

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

September 11, 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 September 11, 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; Phillip Bormet, Information Technology Manager; Mary Beth Windberg: Recording Secretary

**Visitors:** Melissa Leggero

- The Pledge of Allegiance was recited by attendees.

### Audience to Visitors

- Melissa Leggero updated the Board on the class she just completed, as well as described her upcoming Fall class. She thanked the Board for their support in obtaining her MLS degree.

### Staff Report

- Phillip Bormet, Information Technology Manager, updated the Board on 3 projects:
  - Migration to a new file service
  - Renewal of Xerox contract
  - New public printing system, Princh

### Minutes

- **ACTION:** Meeting Minutes from the General Meeting of August 14, 2023 and Closed Session Meeting on August 14, 2023, were approved on a motion by Trustee Monbrod, second by Trustee Nolan. Motion passed by unanimous roll call vote.

### Correspondence

- Executive Director Krooswyk shared a favorable Google review about staff and the Library that was received.

### Executive Director's Report

- **Audit:** All expenses from FY2023 were received as of August. Administration will upload the year end document towards the end of September.
- **Bank Accounts:** Administration is planning to remove the 100a petty cash checking & 104a payroll accounts while combining 108a Village Developer Fee Checking and 165BG Township

Impact Fees. All officers need to sign paperwork within 5 days of initiating the change. The week of October 9th would be preferred.

- Interviewed candidates for Patron Services Manager along with Assistant Director Rodriguez
- Memorial Tree Planting and Plaque: The plaque is ready to order and a final tree selection needs to be made. Input from the Board would be appreciated at the September meeting.
- Parking Lot: New concrete drain collars will be installed on Thursday, September 7 with the entire parking lot completed the week of September 11. The Village has offered use of their parking lot for staff and patrons.
- Payroll System: The transition to the new payroll system (Workforce HUB) is going well. The responsiveness of our company rep is wonderful.
- Staff Development Day: The Library will be closed on Friday, September 22; topics will include the new payroll system, library wide updates, first amendment audits, team building, and more.
- **Next Meetings**
  - **Board Meeting:** Monday, October 9, 2023
  - **Policy Committee Meeting:** Monday, October 9, 2023 at 6:30 pm
  - **Intergovernmental Meeting:** Wednesday, September 13 at Gatto's

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

- Our outreach coordinator, Dominic Ricobene, partnered with the Lincoln Way Community High School District to get the library into the student handbook. The plan is to add us to the online version this year and the print version next year.
- Learning Express database was not renewed for this fiscal year due to low usage. However, Ebsco gave us a bit of a grace period after expiration so patrons still have access right now.
- The ATS manager, Monica Waligorski, completed the Essential Project Management Skills for Library Workers class through ALA.
- Volunteers earned 35 volunteer hours for in-person volunteering in ATS this month. We received 6 new volunteer applications.
- 2 patrons availed themselves of our notary services this month.

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

- Training Coordinators: The Assistant Director met with the Training Coordinators for the first time, helping them plan September's Staff Day.
- Interviewed candidates for Patron Services Manager. A candidate has accepted the position.

#### **Creative Services News**

- Fall Guide went out August 1.
- Summer Learning Challenge wrapped up; prep has already begun for next year.
- Library Card Sign-up Month kicked off September 1, including a renewed card reminder for patrons expiring August 1–November 30. We gave out 50 Coupon Books within the first three days.
- Additional Fall messaging focuses on the parking lot resurfacing, Illinois Libraries Present programs, Awards Books Challenges, Eek!-O-Friendly Costume Exchange, and Ghouls & Golf.

## Facilities Department News

- The fire alarm system produced two false alarms which emptied the library on Thursday, August 24th.
  - The first alarm happened at 11:00 am and the second at 7:20 pm. The building was safely evacuated both times. NLFPD responded per routine procedure.
  - Phoenix Fire Systems, the installing contractor, replaced a faulty alarm pull station located in Meeting Room B under warranty. They informed the library that the record setting heat and humidity that day was causing condensation that was shorting out otherwise durable and reliable components for many of their clients.
  - NLFPD fire inspectors followed up with the library the next day and confirmed Phoenix's claims; they'd had to deal with a number of similar issues throughout the Village during that 48-hour time period.
- Air conditioning warranty repair issues are being resolved as previously reported in the August Facilities Report. All repairs were made under warranty.
  - While preparing for the scheduled warranty repairs the following week, on Friday, August 25th, a Carrier technician mistakenly disconnected control wires that operated the air conditioning for the entire building. This led to the early closure of the library Saturday, August 26th through Sunday, the 27th until the issue could be diagnosed and resolved on Monday, the 28th. 1 Source Mechanical was able to restore cooling by 10:30 am that day.
  - Wednesday, August 30th through Friday, September 1st, 1 Source Mechanical replaced two failed scroll compressors for the second-floor air conditioning condenser unit. As of September 1st, full air conditioning capacity has been restored to the second floor.
  - 1 Source Mechanical and 20/10 Engineering are continuing to investigate the underlying cause(s) of the initial component failure and ensuring that all other components are performing as designed.
  - There has been discussion of an extended warranty period beyond the now expired one-year manufacturer's warranty from Carrier. The Board will be updated as to the progress of a binding warranty document.
- Homer Tree Service will remove several nuisance trees and prune nearly everything else. Work is expected to begin by the end of September; scheduling was 4-6 weeks out from assessment date of Aug. 21, total cost \$2,875
  - Remove 7 Locust trees from the center islands in the parking lot.
    - Trees are sickly and/or dying and they offer little to no usable shade. The arborist appropriately terms this type of planting as a "tree coffin".
  - Remove 2 Bradford Pear trees at East Main Entrance.
    - These trees have been on State and Federal banned invasive species lists for the better part of 20 years.
    - One of the trees is nearly uprooted and presents the hazard of falling over at any time.
  - Remove two Alder trees at West Main Entrance.
    - Trees are heavily infected with a parasite whose white, fungus-like secretions have covered many branches. The secretions are sweet in smell and taste and have attracted swarms of one of the most aggressive and potentially dangerous pollen gathering insects; bald faced hornets.
    - The parasitic and wasp secretions and excrement have stained the front terrace seating area and decorative rock area.

- A large Eastern White Pine growing in that same area will be closely inspected by Homer's arborist and treated for parasitic infestation if needed. Quick assessment of the tree shows no signs of infestation.
- All other trees overgrowing parking spots, driving lanes, and walkways will be pruned to provide safe clearance and promote healthy, attractive growth.

### **Information Technology Department News**

- Microsoft OneDrive deployment preparations. Youth Services staff files being migrated at the start of September.
- Computers for Youth Services prepped for deployment.
- Beginning planning for deployment of new public printing system.

### **Patron Services News**

- Had a delivery count August 14-18. We had a total of 40 bins leave our building with 1,088 items within those bins.
- We survived Summer Learning Challenge 2023 and have caught up on carts and returns from the checkouts.
- Cari Shelton has been selected to fill a vacancy on the Circulation Committee through PrairieCat on August 21, 2023

### **Technical Services News**

- Shelved 6 carts for Patron Services during the month due to the department being short-handed

### **Youth Services News**

- Outreach requests for preschool visits and library tours are picking up again.
- Summer Learning Challenge ended, our school with the highest percentage of participation was Nelson Prairie.
- Organization and supply closet cleanouts are underway to prepare for a new programming year.
- YS Manager Alissa Raschke-Janchenko completed the ALA Project Management Essentials course.
- Planning for Ghouls & Golf is underway.

### **Treasurer's Report**

- Assistant Director Rodriguez presented the Treasurer's Report, and highlighted several entries for additional explanation. She also presented a new report to be included monthly.
- **ACTION:** Motion to approve Bills Paid for August 2023 and Bills payable for September 2023 by Trustee Tatro, second by Trustee Monbrod. Motion passed by unanimous roll call vote.

### **Committee Reports**

- A review of upcoming meetings was presented.

### **Old Business**

- RAILS Membership Standards – Content and Collections. The Library is satisfying all requirements for the presented Standard in the accomplished and exemplary categories.
- Serving Our Public 4.0 – Chapter Nine – Public Services – Reference and Readers' Advisory. The Standard was reviewed.
- Review of General Policies 105, 202, 306, and 307. No changes were suggested.

### New Business

- Item C. APPROVE Levy Ordinance 23-4 was removed from the Consent Agenda until October.
- **ACTION:** Motion to approve Consent Agenda A, B, and D through G by Trustee Monbrod, second by Trustee Tatro. Motion passed by unanimous roll call vote.
  - A. ACTION: APPROVE 2024 Holiday Closures
  - B. ACTION: APPROVE November 2024 Board Meeting Date of November 12.
  - C. Removed from Consent Agenda
  - D. ACTION: APPROVE Update to Personnel Policy 202
  - E. ACTION: APPROVE Update to Personnel Policy 203, Section G
  - F. ACTION: APPROVE Health Insurance Coverage Amounts for Calendar Year 2024
  - G. ACTION: APPROVE Melissa Leggero's Tuition Reimbursement Request for the Fall 2023 Semester

### Executive Session

- None

### Trustee Comments

- Trustee Monbrod asked that Staff Day include an announcement that The Friends of the New Lenox Library have grants available to staff.
- Trustee Nolan had a few questions regarding circulation statistics, why some states were dropping out of the ALA, the readiness of the Library to respond to emergency situations due to a rash of bomb threats to north suburban libraries, and if we track incidents with disruptive patrons.

### Adjournment

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

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Respectfully Submitted: Mary Beth Windberg, Recording Secretary