

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

September 9, 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 Alex Vancina on September 9, 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, Secretary Erin Moncek, Treasurer Edward Tatro, Trustee Terry Nolan.

Absent: Trustee Cari Didion

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

Visitors: None

- The Pledge of Allegiance was recited by attendees.
- Trustee Tatro moved and Trustee Monbrod seconded to allow Trustee Colette Loecke to attend remotely. The motion passed unanimously.

Audience to Visitors

- None

Staff Report

- Marketing Coordinator Kendra Mase introduced herself to the board and spoke about the progress she has made in her position. She specifically highlighted the Library's increased reach across social media.

Minutes

- **ACTION:** Meeting Minutes from the General Meeting on August 12, 2024 and Closed Meeting on August 12, 2024 were approved on a motion by Trustee Nolan, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Correspondence

- Director Krooswyk highlighted the shout outs that the departments received from patrons. She also spoke about staff responses to the question "What motivates you to do your job?" the majority of answers cited serving the patrons and community as their driving force.

Executive Director's Report

Administration – Michelle Krooswyk, Executive Director

- Facility Support - An interim plan to support the major mechanical systems and miscellaneous building maintenance has been established until a new full time facilities staff member is hired. The position has been posted and accepting new applications.

- Illinois Annual Reports - Both the IPLAR and ILLINET reports were completed far in advance of the deadline. Administration is working on a Standard Operation Procedure to make both reporting processes even quicker next year
- Lighting Issue - Staff was asked for their input on facilities project process and they overwhelmingly agreed that the second-floor lighting was insufficient. The Executive Director has already started working with the architect and local contractors to get a solution in place prior to the dark winter months.
- Meeting Room - All walls and door trim has been repainted in the meeting room and it follows the same color plan of the lobby. Once the boiler project is complete and the ceiling terminal air boxes are replaced, we will be looking into new ceiling tiles.
- Studio Door - As soon as a patron made staff aware of the incorrect width of the Studio door, Administration made the architect aware. A few weeks later, there is a new, wider, ADA compliant door installed at no cost to the Library.
- Staff Input - Staff were asked about what motivates them to do their jobs; 22 out of 42 staff responded and the results are included. The staff engagement survey conducted by HR Source has been scheduled for November.

Next Meetings

- Board Meeting: October 14, 2024 7:00
- Truth in Taxation Hearing Meeting: October 14, 2024 6:30pm

ADULT & TEEN SERVICES – Monica Waligorski, Adult and Teen Services Manager

- The Illinois State Library E-Resource Program is up and running. It allows Illinois residents free access to a variety of Ebsco databases.
- 155 people stopped by for National Night Out on August 6th.
- 180 people stopped by the library's booth at Ladies Night Out on August 9th.
- 30 people attended the joint ATS/YS Puzzle Racing program.
- 16 people participated in the 12th Annual ATLAS Multi-Library Geocaching Event.
- The 100s section of non-fiction, along with large print have been weeded. Large print is currently being shifted.
- Volunteers earned 30 volunteer hours for in-person volunteering. We received 12 new volunteer applications. Annette had 2 new volunteer interviews.
- 9 notarizations were completed this month.

BUSINESS OFFICE – Shalyn Rodriguez, Assistant Director

- Conducted six IT Coordinator interviews with Executive Director Michelle Krooswyk and Administrative Coordinator Melissa Seaberg.
- Conducted three Technical Services Specialist interviews with Technical Services Manager Denise Towne, and Technical Services Specialist Karen Zurawicz.
- Finalized September Staff Day plans with the Staff Day Committee.

CREATIVE SERVICES – John Morgan, Studio Manager

- We hired two Studio Specialists - Jenni and Lainey!!
- Our door was widened to be ADA compliant.

MARKETING– Kendra Mase, Marketing Coordinator

- Social Media - 5k reach over the past month. This is approximately the amount of accounts NLPL Instagram reached in total within the past two years. There is consistent, daily library promotion across social media channels.
- Fall Quarterly Guide - Printed and is being distributed to patrons.
- The Herald News - Library Events are now being submitted to be promoted on the online Herald News/Shaw Local, Local Events page to increase program visibility.
- Library Newsletter - Newsletter is back up and running with Bi-Weekly emails to encourage patron participation in programs and events at the library. We are looking into expanding the newsletter with “special feature” emails coming soon.

PATRON SERVICES – Denise Towne, Patron Services Manager

- Quarterly RAILS bins count conducted 8/16-8/22
- Recorded videos of Brian explaining front doors, meeting room PA system, screen, and door counters. Kendra edited them and added them to Niche Academy.
- The 1st Lobby display was created and put up by Irene Del Rio.
- Sam Jackson submitted his resignation letter. His last day will be 9/25/24.
- We have signed an agreement with Knowledge Exchange to partner with them as our recyclers. Our first pickup is scheduled for September 24, 2024.
- We are extending checkouts to Liberty Jr. High students (juvenile fiction and teen fiction) until 11/12/24 due to the school not having a staff member available for checkout.

TECHNICAL SERVICES - Denise Towne, Technical Services Manager

- Conducted interviews with Shalyn & Karen for the TS specialist position.
- The TS closet has been cleaned up and sorted out.
- Each TS specialist has undertaken a section of the collection and will be performing changes and adjustments as needed. Erin Collins will be assessing the graphic novels, Karen Zurawicz will be adjusting the easy nonfiction and Fran Burdelik will be adjusting the Disney section of the easy picture book section.

YOUTH SERVICES – Alissa Raschke-Janchenko, Youth Services Manager

- Ghouls & Golf planning well underway and we are excited to host this awesome event again.
- YS Manager Alissa Raschke-Janchenko has been published in an upcoming Library Science textbook by Bloomsbury Press.
- YS Outreach Coordinator Liz Yolich-Lamore will be out on leave starting Sept. 6. Staff has volunteered to take on existing outreach events.
- New programs are being offered this fall, including a Dungeons & Dragons Club and a Homeschool Meetup.
- This summer we had a 30 percent increase in our volunteer hours in the department!

Treasurer’s Report

- Assistant Director Shalyn Rodrigez presented the Treasurer’s Report.
 - Trustee Tatro noted a few needed terminology updates for the Treasurer’s report village and township developer fees and fines and damages.
 - Exceeded our anticipated income on buttons and headphones.
- **ACTION:** Motion to approve Bills Paid for August and Bills payable for September by Trustee Monbrod, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Committee Reports

- The Board did not have a quorum for the Policy Committee Meeting. The Policy Committee meeting will be rescheduled for a date to be determined.

Old Business

- A. REVIEW: RAILS Membership Standards – Facilities
- B. REVIEW: Serving Our Public 4.0 – Chapter 9: Public Services - Reference & Readers Advisory
- C. REVIEW: Review General Policies 101; and Personnel Policies 306 & 308

New Business

- **ACTION:** Motion to approve Consent Agenda A-C by Trustee Monbrod, second by Trustee Moncek Motion passed by unanimous roll call vote.
- A. ACTION: APPROVE Date of October Regular Meeting from October 14, 2024, to October 21, 2024
- B. ACTION: APPROVE Updated Truth in Taxation Act Hearing Date of October 21, 2024
- C. REVIEW: Draft of Levy Ordinance 24-5

Trustee Comments

- Vice President Monbrod spoke to Marketing Coordinator Kendra Mase about the Pokestop located at the Library in Youth Services to include in any marketing if ever we do Pokémon events or programming.
- Vice president Monbrod asked if we would be able to provide voter registration at the Library. Director Krooswyk suggested an iPad kiosk. President Vancina suggested a shortcut on all desktops at the Library to direct patrons to voter registration.
- Director Krooswyk spoke to the Board about the upcoming local Consolidated Election dates being moved up.

Adjournment

- President Vancina adjourned the meeting at 7:42 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary