

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

November 13, 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 November 13, 2023 at the New Lenox Public Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** Cari Didion, Colette Loecke, Erin Moncek, Terry Nolan, Dr. Edward Tatro, Alex Vancina

**Absent:** Michelle Monbrod

**Staff present:** Executive Director: Michelle Krooswyk; Assistant Director: Shalyn Rodriguez; Administrative Assistant: Andrea Concaildi; Patron Services Manager: Denise Towne

- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

- None

#### Staff Report

- Denise Towne, Patron Services Manager, updated the Board on:
  - Reconfiguring the workroom for better workflow
  - Interviewing for one part time position
  - Hired for one full time position

#### Minutes

- **ACTION:** Meeting Minutes from the Policy Committee Meeting of October 9, 2023, and Regular Board Meeting October 9, 2023, were approved on a motion by Trustee Nolan, second by Trustee Didion. Motion passed by unanimous roll call vote.

#### Correspondence

- Executive Director Krooswyk shared correspondence, including a patron's complimentary email and that the Library has an average Google Rating of 4.8-stars.

#### Executive Director's Report

**Administration** - Michelle Krooswyk, Executive Director

- Audit - Administration is working with the auditor to finalize needed documents.
- Citizen's Academy - On Tuesday, October 17, the Library hosted its section of the Village of New Lenox Citizen's Academy. There were 14 attendees who learned about the library's history, operations, and services culminating in a building tour.
- Decennial Committee - On December 11 at 6:00 pm, the Decennial Committee will meet for the second time. Documents for review will go out to the committee members in November.

- Management Team - The Management Team has increased their meetings to twice per month to focus more on planning ahead further in advance, improving communication, following up on completed responsibilities and using meeting time to work together on tangible projects and initiatives.

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

- ATS and YS volunteers completed 800 goodie bags for Ghouls & Golf.
- Volunteers earned 59.5 volunteer hours for in-person volunteering. We received 13 new volunteer applications.
- eMagazine usage increased 67% this month.
- 16 teens attended our After Hours Ghost Hunting program on 10/6.

**Business Office** - Shalyn Rodriguez, Assistant Director

- Open enrollment for 2024 benefits started October 30th
- Onboarded Denise Towne, Patron Services Manager
- Interviewed Administrative Assistant candidates
- Interviewed Patron Services Specialist candidates with Denise Towne
- Jennifer Thompson has left employment

**Creative Services** - Ashley Middleton, Creative Services Manager

- Program videos are now regularly posted on Instagram due to that platform expanding its time limits on Reels, increasing views of programs like Art Club and TinkerCAD Challenges
- Adult & Teen Services and Creative Services staff planned and built our Scarecrow Stroll scarecrow celebrating the return of Ghouls & Golf
- Ghouls & Golf registration filled within two weeks! Management led this year's planning and restructuring, and we had a very smooth, fun event.
- We are excited to already be getting requests for Girl Scout outreaches in The Studio over the winter.
- Our Facebook post about CS program Hearts & Crafts (focusing on New Life for Old Bags) has been seen by about 6,500 people. We're hoping for more program participation this winter.
- Our Facebook post about our Aunt Flo products (see Facilities, below) was one of our most popular posts in October. Our community is very happy to see this offered!

**Facilities Department** - Brian Goebel, Facilities Manager

- Aunt Flo product dispensers were installed in the main public restrooms. These products are much higher quality than standard public dispenser feminine hygiene products and are provided for free to anyone who needs them. While providing a much-needed public service for our community, this also promotes women's health and period stigma eliminating initiatives set forth by actions such as National Period Action Day, October 14th. As one staff member so eloquently stated, "We don't charge people for toilet paper, why should we charge them for feminine hygiene products?"
  - Old 25 cent dispensers were disabled and serve as the mounting locations for new dispensers.
  - Leftover product stock for the old dispensers was donated to the Will County NOW (National Organization for Women) collection box that was in the Library Lobby in early October.
- Chicago Backflow performed annual testing of the backflow preventer valves on the library's plumbing system. These valves are installed in all commercial buildings with fire sprinkler

systems in order to ensure, 1) Stagnant water from a sprinkler system cannot backflow into the municipal water supply and, 2) The water supply system receives the full amount of commercial water volume and pressure supplied by the Village.

- Ghouls & Golf was a roaring success!! It's always a lot of work, but this year things were well planned and went smoothly for the Facilities Department.

#### **Information Technology** - Phillip Bormet, Information Technology Manager

- Transitioned remaining phone lines to Voice Over IP.
- Diagram administration wing network cable upgrade project.
- Migrated the DHCP server to the layer 3 network stack for improved reliability.

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

- Interviewing for full and part time positions
- Kiara Miner turned in her resignation and her last day of employment was 10/16/2023.
- Joyce Egner turned in her resignation and her last day of employment was 11/1/2023.
- Reconfiguring the workroom for better workflow; workstations will now focus on and support specific processes.

#### **Technical Services** - Mary Byford, Technical Services Manager

- Working on Job Descriptions.
- DVD Cleaning Project.
- Contacted Baker & Taylor about their AYAT, Automatically Yours program. You check what authors you want automatically and they will send the books out whenever that author writes a new book.
- Worked all day at Ghouls and Golf.

#### **Youth Services** - Alissa Raschke-Janchenko, Youth Services Manager

- YS Program Coordinator Jen Thompson's last day of employment was 11/1/2023.
- Ghouls & Golf was a very successful event, thanks to the teamwork and creativity of the management team. Added thanks to Dr. Edward Tatro and Cari Didion for volunteering on the day of the event. We also had more than 20 teen volunteers help the event go smoothly. Patrons are already inquiring about next year.
- YS Outreach Coordinator Liz Yolich was in overdrive in October, with several large community events, as well as visits to most of the NLSD 122 schools with book talks about seasonal reads.
- YS Manager Alissa Raschke-Janchenko was asked to write a chapter in a forthcoming Bloomsbury Press publication about careers in libraries.
- More than 70 costumes found their way to new homes with our EEEEEK-o Friendly Costume Exchange. The remaining costumes will be donated to charity.

#### **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 October 2023 and Bills Payable for November 2023 by Dr. Edward Tatro, second by Trustee Loecke. Motion passed by unanimous roll call vote.

#### **Committee Reports**

- A review of upcoming meetings was presented.

- **UPDATE: December 11 - Finance Decennial Meeting**
- **UPDATE: January 8, 2024 - Continuing Education Finance**
- **UPDATE: To Be Determined - Continuing Education Committee**
- **February 12, 2024 - Building & Grounds**
- **March 11, 2024 - Policy**
- **April 8, 2024 - Facilities**

### Old Business

- REVIEW: RAILS Membership Standards - Facilities
- REVIEW: Serving Our Public 4.0 - Chapter 12: Technology and Chapter 13: Marketing, Promotion, and Collaboration
- REVIEW: Personnel Policies 112 Remote Work Policy & 208 Compassionate Leave Policy

### New Business

- ACTION: Motion to approve Consent Agenda by Trustee Moncek, second by Trustee Didion. Motion passed by unanimous roll call vote.
  - ACTION: Approve Update to Personnel Policy 207 Funeral Leave
  - ACTION: Approve Update to Personnel Policy 301C Dress Code Policy

### Executive Session

- None

### Trustee Comments

- Trustee Moncek expressed compliments about how well-organized Ghouls & Golf was. Director Krooswyk discussed plans to expand next year's Ghouls & Golf attendance program further.
- Trustee Nolan inquired about whether trees will be planted in front of the building again. Director Krooswyk explained that there are no immediate plans to replant the trees.
- Dr. Edward Tatro expressed concern about water leaking near the front Library entrance. Dr. Tatro asked what Administration plans to do to prevent liability and safety concerns when the temperature is freezing. Director Krooswyk explained that the Facilities Department is looking for long term solutions. In the meantime, the Library staff has been instructed to diligently salt the entryway and post warning signs to prevent injuries.
- Trustee Nolan inquired about when the Donation Tree will be mounted. Director Krooswyk explained that the Facilities Department is working on it.
- President Vancina shared learnings from the Illinois Library Conference. Illinois Heartland Library System received a grant for Continuing Education programs for Trustees. It is currently in Beta Testing, but it is expected to go live to all Trustees in Spring of 2024.
- President Vancina recommended postponing the Continuing Education Meeting until Spring of 2024 to coincide with Illinois Heartland Library System's online Continuing Education program launch. The new date for the Continuing Education Committee meeting will be determined when more information about the program emerges.

### Adjournment

- President Vancina adjourned the meeting at 7:40 p.m.

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Respectfully Submitted:  
Andrea Concaildi, Administrative Assistant