

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

October 9, 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 October 9, 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 Byford: Technical Services Manager; Ashley Middleton: Creative Services Manager

Visitors: Lauren Sevik

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Patron Lauren Sevik asked the Board why New Lenox residents are not given priority for program registration. Executive Director Krooswyk provided responses from department managers and also stated that registration will be reassessed since programming numbers are back to pre-pandemic levels.
- Ashley Middleton, Creative Services Manager discussed Trustee nametag formats.

Staff Report

- Mary Byford, Technical Manager, updated the Board on:
 - Technical Services staffing levels
 - Number of items entered (second in consortium)
 - Department priorities
 - Original cataloging

Minutes

- **ACTION:** Meeting Minutes from the Truth in Taxation Hearing on September 11, 2023 and Regular Board Meeting on September 11, 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 correspondence, including a patron's complimentary letter, an article about the ARPA grant funds.

Executive Director's Report

Administration- Michelle Krooswyk, Executive Director

- Administrative Assistant - Mary Beth's last day of employment was September 21 and a 25 hour per week Administrative Assistant position has been posted.
- Bomb Threats – Chat was the main source of bomb threats to Illinois libraries. Our Library does not currently use a chat service, so we were fortunate enough not to experience any threats. That being said, the Executive Director has been in contact with the New Lenox Police Department and other library directors to ensure beneficial communication.
- Citizen's Academy – The Library will host their session next Tuesday, October 17.
- Community Group Update - The Writers, We group was contacted regarding consistent expectations for all community groups. The Library will be seeking financial support from the Friends of the Library to purchase an additional Owl camera that will be available for in-house checkout for the conference and meeting rooms.
- Friends of the Library MOU Committee - Executive Director Krooswyk met with both the Management Team and the Friends group to discuss a plan going forward to create a Memorandum of Understanding with representation from the Friends, staff and Board. Trustee Monbrod and Trustee Vancina are interested in participating.
- Memorial Tree – Per the landscaping company, the tree should be planted in the next week or so.
- Patron Services Manager - Denise Towne is our new Patron Services Manager and she started on October 2. She comes to us from Sugar Grove Public Library with management experience in both circulation and technical services.
- Waiver of Building Permit Fees - Parking lot amount \$2,459.84. Due to an excellent working relationship with the Village of New Lenox, the Library and its taxpayers have saved over \$10,400 in waived permit fees for projects over the last three years.
- **Next Board Meeting:** Monday, November 13, 2023
- **Next Committee Meeting -Personnel:** Monday, November 13, 2023 at 6:30 pm

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

- Dawn renewed her notary commission through 10/11/27. She helped 11 patrons with notarizations in September.
- Our Outreach Coordinator, Dominic Ricobene, is now a New Lenox Chamber of Commerce Ambassador.
- Volunteers earned 55 in-person volunteer hours this month. We received 7 new volunteer applications. Volunteers have completed approximately 400 goodie bags for Ghouls & Golf.

Business Office - Shalyn Rodriguez, Assistant Director

- Successfully onboarded our new payroll system through Lauterbach & Amen. The first pay period with them ran September 17th - 30th.
- Assigned Sexual Harassment Prevention training for all staff to complete, per section 2-109 of the Illinois Human Rights Act requirement.
- Worked with the Training Coordinators to host Staff Day on September 22nd. Michelle and I presented an administrative update and taught staff how to navigate the new timecard system.
- Posted Administrative Assistant position at the end of September and will conduct interviews in October.
- Received two real estate property tax distributions this month.

Creative Services- Ashley Middleton, Creative Services Manager

- 353 new and renewed cards for Library Card Sign-Up Month
- Ghouls & Golf registration going fast
- ATS Outreach Coordinator & Studio staff working on Scarecrow Stroll

Facilities Department - Brian Goebel, Facilities Manager

- The parking lot has been completely renovated from when it was first reported in the August Board Report. Work began September 12th and was completed by the 18th.
- Renovation punch list items continue to be completed. Back-ordered components to complete the new Fire Alarm System panels were installed allowing the full use of the system's capabilities. This includes graphics screens which specifically pinpoint alarm alerts and activated detectors, and an emergency public address system built into the alarm devices which allows emergency personnel to give library-wide voice commands during an emergency.

Information Technology Department - Phillip Bormet, Information Technology Manager

- New Youth Services computers deployed along with updated desk phones.
- All staff in Youth Services have been migrated to onedrive.
- Fiber installation outside of library building finished up. October will be the month it becomes active.

Patron Services - Cari Shelton, Training Coordinator & Shalyn Rodriguez, Assistant Director

- We welcomed the new Patron Services Manager, Denise Towne, on 10/2
- Jan Schwartz attended Spencer Trails Kindergarten Open House on 9/28/23. She issued 15 new cards while there.

Technical Services - Mary Byford, Technical Services Manager

- Steady amount of orders coming in.
- Shelved 3 carts for PS during the month. .

Youth Services Department - Alissa Raschke-Janchenko, Youth Services Manager

- Ghouls & Golf planning is well underway, with the volunteer coordinators setting up volunteers for the event and the program coordinators ordering prizes.
- Fall Storytime Session has begun with attendance back at pre-Covid numbers.
- The YS office reconfiguration went well and staff is adapting to OneDrive and their "new" space.

Treasurer's Report

- Assistant Director Rodriguez presented the Treasurer's Report and highlighted several entries for additional explanation.
- **ACTION:** Motion to approve Bills Paid for September 2023 and Bills payable for October 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 – Customers. The Library is satisfying all requirements for the presented Standard in the accomplished and exemplary categories.
- Serving Our Public 4.0 – Chapter 10: Programming and Chapter 11: Youth/Young Adult. The Standard was reviewed.
- Review of Disaster Preparedness Policy. Changes may be forthcoming with recent bomb threats to area libraries.

New Business

- **ACTION:** Motion to approve Consent Agenda by Trustee Monbrod, second by Trustee Tatro. Motion passed by unanimous roll call vote.
 - A. ACTION: APPROVE LIMRiCC Resolution - Administrative
 - B. ACTION: APPROVE LIMRiCC Resolution - Substantive
 - C. ACTION: APPROVE Update to Personnel Policy 202
 - D. ACTION: APPROVE Levy Ordinance 23-4
 - E. ACTION: APPROVE Updates to General Policy 308 & 410

Executive Session

- None

Trustee Comments

- Trustee Tatro invited everyone to the New Lenox Historical Society's Fall Feast.
- Trustee Nolan complimented the staff on the Banned Book display.

Adjournment

- President Vancina adjourned the meeting at 7:54 p.m.

Respectfully Submitted:
Michelle Krooswyk, Recording Secretary/Executive Director