

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

December 9, 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 Monday December 9, 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, Treasurer Edward Tatro, Trustee Cari Didion, Trustee Terry Nolan

Absent: Trustee Colette Loecke

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg, Adult and Teen Services Manager, Monica Waligorski

Visitors: Youth Services Manager Alissa Raschke-Janchenko, Youth Services Early Literacy Coordinator Elizabeth DiVito

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- Youth Services Manager Alissa Raschke-Janchenko and Youth Services Early Literacy Coordinator Elizabeth DiVito conveyed concerns about changes to Personnel Policy 202 Holiday and Library Closings. They advocated for staff regularly scheduled on Sundays to receive holiday pay.

Staff Report

- Adult and Teen Services Manager, Monica Waligorski spoke to the board about ATS's department goal, Readers Advisory, all ATS staff annotated list for each genre that they will be providing to the public.
- ATS Collections Coordinator Juliana did an audit on Teen fiction looking at the race and ethnicity of the main characters. The findings were very interesting and moving forward they will be moving towards diversifying their collection.
- The Winter Reading Challenge decided to adapt the challenge for adults with disabilities. The challenge, Reaching for the Stars, will be entirely on paper. Participants will read or listen to a book or watch videos. In lieu of writing a review, all patrons have to do is color in the stars that they are giving the books, audio, or video they consume.

Minutes

- **ACTION:** Meeting Minutes from the General Meeting on November 12, 2024 and Personnel Committee Meeting were approved on a motion by Trustee Tatro, second by Trustee Didion. Motion passed by unanimous roll call vote.

Correspondence

- “Melissa organized + ran a super fun teen activity centered around candy. My 2 grandsons thoroughly had a blast.” Susan Reyelts
- “Thank you for all the fun scavenger hunts!” - Grace (8)
- “Miss Kyra always chooses the best books for Pajama Time!” - Rowan (5)
- “Thank you for doing this!” - Patron comment while installing new Storybook Walk
- A packet of thank you cards was dropped off at the Library from Union School.

Executive Director’s Report

Administration – Michelle Krooswyk, Executive Director

- Audit - The FY2024 audit has been finalized and submitted to Will County and the State Comptroller. Once audit adjustments are made to our QuickBooks file, Administration will be moving forward with moving to QuickBooks online version.
- Automatic Doors - A sensor on our automatic doors failed; Stanley (door manufacturer) came out to repair/replace the issue under warranty.
- Boilers - Administration and IT met with Precision representatives to discuss the new system and how to adjust settings.
- Cafe - Architects met with staff on November 21st to discuss renderings and present material options for walls and surfaces. We are also planning to modify the west Studio wall as part of the cafe renovation to feature our technology and make the space more functional.
- Closed Meeting Minutes - It is recommended by the Executive Director that all closed meeting minutes remain closed.
- Elections - Everything ran smoothly as a polling place for the General Election. Four candidates filed their paperwork for the April 2025 Consolidated Election: Michelle Monbrod, Alex Vancina, Terry Nolan, and Dawn Wheat.
- Facilities Coordinator - The position remains open while the Village public works assists with monitoring major mechanical systems and assisting with smaller projects during the interim.
- Maker Day - Due to Studio staff presenting at C2E2, the date has been changed to April 5.
- Marketing Update - During the interim period, key staff/stakeholders held two separate discussions regarding consistency and best practices for marketing going forward. Staff provided great insights and through provoking questions, which will provide Nicole, our new Marketing Coordinator, with a better understanding of the library's marketing needs.
- Meeting Dates - As a reminder, Board Meetings will take place on the third Monday of the month starting in January.
- Staff Engagement - Managers and department coordinators met for a half day of training regarding the DiSC communication profile training. Many positive compliments have been received from participants and the feasibility of including all staff is being researched. The engagement survey closed and will be processed in January.
- Strategic Plan - Discussion will take place at the December meeting regarding action steps for calendar year 2025. The current strategic plan goes through December 2025, so planning will take place next year to prepare for a new plan.

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

- 5 veterans attended our Veterans Day Breakfast on November 8th. Volunteers made 36 cards thanking the veterans for their service.
- Juliana just completed a 3-week course on building inclusive collections.
- 56 people attended our Trivia program at Beggars on November 14th.

- Volunteers earned 39 in-person and 9 virtual hours. We received 9 new volunteer applications. Annette did 2 new volunteer interviews.
- Patrons enjoyed Bonus Borrows from Hoopla from November 24-30. Next Bonus Borrows will be available December 18-31.

Business Office – Shalyn Rodriguez, Assistant Director

- Open Enrollment for 2025 health insurance has been completed.
- Onboarded two new part-time Youth Services Specialists: Meghan Fountain and Briana Ingram. Both are longtime teachers with a passion for reading and working with children and their families.
- Patron Services Specialist Sue Harper, voluntarily ended her employment with the Library.
- The Library received one real estate property tax distribution from Will County in November, totaling \$26,444.13.

Information Technology – Devin Arbuthnot, Information Technology Coordinator

- FacilitySight People counters installed and operational
- New Square Register installed at Patron Services
- Met with Christian Serrato, Technology Coordinator at Joliet Library

Patron Services – Denise Towne, Patron Services Manager

- RAILS held their quarterly count.
- Adjusted the PS workroom for a better workflow.
- Bike locks are now available for check out at the PS desk.

The Studio – John Morgan, Studio Manager

- 3D Corner is up and running
- For the second month in a row, our passive creative have been very successful with 58 crafters attending!
- We were invited to be a part of the C2E2 Maker Space panel!
- 3D printing is very popular. We had 88 print requests in November!
- We are busy! 435 patron interactions! Our most ever!

Technical Services – Denise Towne, Technical Services Manager

- Updated all Tech 2 Go items to include an internal note of prices for each piece.
- Work has begun on the 3 graphic novel collections to standardize the collections.

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- Two new part-time Specialists have joined our team, Meghan Fountain, and Briana Ingram.
- Winter Reading is set to launch January 4 with a Life-Sized Candy Land kickoff.
- We have added Vox/Wonderbook Chapter Books to our AV collection!

Treasurer's Report

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

Committee Reports

- A recap of the Finance Committee Meeting was presented.

Old Business

- A. REVIEW: RAILS Membership Standards – Content & Collections
- B. REVIEW: Serving Our Public 4.0 – Summary
- C. REVIEW: Review Personnel Policies 209

New Business

- President Vancina recommended the removal of Consent agenda items A-C for further discussion. Item A will be discussed at the next board meeting on January 20, 2025.
- **ACTION:** Motion to approve Consent Agenda D-F by Trustee Monbrod, second by Trustee Tatro Motion passed by unanimous roll call vote.
- A. APPROVE – Director’s Recommendation for Closed Meeting Minutes
- B. APPROVE - Holiday and Staff Day Closure Dates for Calendar Year 2025
- C. APPROVE – Update to Personnel Policy 202
- D. APPROVE – Update to General Policy 205
- E. APPROVE – Calendar Year 2025 Strategic Plan Action Steps
- F. ACCEPT - Per Capita Grant

President Vancina offered a draft amendment to Policy 202 that addresses staff concerns heard at the beginning of the meeting.

ACTION: Motion to approve Consent Agenda C Holiday and Staff Closure Dates as amended. Trustee Tatro, second by Trustee Didion. Motion passed by unanimous roll call vote.

ACTION: Motion to approve Consent Agenda B Personnel policy 202 by Trustee Monbrod, second by Trustee Moncek Motion passed by unanimous roll call vote.

ACTION: Motion to approve Consent Agenda New Business A Tatro, second by Trustee Nolan Motion passed by unanimous roll call vote.

- A. APPROVE - Insurance Renewal for Calendar Year 2025

Trustee Comments

- Trustee Didion, Vice President Monbrod and President Vancina spoke about the Legislative meetup on December 3, 2024. It was interesting and informative. They feel Illinois is in a good spot for Libraries.
- Trustee Didion commented that she is glad that we came to a good outcome regarding staff holidays. Some of the issues brought to the board had not been considered in past discussions and she’s happy that staff came forward.
- Trustee Tatro asked for clarification on the Chamber’s Jingle and Mingle Holiday party on Wednesday December 11 from 5:30-8:00

Adjournment

- President Alex Vancina adjourned the meeting at 7:54 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary