

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

June 10, 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 7:00 p.m. by President Vancina on June 10, 2024 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Vancina, Vice President Monbrod, Treasurer Tatro, Trustee Didion, Trustee Loecke, Trustee Nolan

Absent: Secretary Moncek

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

Visitors: Candace Fisher – HR Source

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

Candace Fisher – HR Source spoke during closed session

Staff Report

- Denise Towne – Patron and Technical Services Manager Reported on the progress Patron services has made with new staff, passport services, and newly implemented procedures.

Minutes

ACTION: Meeting Minutes of Closed Session on April 8, 2024, Finance Committee Meeting of May 13, 2024, General Meeting of May 13, 2024, and Closed Session of May 13, 2024 were approved on a motion by Trustee Monbrod, second by Trustee Loecke. Motion passed by unanimous roll call vote.

Correspondence

- **Patron Services** Emails from patrons expressing what a wonderful experience they have every time they visit the library. Staff are always friendly and helpful.
- **Youth Services** “The Youth Department is always so helpful and friendly when we are here! My daughters and I LOVE visiting!”
- **Youth Services** Received an email after our 1,000 Books Graduation thanking Elizabeth DeVito from a participating thanking her for an awesome event. She appreciates how much work it takes to put on an event like this and it was perfect. She sent in pictures of her son at the event.

Executive Director's Report

Administration – Michelle Krooswyk, Executive Director

- Budget - The final budget has been completed, and includes all of Management's requests for budget modifications. Deviations from the draft budget presented at last month's Board Meeting are included in the packet. Upon approval of the FY25 budget by the Board, next fiscal year allows for continued staff increases as well as the addition of part time outreach support staff in ATS and YS, two additional part time Studio Specialists and a librarywide Training Coordinator.
- Cafe Renovations - Tentative schedule for planning is late fall with anticipated construction starting in early 2025.
- Citizen's Academy - If any Trustees are interested in participating in the Village's Citizen's Academy on October 22 at 6:30pm, please let the Executive Director know.
- IT Support - Staff will be receiving a survey to collect input regarding future IT needs for both staff and patrons. Administration will be reassessing the job description to fit Library needs. Virtek has been supportive and helpful while in the building on Wednesdays and also available remotely for additional assistance.
- Loyalty Day Parade - It was wonderful to see so many staff, volunteers and Trustees participate in the parade in May. As a commentator, it was the first time the Executive Director was able to watch the parade, and the Library had one of the largest entries!
- Marketing - Staff have done an amazing job volunteering to create quality, branded marketing materials and continuing to post on social media. Maggie Gonzalez, Studio Specialist has done a wonderful job finalizing the Summer Guide to get it out to our patrons in time for all the summer programs and events.
- National Library Card Sign Up Month - This year's theme from the American Library Association is Transformers. Planning for this important September event started last month and meetings continue every few weeks to ensure we are planning well in advance for these type of librarywide initiatives. Creating clear and concise plans much earlier is something that the Management Team has been discussing and working on to improve since last fall.
- Staffing Updates - Great candidates were interviewed for both the Studio Manager and Marketing Coordinator positions. The Library received 26 and 72 applications respectively for these positions. Administration and Studio staff are moving forward smoothly with the hiring process. In addition, updates to the reporting structure in FY25 will allow for additional Manager support, attention and coaching.
- Staff Recognition Committee - Listening to input and feedback from staff, Administration will be working with the Management Team to rebuild a formal way to recognize, support and celebrate with staff. We are excited to announce that plans are in the works for a new committee to do just that!
- Statistics - Some statistics are delayed due to staffing transitions, but will be made available in time for the IPLAR report.
- Website - The website committee has been meeting monthly with our LibraryMarket representative to make substantial progress on our new website.

Next Meetings

- Board Meeting: Monday, July 8, 2024
- Building and Grounds Committee Meeting: Monday, July 8, 2024 at 6:30 pm

Adult & Teen Services – Monica Waligorski, Adult and Teen Services Manager

- The Illinois State Library is purchasing the attached list for public, school, and academic libraries. Illinois databases-flier.pdf
- 43 teens attended our Finals Study Blitz on 5/20 and 5/21.
- Our outreach coordinator and teen specialist were able to connect with 163 teens at Lincoln-Way West on May 3rd.
- Volunteers earned 24 volunteer hours for in-person volunteering and 17 virtual hours in May for our Bookmarkz for Kidz Volunteer program. We received 16 new volunteer applications.
- 56 adults and 3 teens attended Trivia at Beggars Pizza on May 9th.

Business Office – Shalyn Rodriguez, Assistant Director

- Onboarded our new Youth Services Specialist, Tiffany Williams
- Conducted 4 Patron Services Specialist Interviews with Denise Towne, Patron Services Manager
- Worked with departments to develop and launch this year's Summer Learning Challenge on Beanstack
- Created Summer Learning Challenge graphics to go on website and Beanstack
- Onboarded our new Patron Services Specialist, Irene Del Rio
- Conducted 2 Studio Manager interviews with Maggie Gonzalez, Studio Specialist and Michelle Krooswyk, Executive Director
- Conducted 4 Marketing Coordinator interviews with Michelle Krooswyk, Executive Director

Facilities Department – Brian Goebel, Facilities Manager

- Precision Control Systems performed a site survey on May 15th to prepare for the VAV/TAB reheat valve replacement work that will take place in the HVAC system throughout the library. The reheat valves and actuators in the ceilings will be replaced and the coils will be repaired or replaced as needed.
- Boilers have been spec'd and ordered and production is on schedule for delivery to Precision's shop by the end of June.
- Supply procurement has begun for the valve replacement work.
- Precision had electronic versions of the mechanical systems architectural drawings made from the Library's original blueprints.
- Proposals are being sought for the repainting of Meeting Rooms A&B and paint and wall repairs in the main entrance vestibules. Extensive repairs will be done to many of the cracked and bubbling drywall seams in the Meeting Rooms and the walls and door frames will be painted to match the current Lobby colors. Areas in the vestibules where walls were damaged by the replacement and updates to the fire alarm and security alarm systems will be patched and repainted. The limestone wall base block at the bottom of the walls in the Lobby and vestibules will also be repainted as this was not part of the original Lobby renovation. They have been painted at least once already and are in need of a repaint. Quotes are in progress from the following vendors:
 - Hester Painting (Lobby renovation subcontractor)
 - D.E.S. Painting (RAILS library recommendation)
 - Smith Painting (Shorewood Library recommendation)

- New Look Floor Coverings performed carpet repairs on the second floor to attempt to flatten carpet areas that were bubbled and seams that were pulling apart and creating tripping hazards. Though the carpet looks a little worse for wear with no guarantees as to longevity; this was fully anticipated and discussed beforehand by the installers. The main idea is that it is a temporary repair that did indeed eliminate the tripping hazards. The job was completed the work May 29th & 30th for a total cost of \$1,742.80

Patron Services – Denise Towne, Patron Services Manager

- Patron purge occurred in Prairiecat. In total they removed 1,101 patrons.
- Welcomed Irene Del Rio to PS!!
- We were audited by RAILS delivery and passed!!

TECHNICAL SERVICES – Denise Towne, Technical Services Manager

- Created new genre labels to give them a more modern look.
- Began setting standard procedures for processing of items to help patrons and staff with checkout and visibility on the shelves
- Fran Burdelik moved from patron services to tech services.

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- We welcomed Tiffany Williams to the team and said farewell to Meghan Langan (relocating due to military assignment).
- Liz O’Neill and Liz Yolich-LaMore presented at Reaching Forward on May 5.
- School visits for SLC promotion were very successful!
- We saw many of the third graders from Dist. 122 for Community Field Trips.
- Our Embryology program was a success, with 18 of our 24 eggs hatching. Kids loved watching the chicks for the two weeks we had them here.

President Vancina asked for a motion to go into Executive Session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity OR Executive Session pursuant to 5 ILCS 120/2: Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Nolan mad the motion and Trustee Monbrod seconded the motion at 7:32pm.

A. ACTION: APPROVE Fiscal Year 2025 Compensation for Executive Director

- The Board returned to open session at 9:10pm

Treasurer’s Report

- Shalyn Rodriguez presented the Treasurer’s Report.
 - Trustee Nolan commented that Shalyn and Melissa put together a Vendor list for him explaining what each vendor is for, he appreciates the extra work done to create this for the board.

- **ACTION:** Motion to approve Bills Paid for May and Bills payable for June by Trustee Loecke second by Trustee Nolan. Motion passed by unanimous roll call vote.

Committee Reports

- A recap of the Continuing Education Committee Meeting was presented.

Old Business

- REVIEW: RAILS Membership Standards – Professional Leadership & Training
- REVIEW: Serving Our Public 4.0 – Chapter 6 Safety
- REVIEW: Personnel Policies 111, 309, and 313

New Business

ACTION: Motion to approve Consent Agenda A-H by Trustee Tatro second by Trustee Nolan
Motion passed by unanimous roll call vote.

- A. ACTION: APPROVE Fiscal Year 2025 Working Budget
- B. ACTION: APPROVE Ordinance 24-1 Special Reserve Fund Transfer
- C. ACTION: APPROVE Ordinance 24-2 .02 Maintenance Fund Levy
- D. ACTION: APPROVE Budget & Appropriations Hearing Date of August 12, 2024
- E. ACTION: APPROVE Truth in Taxation Act Hearing Date of October 14, 2024
- F. ACTION: APPROVE Library Closing for Ghouls & Golf event on October 27th, 2024
- G. ACTION: APPROVE Director’s Recommendations for Closed Meeting Minutes
- H. ACTION: APPROVE Destruction of Audio Recordings of Closed Session Minutes older than 18 Months

Trustee Comments

- None

Adjournment

- President Vancina adjourned the meeting at 9:26 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary