

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

March 11, 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 at 7:00 pm on March 11, 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, Treasurer Dr. Edward Tatro, Secretary Erin Moncek, Trustee Colette Loecke, Trustee Terry Nolan

Attending Remotely: None

Absent: Trustee Cari Didion

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Creative Services Department Manager Ashley Middleton

Visitors: Gabby Zaczek

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Gabby Zaczek – Southwest Minnesota State University Gabby Zaczek re-introduced herself to Trustees that were absent last month and explained how she is working with the Library for her senior capstone course. She is looking into how the budget and services were affected by the 2020 referendum.

Staff Report

- Ashley Middleton, Creative Services Manager – Ashley Middleton provided a quarterly report and summarized the progression of the Digital Media Lab to Studio and how her roles have changed over the past ten years. It was mentioned that Sam Sliwa will be leaving the library going back to her intended career; she will be missed. The logo was updated, Canva Pro was introduced, the style guide was refreshed, signage improved, promotion of community groups was standardized, and a new cardholder booklet is forthcoming. Middleton spoke to the popularity of passive programming and how frequently the space is used by patrons with 1,100 visits in February. Trustee Tatro asked about the sublimation printer.

Minutes

ACTION: Meeting Minutes from the Building and Grounds Committee meeting on February 12, 2024, and Regular Meeting on February 12, 2024, were approved on a motion by Vice President Michelle Monbrod, seconded by Trustee Terry Nolan. Motion passed by unanimous roll call vote.

Correspondence

- Positive patrons compliments about staff and programs were shared by Executive Director Krooswyk.

Executive Director's Report

Administration - Michelle Krooswyk, Executive Director

- iLead – A new easily accessible, online portal has been created to provide trustees with the knowledge, requirements, and resources they need to be influential library leaders and board members. Executive Director Krooswyk has signed up for an online workshop on March 22nd to learn more.
- Loyalty Day Parade – The annual New Lenox parade will take place on Sunday, May 5th. The Library will be marching once again and is looking for volunteers. A fREADom shirt is available at no charge to participants who sign up prior to April 12th. Executive Director Krooswyk has been invited to participate as a commentator with Judy Niemann this year, following in Nancy Dye and Jim Pitcairn's footsteps!
- Management Retreat - Administration has organized the first retreat for the Management Team, which will occur in April. Discussions will focus on the strategic plan, goal setting and team building.
- National Library Week - April 7-13 is National Library Week and the library will be celebrating with a new initiative. Staff will be present at the train station a few days that week to hand out library information tailored to train commuters! We will also have our annual proclamation read and presented at the March 25th Village Board Meeting.
- Organizational Structure – Due to a few full-time positions being vacated, Administration is using the opportunity to reassess the Library's structure for immediate needs and long term plans. Krooswyk queried the Trustees regarding usage of the Board Room for purposes of forward planning for staffing. President Vancina said that moving Board Meeting to a more public space for accessibility would be beneficial. Treasurer Tatro asked about where all the meetings in the Board Room would go; there are existing staff meeting areas and President Vancina mentioned the long term plans for adding additional study room.
- Owl Camera - The checkout procedure has been finalized and the camera can now circulate in-house for groups using the study, conference or meeting rooms.
- Staff Development Day - Occurred on Friday, March 1. A big thank you to the Friends of the Library who financially supported our guest speaker on customer service. Krooswyk has contacted the writers group to offer training on the equipment.
- Will County Health Dept: Executive Director Krooswyk has connected with the Health Equity Manager of Will County to secure Program and Services Resource Guides, provide COVID test kits and create a sustainable partnership for supporting the Library's micropantry.
- LACONI Banquet – a sign up sheet was passed around for those interested in attending.
- Wilhelm Fund – remainder of trust funds will be provided to the Library.
- ILA Trustee Day – Krooswyk was invited to present at ILA regarding renovations and Trustees' perspectives.
- Mackay Center – Krooswyk followed up with Trustee Nolan regarding the purpose of the library's old building.

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

- Dominic began delivering program guides and donated books to the New Lenox Township Food Pantry.
- 18 people attended our Preparing Healthy Meals While Minimizing Kitchen Time on February 27th.
- We received 13 new volunteer applications and Annette conducted 6 new volunteer interviews. Volunteers earned 45 volunteer hours for in-person volunteering.

- The Teen Nonfiction collection has been weeded and moved to the end of Adult Nonfiction.

Business Office - Shalyn Rodriguez, Assistant Director

- Cari Shelton submitted her letter of resignation. Her last day will be March 8.
- Mary Byford submitted her letter of resignation. Her last day will be March 15.
- Worked with Michelle to restructure and post the Administrative Coordinator position.
- Onboarded Dan Guillicksen, our newest Patron Services Specialist.
- Finalized Spring Staff Day with Training Committee.
- Began preliminary work on Fiscal Year 2025 budget planning.
- Outlined and scheduled first Managers Retreat with Michelle.

Creative Services - Ashley Middleton, Creative Services Manager

- A door counter was installed on The Studio entrance to track traffic totals. We had over 1,100 people come through The Studio this month.
- Studio outreach requests are picking up again, primarily for Girl Scout troops.
- Creative Services Manager Ashley Middleton presented on Canva for the New Lenox Chamber of Commerce.

Facilities Department - Brian Goebel, Facilities Manager

- Per the request of the air conditioning equipment manufacturer Carrier, 20/10 Engineering and Precision Control have re-evaluated the programming for the air conditioning system to address ongoing operating issues which causes the system to trip out on faults and shut down during the summer. We are now waiting for warm weather to load test the equipment with the new settings.
- Phoenix Fire Systems performed the annual fire alarm system testing and certification of the library's system. As expected, the brand-new system tested quickly and without any faults. Phoenix, based out of Frankfort, was the installing contractor of the new system and will now be the library's designated fire system service and testing vendor. They are local, provide 24/7 Emergency service, and stock Honeywell/Gamewell repair components for our new system. Prior service/testing was performed by TEC (Thompson Electronics Company) based out of Peoria; they are not a Honeywell/Gamewell dealer.
- Cintas Corporation's First Aid and Safety Division will provide the library with a new AED machine that is capable of both adult and pediatric service. Leslie Macon, NLPL patron and Cintas Business Development Representative, noticed that our AED machine could use an update while she was with her children at the library several weeks ago. The now expired agreement for our current unit was signed in March of 2020 and the new 36 month agreement signed on February 27th supersedes this one. The new machine is expected to be delivered by the end of March as part of Cintas' routine monthly AED maintenance. The cost increases to \$130 per month from \$65, which is not surprising due to today's economic climate. Like fire extinguishers, it is still a small price to pay to ensure a safe, regularly inspected, and continually updated piece of life safety equipment in the tragic event that someone would ever need to use it. Total cost through life of contract: \$4,680.

Information Technology - Phillip Bormet, Information Technology Manager

- Preparation for ATS migration to OneDrive. Having staff prep their files for the move. The move taking place on the first of March.

- Additional staff training to help with the migration during the weekend of March 2-3 and proceeding into the following week.
- Expand LastPass licensing for YS staff at the request of YS Manager Alissa.

Patron Services – Denise Towne, Patron Services Manager

- Matt Galik and Dan Gullicksen have joined the patron services team.
- As part of ongoing training in PS, staff went over how to use the copy machine with Cari to ensure that everyone was able to understand and complete the basics on the copier in PS.

Technical Services - Mary Byford, Technical Services Manager

- Changing call numbers on Story Collection Books from SC to just Adult fiction; Steady orders arriving.

Youth Services - Alissa Raschke-Janchenko, Youth Services Manager

- Migrated YS staff to using LastPass.
- Updated the YS Greenhouse to include more plants for young patrons to tend.
- YS Manager Alissa Raschke-Janchenko will be co-chairing the Illinois Youth Services Institute conference in 2025.
- Plans have been made for our first 1000 Books Before Kindergarten graduation event.

Treasurer's Report

- Assistant Director Shalyn Rodriguez presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for February 2024 by Trustee Loecke, seconded by Vice President Monbrod. Motion passed by unanimous roll call vote.

Next Meetings

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| • April 8 – Personnel | • May 13 – Finance |
| • April 10 – Intergovernmental Mtg | • June 10 – Continuing Education |

Old Business

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

- **REVIEW:** RAILS Membership Standards – Customers
- **REVIEW:** Serving Our Public 4.0 – Chapter 3: Personnel
- **REVIEW:** General Policies 104, 210, 213, and 222

New Business

- None

Trustee Comments

- Trustee Nolan asked about turnover rate, and Assistant Director Shalyn Rodriguez said that we are on par with last quarter. The last three separations have been voluntary, with one retirement and two staff members moving up in their career. Treasurer Tatro asked if the Library does exit interviews. Rodriguez responded that exit interviews are completed if those individuals want to participate and the information received is usually insightful. He also asked about the rate of turnover. Rodriguez responded saying that it is similar to previous quarters and staff members are growing in their careers. Trustee Loecke asked if compensation was a factor; Krooswyk answered that this has not been mentioned by exiting staff. Trustee Moncek mentioned that she is seeing a

- lot of turnover at the Park District as well with the return to normal, pre-COVID numbers as well.
- Vice President Monbrod asked if Facilities Manager Brian Goebel had received information regarding Lochinvar; Krooswyk said she would follow up with Goebel.
 - Trustee Nolan mentioned that the Police Department also had a similar issue with rusty railings like our building.

Adjournment

- President Alex Vancina adjourned the meeting at 7:55 pm

Respectfully Submitted:
Michelle Krooswyk,
Interim Recording Secretary
Executive Director