

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

May 13, 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 7:00 p.m. by President Alex Vancina on May 13, 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 Cari Didion, Trustee Colette Loecke, Trustee Terry Nolan

Absent: None

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, and Administrative Coordinator Melissa Seaberg

Visitors: Melissa Leggero – Teen Services Specialist

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Melissa Leggero updated the board on her progress towards her MLIS at IUPY. She received an A in both her Public Library Services and Adult Readers Advisory classes. Summer classes Organization of Knowledge and Information started. She appreciates the Boards consideration for Tuition Reimbursement for her summer and fall classes.

Minutes

- **ACTION:** APPROVE Minutes of Personnel Committee Meeting of April 8, 2024, General Meeting of April 8, 2024, Special Meeting of May 6, 2024 & Closed Session of May 6, 2024 were approved on a motion by Trustee Monbrod, second by Trustee Moncek. 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

- **Budget** - The draft budget has been completed, including requests from Management, and will be presented at the Finance Committee meeting. Adjustments will be made prior to final approval in June, but any updates will be brought to the Board's attention.

- **Citizen's Academy** - Krooswyk met with Robin Ellis, Beth Alderson, and Alaina Murphy from the Village of New Lenox to finalize plans for the Citizen's Academy in the fall. The Library is scheduled to present on October 22 at 6:30pm, and we are planning to include a Friends member and Trustee so the participants can hear from different voices and see how to get more involved!
- **Future Renovations** - Priority has been given to the Cafe space as the next renovation project. Studio GC has presented a finalized proposal for architectural services that is included as an action item on the May agenda.
- **Manager Retreat** - The Management Team met offsite to talk about the progress of 2024, SMART goals, and how to finish the fiscal year strong.
- **Staffing Updates** - Ashley Middleton is no longer with the organization and Phillip Bormet has submitted his two-week notice. The Studio Manager and Marketing Coordinator positions have been posted, but we will work closely with IT consulting company Virtek to ensure a smooth transition and determine the best path forward for the Library's technology needs.
- **Statements of Economic Interest** - Thank you to everyone that submitted their SOEIs on time.
- Director Krooswyk spoke about several items that did not make it into the board packet. Offered Loyalty Day Parade T-shirts to the Board for those members who were not in attendance at the parade. Remaining shirts will be offered to Library staff.
- Director Krooswyk spoke with Brian for update on boiler replacement. The three new boilers are expected to be delivered to precision controls at the end of June. They will receive a pre-installation inspection before the Library will be contacted to schedule current boiler demolition and removal in preparation for the new delivery.
- Carpeting upstairs is tenting New Look Flooring is coming 5/14/24 to see what they can do to prevent any tripping hazards.
- Township funds: Will County reported that our township fees come from Will County and not the Township. The amount is derived from our non-resident fee.
- Officially moved our working cash fund to a higher earning interest account.
- Last fall we were named in a lawsuit in regards to the miller ratio. We are on top of that and will make sure we will not be named moving forward.

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

- With director approval, purchased additional \$2500 of content credit for Hoopla as funds would have run out before the end of the fiscal year.
- Conference and study rooms were used 280 times this month, the highest number we've had from this and last fiscal year.
- 39 adults and 2 teens attended "The Beatles After the Breakup" on 4/9.
- 14 adults and 5 teens attended the Poetry Café on 4/25.
- 5 staff members volunteered to work the train outreach.
- A total of 25 patrons attended our Word I and Word II programs put on by Joliet Junior College Workforce Development.
- Volunteers earned 36 volunteer hours for in-person volunteering and 16 virtual hours for our Bookmarkz for Kidz volunteer program. We received 17 new volunteer applications. Our Resource Coordinator conducted 5 interviews.

Business Office – Shalyn Rodriguez, Assistant Director

- Onboarded Melissa Seaberg, our new Administrative Coordinator.

- Conducted 5 interviews for the part-time Patron Services Specialist position with Denise Towne, Patron Services Manager.
- Onboarded Sam Jackson, our new part-time Patron Services Specialist.
- Conducted 2 interviews for the part-time Youth Services Specialist position with Alissa Raschke-Janchenko, Youth Services Manager.

Facilities Department – Brian Goebel, Facilities Manager

- Plumbing estimates were obtained for repair of leaking clean water Sloan Flushometer units on many of the restroom toilets. Estimates were received as follows:
 - Kevin Szabo Jr. Plumbing - \$3,300 (all toilets AND urinals)
 - Service 1 Inc. Plumbing - \$4,050 (all toilets only)
 - Expert Plumbing - \$5,800 (all toilets only)
- The job was awarded to Kevin Szabo Jr. Plumbing and the work was completed by the morning of April 20th.
- Cosmopolitan Building Services provided power cleaning of the ceramic tile floors and grout in all of the restrooms after closing on April 12th. The tiles and grout lines in particular are quite noticeably cleaner and brighter, especially in the main public restrooms.
- Replacement chairs for The Studio arrived April 30th and were unpackaged and placed. These chairs have regular legs as opposed to the “old” chairs which had casters that had to be removed following several safety incidents. The casters were reinstalled and the chairs were placed at the public computers in ATS. The carpeting eliminates the fall hazard where the chairs could easily and unexpectedly roll out from underneath someone as was experienced on The Studio’s hard flooring.
- Facilities and Admin. met with Studio GC on April 25th to discuss the future of the cafe renovation project. Assessing the full scope of the work needed in the room revealed much more than expected plumbing, electrical, flooring, and insulation issues that need to be addressed to perform the renovation properly and the job will require a publicly bid RFP.

Information Technology – Phillip Bormet, Information Technology Manager

- Budget finalizations for the coming fiscal year.
- Meeting with vendors to assist in the migration from Gmail to Outlook.
- Moving Creative Services Manager’s files and logins to be accessible for administration.
- Begin prepping for IT staffing transition.

Patron Services – Denise Towne, Patron Services Manager

- Conducted interviews with Shalyn for the part-time Patron Services Specialist
- Offered position and began training Sam Jackson for PS specialist position
- Transitioned PS department to nlcirc login

Technical Services – Denise Towne, Technical Services Manager

- Transitioned Fran to Technical Services
- Began updating the Tech 2 Go collection

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- Interviewed for part-time Youth Services Specialist and our new hire will start in May. This is for the position being vacated by Meghan Langan at the end of the month.
- SLC programming has been finalized.
- YS is hatching chicks through the Uofl Extension

Treasurer's Report

- Shalyn Rodriguez, Assistant Director presented the Treasurer's Report.
- **ACTION:** Motion to approve Bills Paid for April 2024 and Bills payable for May by Trustee Tatro, second by Trustee Loecke. Motion passed by unanimous roll call vote.

Committee Reports

- A recap of the Finance Committee Meeting was presented.

Next Meetings

- A. June 10, 2024 - Continuing Education
- B. July 8, 2024 - Building & Grounds
- C. August 12, 2024 - B & A Hearing
- D. September 9, 2024 - TITA Hearing
- E. October - Policy
- F. Intergovernmental Meeting - TBD

Old Business

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

- REVIEW: RAILS Membership Standards - Funding
- REVIEW: Serving Our Public 4.0 - Chapter 5: Building Infrastructure and Maintenance
- REVIEW: Personnel Policies 108, 110, and 301

New Business

ACTION: Motion to approve Consent Agenda A- E by Trustee Nolan, second by Trustee Monbrod Motion passed by unanimous roll call vote.

- A. ACTION: APPROVE Tuition Reimbursement for Melissa Leggero for Summer and Fall 2024 Semesters
- B. ACTION: APPROVE Updated 2025 Board Meeting Dates
- C. ACTION: APPROVE Annual adjustment to non-resident fee
- D. ACTION: APPROVE HR Source CheckPoint 360 Proposal and Agreement
- E. ACTION: APPROVE Studio GC proposal for architectural services for café renovation

REVIEW: Review FY25 draft budget

Executive Session

Trustee Tatro motioned and Trustee Monbrod Seconded to go into Executive session at 7:45 p.m. for the purpose of discussing Pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity **OR** Executive Session pursuant to 5 ILCS 120/2: Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 Motion passed by unanimous roll call vote.

- The Board returned to Open session at 8:08 p.m.

Trustee Comments

- When the summer is over Trustee Monbrod wants to have a Chamber event at the Library after hours, to show off what's been done at the Library. Director Krooswyk agreed and mentioned that Dominic, the Chamber Ambassador, is doing a great job so that won't be a problem.
- Trustee Tatro commented that the Loyalty Parade was the most organized event we've ever had and Dominic did a nice job.
- Trustee Loecke commented about the board meeting dates that were approved for next calendar year. She wanted to make sure all board members put the dates on their calendars.

Adjournment

- President Alex Vancina adjourned the meeting at 8:10 pm.

Respectfully Submitted,

Melissa Seaberg

Administrative Coordinator/Recording Secretary