

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

December 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 December 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 Tatro, Trustee Cari Didion, Trustee Terry Nolan

Trustees Present, Remote: Trustee Colette Loecke joined online at 7:01pm

Staff present: Executive Director Michelle Krooswyk; Assistant Director Shalyn Rodriguez; Administrative Assistant Andrea Concaildi; Youth Services Manager Alissa Raschke-Janchenko

- The Pledge of Allegiance was recited by attendees.
- **ACTION:** Motion to approve Remote Attendance of Trustee Colette Loecke by Vice President Michelle Monbrod, seconded Treasurer Dr. Edward Tatro. Motion passed by unanimous roll call vote.

Audience to Visitors

- John Williams of Hearne & Associates, P.C. reviewed the Library's Fiscal Year 2023 Audit
 - Auditors see no concerns about the Library's adherence to legal policies or ethics
 - No difficulties arose throughout the audit
 - Hearne & Associates managers unanimously agree that the Library's financial statements are accurate

Staff Report

- Alissa Raschke-Janchenko, Youth Services Manager, updated the Board on:
 - STEAM and Little Spouts backpack programs
 - Overwhelmingly positive feedback from parents about Youth Services programs
 - iVox Books, an interactive audio-visual storybook app for children ages 2-10
 - Approximately forty new dyslexia-friendly books are being catalogued for Youth Services, plus several braille books

Minutes

- **ACTION:** Meeting Minutes from the Personnel Committee Meeting of November 13, 2023, and Regular Board Meeting November 13, 2023, were approved on a motion by Trustee Cari Didion, second by Treasurer Dr. Edward Tatro. Motion passed by unanimous roll call vote.

Correspondence

- Executive Director Krooswyk shared correspondence, including a patron's complimentary email and that the Library events were featured in New Lenox Neighbors newspaper.

Executive Director's Report

Administration - Michelle Krooswyk, Executive Director

- Administrative Assistant - Arley Concaildi is learning all the initial responsibilities to support the Administration department.
- Audit - The final draft of the audit is in process.
- Decennial - The second state-required Decennial Committee meeting will convene at 6:00 pm on Monday, December 11 prior to the regular Board Meeting. The purpose of this meeting is to discuss content provided regarding government efficiencies and Library operations and review the draft of required report to Will County. A final meeting will be scheduled for early 2024 to finalize the report and satisfy state requirements of a third meeting.
- Forty Cups of Coffee - The Executive and Assistant Director are instituting a new staff feedback program in 2024. Time will be scheduled with staff individually over a cup of coffee/tea/beverage to touch base and discuss ideas, input, concerns, and anything else that is important to staff members.
- Job Descriptions - Management has reviewed and completed updates to all job descriptions. Per the direction of the Executive Director, this will become an annual task to ensure all positions are accurately summarized and expectations stay relevant.
- Lobby Close Out - The Executive Director has instituted weekly meetings with Studio GC to ensure that the closeout of the lobby project is expedited.
- Memorial Tree - Trustees, staff and family gathered on November 4 to dedicate the new red maple tree on the northeast corner of the library property in memory of late Trustee Bonnie Ulstad.
- Working meetings - Due to feedback from Managers, the Executive Director has increased the Management Team meeting frequency to twice per month. The focus of these meetings has transitioned from sharing information to working on projects to ensure continued momentum and follow through. Currently, Managers are reviewing/updating the New Staff Member Guide and Hiring Check List to clarify the roles of Managers and HR/Assistant Director. The next project will be reassessing General Ledger codes in the budget to ensure they are accurate and expenses are correctly categorized.

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

- Melissa and Dominic visited Martino Junior High's school assembly on November 17th to highlight our programs and services. 562 kids attended.
- 20 teens participated in our Pizza tasting on 11/2. Pizza came from Aurelio's, Italian Fiesta Pizzeria, Nancy's, Paisano's, Pizza Mia, Lou Malnati's, and Rosati's.
- 8 people attended our Veterans Day breakfast.
- Volunteers earned 45.5 hours. We received 14 new volunteer applications.

Business Office - Shalyn Rodriguez, Assistant Director

- Worked with Denise Towne, Patron Services Manager, to welcome and onboard Laura Hanes, the Library's newest Patron Services Specialist.
- Participated in interviews for the part-time Patron Services Specialist position.
- Worked with Michelle Krooswyk, Executive Director, to welcome and onboard Arley Concaildi, the Library's new Administrative Assistant.
- I have completed my 6-month introductory period! I am thankful to be part of the NLPL team and look forward to helping the Library continue providing the best service possible to our community.

Creative Services - Ashley Middleton, Creative Services Manager

- Our monthly TinkerCAD Challenges, which teach community members of all ages how to design 3D objects, are increasingly popular with our patrons. In November, patrons could design their own 3D maze game. In December, they are challenged to design their own coasters. 3D prints for this program are free of charge.
- Studio staff are running a “color your own winter village” passive art program in The Studio. Coloring sheets are then added to our “village” on the display shelves around the stairs.
- Worked with Phillip Bormet, Information Technology Manager, to plan the next phase of our website.
- Developed new flier templates in Canva for Programming Coordinators to use in promoting programs.
- Working with Denise Towne, Patron Services Manager, to create a new card holder guide and “swag bag” to begin giving out to new card registrants in 2024.
- Created display in The Studio cabinets for New Lenox Area Historical Society ornaments for ease of viewing and selection.
- Developed two online stores for staff (and the Board) to purchase logowear and fun branded items.

Facilities Department - Brian Goebel, Facilities Manager

- Knight Security Systems performed the semi-annual testing of the panic alarm buttons throughout the library. All buttons passed.
- Reliable Roofing came to the library to assess the roof and possible gutter repair. Unfortunately, as has been the case many times over, they are unwilling to repair only the gutters without performing a full roofing replacement, which the library does not need. Facilities will look into having the gutter repair put out for public bid to qualified sheet metal contractors in the spring.
- Precision Control Systems has begun the annual preventive maintenance on the library’s boilers.
- Precision Control Systems is also assessing the repair of the leaking boiler heat valves in the ceilings throughout the library. A repair estimate will be forthcoming.

Information Technology - Phillip Bormet, Information Technology Manager

- The copier contract has been signed and delivery was at the end of the month
- Copiers have begun to be deployed and old ones will be picked up once old ones have been replaced.
- Princh public printing system is still slated for release on 1/2/2024

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

- Welcomed Laura Hanes to the PS department
- Have been interviewing for a part-time PS specialist alongside the assistant director
- Inventoried the historical society’s ornaments for smoother transaction for PS staff

Technical Services - Mary Byford, Technical Services Manager

- Welcomed Laura Hanes to the PS department
- Have been interviewing for a part-time PS specialist alongside the assistant director
- Inventoried the historical society’s ornaments for smoother transaction for PS staff.

Youth Services - Alissa Raschke-Janchenko, Youth Services Manager

- Fall II programming session is underway, attendance is up for in-person events.
- Interviews are underway for the YS Programming Coordinator position.

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 November 2023 by Vice President Michelle Monbrod, seconded by Secretary Erin Moncek. Motion passed by unanimous roll call vote.

Committee Reports

- A review of upcoming meetings was presented.
 - **January 8, 2024 - Finance**
 - **February 12, 2024 - Building & Grounds**
 - **March 11, 2024 - Policy**
 - **April 8, 2024 - Personnel**
 - **May 6, 2024 - Finance**
 - **TBD - Continuing Education**

Old Business

- REVIEW: RAILS Membership Standards - Funding
- REVIEW: Serving Our Public 4.0 - Summary
- REVIEW: General Policy 500 (Excluding 508 Ethics Officer)

New Business

- **ACTION:** Motion to approve Consent Agenda A-F by Trustee Terry Nolan, seconded by Vice President Michelle Monbrod. Motion passed by unanimous roll call vote.
 - A. **ACTION:** APPROVE Executive Director's Recommendation for Closed Meeting Minutes
 - B. **ACTION:** APPROVE Commercial, Worman's Comp, Umbrella, D&O/EPLI, and Crime Insurance Renewal with Thornton Powell for Calendar Year 2024
 - C. **ACTION:** APPROVE Update to Board Bylaws
 - D. **ACTION:** APPROVE Personnel Policy 203 Update
 - E. **ACTION:** APPROVE Personnel Policy 205 Update
 - F. **ACTION:** ACCEPT FY2023 Audit

Executive Session

- None

Trustee Comments

- Treasurer Dr. Edward Tatro reminded the Board about the upcoming Chamber of Commerce event.

Adjournment

- President Alex Vancina adjourned the meeting at 7:56 p.m.

Respectfully Submitted,

Andrea Concaildi

Administrative Assistant/Recording Secretary