking into partnerships for technologies with JJC and we will add this to that conversation.

### Adjournment

- President Alex Vancina adjourned the meeting at 8:02 pm

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Respectfully Submitted:  
Melissa Seaberg  
Recording Secretary/Administrative Coordinator