

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

August 14, 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 August 14, 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, Secretary Erin Moncek, Treasurer Dr. Edward A. Tatro, Trustee Cari Didion, Trustee Colette Loecke, Trustee Terry Nolan

**Absent:** None

**Staff present at the Library Building:** Michelle Krooswyk: Executive Director; Shalyn Rodriguez: Assistant Director; Mary Beth Windberg: Recording Secretary

**Visitors:** None

- The Pledge of Allegiance was recited by attendees.

#### **Public Hearing for Budget and Appropriations Ordinance 23-3**

President Vancina opened the Public Hearing for Budget & Appropriations Ordinance 23-3 at 7:01 p.m., 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

#### **Minutes**

- **ACTION:** Meeting Minutes from the General Meeting of July 10, 2023, and the Building & Grounds Committee Meeting on July 10, 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 comments about staff that the Library has received.

#### **Executive Director's Report**

- **Audit** - Many documents have been uploaded to the auditor's portal already. Administration is awaiting the last few invoices from FY2023 to upload final documents.
- **CD** - One of the library's CDs matured on August 4, 2023. It was decided to place the funds into a MaxSafe Money Market account with Old Plank Trail Community Bank to allow for more fluidity of funds and to capture higher interest rates.

- Lobby Renovations - The Library is still awaiting finalization of the Studio lights, additional can lighting, and a correction to millwork in the staff area to officially close out this project.
- Parking Lot Project - The final contract with Pavement System, Inc is included for approval. Project start date is mid-September; patrons, staff and surrounding residents will be notified of the upcoming disruptions.
- Patron Services Manager - The Patron Services Manager position has been vacated and the first round of interviews has been completed by the Executive and Assistant Directors.
- Payroll - Transfer of data has begun for the new payroll system with Lauterbach & Amen. The Library will complete the July-August quarter with Paycor then transition to the new payroll service. Staff will be provided ample training to be comfortable with the new system.
- **Next Meetings**
  - **Board Meeting:** Monday, September 11, 2023
  - **Truth in Taxation Hearing** Monday, September 11, 2023 at 6:45 pm

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

- 328 adults and teens participated in the Summer Learning Challenge.
- We had the highest number of new Overdrive users of any library in the OMNI consortium. The next two highest libraries have two branches each.
- 47 people attended the Art Gallery and Reception on July 28th.
- We received 22 new volunteer applications this month. Volunteers earned 42 volunteer hours for in-person volunteering in ATS. 7 new volunteer interviews were held.
- 20 teens attended our World Chocolate Day program on July 7th.
- Monica Waligorski is taking a project management class through ALA.

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

- Began onboarding process with Lauterbach & Amen (new payroll company)
- Currently co-managing Patron Services with Michelle. Have been meeting with each staff member individually to gain insight into schedules, duties, and department functions to prepare the new manager.
- Posted the Patron Services Manager position and are reviewing candidates.
- I worked with Ashley Middleton (Creative Services Manager) to onboard our new Studio Specialist, Maggie Gonzalez.

### **Creative Services News**

- Creative Services is very pleased to welcome our new Studio Specialist, Maggie Gonzalez. We're now a department of 3 for the first time! This helps us offer Studio staff guidance and Digital Media Lab appointments during more of the Library's open hours.
- We have been a part of planning Library Card Sign-up Month (September), Techtobor (October), and Ghouls & Golf (Sunday, October 29).
- We have started a successful new program series, Sewing with Rachael.

### **Facilities Department News**

- Parking Lot repaving bids were accepted and opened by Studio GC on July 6th with the contract awarded to Pavement Systems Inc, as approved during July's Board Meeting. Studio GC has informed Facilities that they have been in contact with the contractor and that everything is on schedule for the completion date in mid-September.

- Door counters for tracking the number of patrons who enter the library have been installed at both the East and West Main Entrances as of July 28th. Exact numbers can now be recorded beginning August 1st to be reported for September's Board Meeting. Empirical entrance data for the purposes of IPLAR and library statistics can be extrapolated from WIFI device usage data for the months prior to the door counter installations.
- Air conditioning warranty repair issues are being resolved by 20/10 Engineering, 1 Source Mechanical, Precision Control, and TEC (Carrier). A failed thermal expansion valve led to a scroll compressor failure in the second-floor condenser unit and also revealed a possible programming error in the Building Automation System that operates the HVAC system. Repairs are expected to be made under manufacturer's warranty.

### **Information Technology Department News**

- New devices purchased for Youth Services
- Yubikey Multifactor tokens distributed to testing group.
- Testing of Princh public printing ongoing. Handing accounts to training coordinators to review.

### **Patron Services News**

- Have been getting a lot of calls and people stopping in about expired cards on Libby. Found out that Libby has caught up with these expired cards from Covid protocols and now are not letting patrons renew or log back in.
- Have been shelving lots of books from Summer Learning. Thanks to the help of Adult and Teen Services, Youth Service and Mary Byford in helping keep up with them.
- With the departure of the manager of Patron Services, Cari Shelton has been helping run the department.

### **Technical Services News**

- Mary Byford shelved 4 carts for Patron Services.

### **Youth Services News**

- Summer Learning Challenge officially ended with almost 1500 participants.
- New hires are settling in well and will start programs in the fall.
- Alissa Raschke-Janchenko is taking an ALA Project Management course that started in July and runs until mid-August.
- Several management staff met to begin planning for Ghoul's & Golf in October.

### **Treasurer's Report**

- Assistant Director Rodriguez presented the Treasurer's Report, and mentioned several items of note.
  - An incorrect process for voiding checks was discovered and is being rectified.
  - An additional report of FY23 bills paid on June 30 was provided.
- **ACTION:** Motion to approve Bills Paid for July 2023 and Bills payable for August 2023 by Trustee Monbrod, second by Trustee Didion. Motion passed by unanimous roll call vote.

### **Committee Reports**

- A review of upcoming meetings was presented.

### Old Business

- RAILS Membership Standards – Professional Leadership and Training. The Library is satisfying all requirements for the presented Standard. Trustee Nolan asked about Continuing Education opportunities for Trustees.
- Serving Our Public 4.0 – Chapter Eight – System Member Responsibilities & Resource Sharing. The Standard was reviewed.
- Review of General Policies 201, 203 & 212 and Personnel Policy 305. Changes to General Policy 212 will be approved in the Consent Agenda

### New Business

- **ACTION:** Motion to approve Consent Agenda A through G by Trustee Monbrod, second by Trustee Moncek. Motion passed by unanimous roll call vote.
  - A. APPROVE Certification of Estimated Revenues by Source
  - B. APPROVE Budget & Appropriations Ordinance 23-3
  - C. APPROVE Second Decennial Committee Meeting date on Monday, December 11, 2023
  - D. APPROVE IGA for Illinois Libraries Present
  - E. APPROVE Contract with Pavement Systems, Inc for parking lot resurfacing project
  - F. APPROVE Update to General Policy 212: Unattended Child Policy
  - G. APPROVE IPLAR for FY2023
  - H. REVIEW: Tentative Tax Levy Ordinance 23-4

### Executive Session

- A motion was made at 7:38 p.m. to enter Executive Session for the purpose of 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, by Trustee Tatro, second by Trustee Nolan. Motion passed by unanimous roll call vote.
- Trustees returned from Executive Session at 7:47 p.m.
- There was no action taken as a result of Executive Session.

### Trustee Comments

- Trustee Nolan asked for updates on the café space, name tags, and cultural passes. He also asked if recent raises in area tax assessments would result in additional revenue for the Library.
- Trustee Tatro asked for updates regarding the memorial for late Trustee Bonnie Ulstad.

### Public Hearing for Budget and Appropriations Ordinance 23-3

- Hearing no further public comments, President Vancina closed the Budget and Appropriations Public Hearing at 7:55 p.m.

### Adjournment

- President Vancina adjourned the meeting at 7:55 p.m.

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Respectfully Submitted: Mary Beth Windberg, Recording Secretary