

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

January 8, 2024

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 by President Alex Vancina on January 8, 2024, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Alex Vancina, Vice President Michelle Monbrod, Secretary Erin Moncek, Trustee Terry Nolan, Treasurer Dr. Edward Tatro

Absent: Trustee Cari Didion

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Assistant Arley Concaildi, Adult and Teen Services Department Manager Monica Waligorski

Visitors: None

- The Pledge of Allegiance was recited by attendees.
- **ACTION:** Remote attendance of Trustee Colette Loecke at 7:02 pm was approved on a motion by Treasurer Dr. Edward Tatro, seconded by Vice President Michelle Monbrod. Motion passed by a unanimous roll call vote.

Audience to Visitors

- None

Staff Report

- Adult and Teen Services Department Manager Monica Waligorski updated the board on
 - E-magazine checkouts are up 62% year-over-year
 - Audiobook checkouts are up 33% year-over-year
 - Hoopla is heavily utilized, possibly requiring more funds
 - 175 teens attended Study Blitz event
 - Upcoming events:
 - Another Study Blitz
 - Tech tutoring with teen volunteers
 - Making blankets for NAWS animal shelter
 - Book Yoga
 - Rise Up: Indigenous Music in North America

Minutes

ACTION: Meeting Minutes from the General Meeting on December 11, 2023, and Decennial Committee Meeting on December 11, 2023, were approved on a motion by Vice President Michelle Monbrod, seconded by Treasurer Dr. Edward Tatro. Motion passed by unanimous roll call vote.

Correspondence

- Compliments from patrons on staff friendliness, creativity, and helpfulness
- Gratitude from patrons about Library staff recognizing their needs
- Compliments from patrons about events including Illinois Libraries Present Nutcracker program and Pokémon Club
- New Lenox Neighbors advertised Library contact information

Executive Director's Report

Administration - Michelle Krooswyk, Executive Director

- Audit - Following the audit presentation at the last Board Meeting by John Williams from Hearne & Associates, all the appropriate tax paperwork was successfully submitted on time.
- The Chamber of Commerce Annual Dinner will take place on Thursday, February 22 at 6:00 pm.
- Friends Grant - The Friends of the Library have generously approved and donated funds to cover the purchase cost of a new Owl camera. As discussed previously, the library will now have an additional camera for "in-house check out" for patrons using the study, conference, or meetings rooms on a first come, first served basis. Procedures for check out are in process.
- Intergovernmental Meeting - The next meeting will take place on Wednesday, January 10th at 12:00 pm at Gatto's. Participants have thanked the Library for taking over the scheduling and organization of these meetings.
- Strategic Plan - Due to the end of fiscal year being such a busy time, the Library will be going back to calendar year for the Strategic Plan. This will allow for more intentional planning time for action steps by the Management Team.

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

- 175 teens participated in the Finals Study Blitz on 12/19 & 12/20. Once again, the Library had canines from Love on a Leash visit both nights.
- Teens created 184 holiday cards for the Virtual Volunteer program. These were delivered to The Cottages of New Lenox.
- 14 teens greatly enjoyed the Painting Party with Diane Cochran on 12/7/23.
- Following Michelle's suggestion, the Library is now using Pirate Ship to send ILLs out of state. This has streamlined processes and now allows ATS to track these shipments.
- In his role as a New Lenox Chamber of Commerce Ambassador, Dominic is sponsoring Creative Artist's Studio. He will be introducing them to the benefits of Chamber membership.

Business Office - Shalyn Rodriguez, Assistant Director

- Participated in the interview process for the Youth Services Programming Coordinator position.
- Royce Brink (Patron Services) submitted resignation 12/26/2023.

- Worked with Patron Services Manager to post Patron Services Specialist position and began reviewing candidates. Interviewing will occur in January.

Creative Services - Ashley Middleton, Creative Services Manager

- New Lenox Library was highlighted in the Herald News: "Library cafes, once a hot business trend, are closing up in Joliet region," with Executive Director Michelle Krooswyk quoted
- Worked with Adult & Teen Services Manager to order new wayfinding signage for Non-Fiction and DVD areas
- Developing New Card Holder Guide and welcome "swag" bags with Patron Services Manager
- Developing 2024 Early Literacy Guide with Youth Services Manager
- Developing new signage and wayfinding system for Youth Services department with Youth Services Manager and Assistant Manager throughout early 2024

Facilities Department - Brian Goebel, Facilities Manager

- Boiler maintenance continues by Precision Control Systems; initial assessment indicates that the boilers are still functional and repairable, but per the technician, "...it wouldn't hurt to look into some new ones..." Currently, the library spends approximately \$15,000 - \$25,000 per year in repair parts, maintenance, and service labor to keep the boilers operating. New boilers would also offer greater operating efficiency and reliability. As reported last month, a full replacement scope of work and estimate will be forthcoming from Precision.
- Ameriscan Designs millwork company replaced the incorrect two-door/drawer armoire cabinet in the Patron Services hallway with correct open face shelving as was the original intent of the design. This corrects a design mistake by the contractors and was performed at no additional cost to the library.
- Aardema Electric and LoDestro Construction received delivery of the correct triangle light fixtures for The Studio and finished installation on December 14th. Things are looking brighter, quite literally!

Information Technology - Phillip Bormet, Information Technology Manager

- New Copiers were received and deployed.
- The new public printing system Princh rolled out over New Year's Eve and was ready for use on January 2nd

Patron Services – Denise Towne, Patron Services Manager

- Lanae Yong accepted the Patron Services Specialist position and started December 4, 2023.
- New shelves placed in Patron Services hallway
- Worked with Ashley Middleton to iron out the details of the new patron booklet and welcome bag
- Two staff members were re-certified as passport agents for the upcoming year
- Training has started for me and Laura to become certified as passport agents

Technical Services - Mary Byford, Technical Services Manager

- Getting steady orders arriving.

- Attended Ghouls and Golf Meeting, I would like to get more involved with this fundraiser. I have always worked the day of the event but would like to do more.
- Read library articles for Continuing Education - 1 hour
- Steve Martin shares the reaction to a Florida school district banning his book, Shop Girl in Collier County, Florida. Some books by Ernest Hemingway included. 313 titles were banned in total. Self-Care Revisited: Setting boundaries, creating a balance, and saying NO. New York Times love letters to libraries long overdue – Elizabeth Egan
- Books and Blanket Program. Doorstep Delivery Littleton, Colorado. My Library is giving away books. Book bans are rising sharply in public libraries. Books being challenged up 16%.
- 21- Meet and Greet with Colleen, Eric, and Trisha

Youth Services - Alissa Raschke-Janchenko, Youth Services Manager

- Winter Reading Program kicked off with successful Meow-ga event, would love to repeat that program in the future!
- New Program Coordinator Kyra Kuk will be starting in January.
- Outreach to Christmas in the Commons was successful (especially considering rainy weather).

Treasurer’s Report

- Assistant Director Shalyn Rodriguez presented the Treasurer’s Report.
- **ACTION:** Motion to approve Bills Paid for December 2023 by Vice President Michelle Monbrod, seconded by Secretary Erin Moncek. Motion passed by unanimous roll call vote.

Next Meetings

- **February 12– Building & Grounds**
- **March 11– Policy**
- **April 8 – Personnel**
- **May 13 – Finance**
- **June 10 – Continuing Education**

Old Business

The following documents were reviewed by the Board with no additional questions or comments.

- **REVIEW:** RAILS Membership Standards – Professional Leadership and Training
- **REVIEW:** Serving Our Public 4.0 – Chapter 1: Core Standards
- **REVIEW:** General Policies 301, 302, 303, and 309

New Business

- **ACTION:** Motion to approve Consent Agenda action items A-G by Trustee Vice President Michelle Monbrod, seconded by Treasurer Dr. Edward Tatro. Motion passed by unanimous roll call vote.
 - A. ACTION: APPROVE FY2024 Per Capita Grant
 - B. ACTION: APPROVE 2025 Board Meeting Dates
 - C. ACTION: APPROVE Closing for Spring Staff Development Day on Friday, March 1, 2024

- D. ACTION: Approve destruction of audio recordings of Closed Session Meetings older than 18 months
- E. ACTION: APPROVE updates to Personnel Policy 103–Work Week, 106–Overtime, & 205-Vacation
- F. ACTION: APPROVE new Personnel Policy 113-Exempt Staff
- G. ACTION: APPROVE updates to General Policy 221 – Homebound Service

Trustee Comments

- Trustee Terry Nolan and President Alex Vancina inquired about tech-to-go checkout policies. Executive Director Michelle Krooswyk confirmed that technology policies are being updated on a rolling basis as new technologies emerge.
- Budget expectation for boiler replacement was discussed. Further boiler replacement updates will occur in the future.
- Trustee Terry Nolan asked what the Library plans to do with the unused café space. Executive Director Krooswyk informed the Board that the space first needs to be cleared out then renovated to match the new lobby aesthetics. Then, vendors will be contacted to create an on demand, self-serve food and drink area for patrons that is open during all library operating hours.

Adjournment

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

Respectfully Submitted:
Arley Concaildi
Administrative Assistant