

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

August 12, 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 Board President Alex Vancina on August 12, 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, Trustee Cari Didion, Trustee Colette Loecke, Trustee Terry Nolan.

Absent: Treasurer Edward Tatro

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg, Studio Manager John Morgan

Visitors: None

- The Pledge of Allegiance was recited by attendees.
- Trustee Monbrod moved and Trustee Didion seconded to allow Secretary Erin Moncek to attend remotely. The motion passed unanimously.

Public Hearing for Budget and Appropriations Ordinance 24-4

President Vancina opened the Public Hearing for Budget & Appropriations Ordinance 24-4, and asked if there were any public comments. Hearing none, the public hearing was left open while the Regular Meeting continued.

Audience to Visitors

- None

Staff Report

- John Morgan, Studio Manager introduced himself and spoke about his first few weeks in his position. He's very excited about the advancements they are making with the 3-D printer and how they will be creating more opportunities in the Studio for patrons.

Minutes

ACTION: Meeting Minutes from the General Meeting on July 8, 2024 and Building and Grounds Committee Meeting on July 8, 2024 were approved on a motion by Trustee Nolan, second by Trustee Loecke. Motion passed by unanimous roll call vote.

Correspondence

ADULT & TEEN SERVICES

- Text message:
"So enjoyed this project, as so many of ones you have offered.
To me, Nature is Natural Peace.
Thank you for the inspiration your crafts to go have provided. 📷 🙌"

- (Email regarding audiobook purchased for Libby per patron request)

“Dear Monica,

When I got up this morning, there was a notice the audiobook was available. I am listening to it now and love it! Thank you so much again. Have a great day! Char “Thank you SO much for doing this! I’m so excited to be able to hear this on our New Lenox Libby!!

- “Hi Melissa! I hope you are enjoying these final weeks of summer before school is back in session. Summer goes way too fast!

I wanted to follow up with you about the e-gift card. After looking more into, Hailey decided on an Apple e-gift card which she can then use for 📺 tv. They have some unique things she wants to check out. I know I personally want to watch the series from the book I read, The Last Thing He Told Me with Jennifer Garner.

My kids have always done the summer learning challenge since they were in kindergarten and look forward to it every year. It’s so nice that there are incentives for them. The library has always been so generous and creative with their prizes. We appreciate all you do!

Enjoy the rest of your day,
Jenny”

PATRON SERVICES

- Betty Baity came up to the desk and apologized for being slow. We told her it was ok as it was a Monday and we were slow too. She said she was ok with that because the library is the best place to be and she couldn’t live without it!!

YOUTH SERVICES

- One evening, I had the most delightful interaction with a young child who was very excited to be at the library with his parents and two younger siblings. His enthusiasm and appreciation for the library were infectious. "Best day ever!" and "I have so many books!" were among his happy exclamations. Later, when he was excitedly admiring a patron's Disney Doorables collection on display, I took the opportunity to suggest he put a collection of something he loves on display. He and his family were happy with the suggestion and took home a Display Case Agreement Form.
- Trisha Honkoski
- We also received two cards. One card was to thank us for returning a patron’s favorite bookmark. The second card was from an Eagle Scout thanking us for partnering with him on his Pet Pantry Eagle Project.

Executive Director’s Report

- Illinois Library Association - Executive Director Krooswyk was selected to present with a panel of Library Directors and Trustees (thank you Alex!) regarding our recent lobby renovation project.
- Renovations - Upon request, Studio GC conducted a visioning session with any staff that were interested. The summary and notes are included in the Board packet. To continue forward momentum of renovation phases, the Executive Director has been speaking with Studio GC to begin planning for the next phase of renovations while the cafe details are finalized.

- Staffing - Marketing Coordinator Kendra Mase started on July 22nd and Studio Manager John Morgan started on July 29th. Both have quickly completed many of their onboarding tasks, started meeting with staff, and are jumping into projects! In addition, our two new part time Studio Specialists will begin on August 19th. A big thank you to Studio Specialist Maggie Gonzalez for shouldering the responsibilities of the Studio during this interim period. The first round of interviews for the IT Coordinator position took place August 5th through August 8th.
- Social Media - Thanks to our new Marketing Coordinator Kendra Mase, the library's social media accounts have received significant increases in views and reach. For example, Instagram reach has tripled as compared to the same time period last year.
- Village Event Participation - The Library will be providing an update at the State of the Village address on Monday, September 16th at 10:00 am as well as conducting a session of the Citizen's Academy on Tuesday, October 29th at 6:00 pm. Trustees are encouraged to attend both and participate in the Citizen's Academy.

Next Meetings

- **Board Meeting:** Monday, September 9, 2024
- **Policy Committee Meeting:** Monday, September 9, 2024 6:00 pm

ADULT & TEEN SERVICES

- 240 adults signed up for the Summer Learning Challenge and completed 4103 activities. 80 teens signed up and completed 1683 activities.
- We gave away 392 seed packets from our Seed Library this year, compared to 251 last year, a 56% increase.
- We purchased Lincoln Award and Read for a Lifetime books, audiobooks, as well as electronic books and audiobooks with financial assistance from the Friends.
- We spent \$1,868.56 on Hoopla this month, the highest amount to date.
- 29 people attended our Visual Art Gallery & Contest Reception on July 25th.
- 53 adults and 1 teen attended Trivia at Beggars Pizza on July 11th.
- 12 teens attended our Nintendo Switch Tournament on July 6th.
- 14 teens attended our second meeting of the Teen Lego Club on July 12th.
- 2 new patrons have signed up for Home Delivery.
- Volunteers earned 41 volunteer hours for in-person volunteering. We received 14 new volunteer applications. Annette completed 7 new volunteer interviews.
- Teen graphic novels and adult non-fiction in the 100s have been weeded.

BUSINESS OFFICE

- Conducted Studio Manager interviews with Executive Director Krooswyk.
- Conducted Studio Specialist interviews with Studio Specialist Maggie Gonzalez.
- Onboarded Kendra Mase, Marketing Coordinator and John Morgan, Studio Manager.
- Completed the Fall Guide in Adobe InDesign.
- Began work on the Audit and have a goal set to have it completed by end of August/beginning of September.
- Worked closely with Virtek to get server up and running during CrowdStrike incident.

CREATIVE SERVICES

- We had 1,038 visitors in July
- We hired a new Studio Manager. It's me!
- We have 2 new Studio Assistants starting August 19th.

FACILITIES DEPARTMENT

- Precision Control Systems and their parent company, Hill Group, made final preparations to ready the old boilers to be disconnected and dismantled beginning August 1st.
- 1 Source Mechanical replaced two faulty scroll compressors on Circuit B for the downstairs air conditioning system under warranty. They are currently working with Precision Control Systems to get this part of the system integrated and working with the rest of the air conditioning system.
- Frankfort Public Library rented half of the NLPL Mini Golf setup for their annual golf event July 1, as has been customary for several years. Despite being significantly smaller than our own Ghouls and Golf, their event is quite popular with their patrons.
- The Buildings and Grounds Committee was given a tour of the library in July to observe improvements and renovations and to identify areas that need attention; one of them being the flag poles out front. For several years, the only flag that was displayed was the United States flag due to the poor condition of much of the hardware on the three flag poles. The hardware has now been replaced as needed and the library once again proudly displays the United States flag, the State of Illinois flag, and the POW/MIA flag per United States Flag Code guidelines.
- Facilities and other staff members met with Studio GC for the visioning meeting to discuss options for the cafe.

PATRON SERVICES

- Jen B. started training to become a passport acceptance agent
- Correspondence was set up with SWAN to receive a monthly report for our patrons that have outstanding bills.
- PrairieCat mobile app issues have been ongoing throughout the month. We have communicated next steps with our patrons to get the app back up and running on their devices.
- Canva training started and we have a little Canva competition that ends on August 31st.

TECHNICAL SERVICES

- Posted for technical services assistant position
- Fran began Talent LMS training
- PrairieCat has added a local bib record for Tech 2 Go items. This makes them searchable on the online catalog.
- The 2 backpack kits have been renamed so that patrons can search and find them easier on the online catalog.
- Book plates were created for items donated by the Friends of the Library.

YOUTH SERVICES

- This year, we had nearly 1300 kids participate in the Summer Learning Challenge, with a completion rate of roughly 60 percent!
- The Library has been meeting with KidsWorks Children's Museum leadership to plan a joint program in the fall, date TBD.
- We congratulated Youth Services Specialist Jen Adorno for returning to teaching full-time (even though we will miss her here at the Library).
- Youth Services Manager Alissa Raschke-Janchenko was selected as Manager Elect for the Illinois Youth Services Forum, in addition to co-chairing the Illinois Youth Services Institute in 2025.

Treasurer's Report

- Shalyn Rodriguez, Assistant Director presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for July and Bills payable for August by Trustee Nolan, second by Trustee Monbrod. Motion passed by unanimous roll call vote.

Committee Reports

- A view of upcoming meetings was presented.

Old Business

- REVIEW: RAILS Membership Standards – Customers
- REVIEW: Serving Our Public 4.0 – Chapter 8: System Member Responsibilities & Resource Sharing
- REVIEW: Review General Policies 308; and Personnel Policies 307 & 312

Public Hearing for Budget and Appropriations Ordinance 24-4

- Hearing no further public comments, President Vancina closed the Budget and Appropriations Public Hearing at 7:31 p.m.

New Business

- **ACTION:** Motion to approve Consent Agenda A-D by Trustee Monbrod, second by Trustee Loecke Motion passed by unanimous roll call vote.

 - ACTION: APPROVE Certification of Estimated Revenues by Source
 - ACTION: APPROVE Final Budget & Appropriations Ordinance 24-4
 - ACTION: APPROVE Fiscal Year 2025 Goals for Executive Director
 - ACCEPT Illinois Public Library Annual Report for FY2024

Executive Session

Trustee Monbrod motioned and Trustee Nolan Seconded to go into Executive session at 7:39 p.m. for the purpose of discussing 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. Motion passed by unanimous roll call vote.

- The Board returned to Open session at 8:03p.m.

Trustee Comments

- Trustee Nolan Commented that he is optimistic about what's happening at the Library including John, the new Studio manager. Trustee Monbrod included Kendra, the new marketing Coordinator in the optimism as well and what a good job she is doing so far.

Adjournment

- President Vancina adjourned the meeting at 8:04 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary