

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

July 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 7:02 p.m. by President Alex Vancina on Monday July 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, Treasurer Dr. Edward Tatro, Secretary Erin Moncek, Trustee Cari Didion, Trustee Terry Nolan

Absent:

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg, Facilities Manager Brian Goeble, and Technical Services Manager Denise Towne

Visitors: Trustee Colette Loecke attended as a guest in a non-voting capacity

- The Pledge of Allegiance was recited by attendees.

Audience to Visitors

- None

Staff Report

- Technical Services Manager Denise Towne spoke to the Board about standardizing the procedures that have been put in place.

Minutes

- ACTION: Meeting Minutes from the Continuing Education Committee Meeting Minutes on June 10, 2024, General Meeting Minutes on June 10, 2024, and Special Board Meeting Minutes on June 25, 2024 were approved on a motion by Trustee Monbrod, second by Trustee Tatro. Motion passed by unanimous roll call vote.

Correspondence

- Brief synopsis of any correspondence shared

Executive Director's Report

Administration – Michelle Krooswyk, Executive Director

- Cafe Renovations - Studio GC staff met with Executive Director Krooswyk to discuss initial layout options. Per Krooswyk's request to involve staff and managers in this process, Studio GC will be conducting a visioning session that all staff are welcome to attend.
- Camera Access - Brian Goebel, Shalyn Rodriguez, and Krooswyk have all started to keep a log of times/dates/reasons for logging into the camera system.
- Evaluations - All staff evaluations were completed in alignment with the scheduled timeline.

- Friends Wishlist - Management Team is working on creating a list of items to be included on the Friends Wishlist, per the Friends MOU.
- Maintenance Levy - The levy approved at the last Board Meeting was submitted to Will County and confirmation of successful receipt was received.
- Management Training - Krooswyk has been in contact with HR Source to move forward with orchestrating training for all managers to ensure delivery of consistent information and expectations.
- Per Capita Grant - the Library received \$59,539.59 in Per Capita Grant funds this year.
- PrairieCat Admin Council - Krooswyk has been approved as the Chair (President) of the PrairieCat Administrative Council and will preside over quarterly delegates meetings and monthly Admin Council meetings.
- Social Media - All staff have done an amazing job taking on their own department's social media posts!
- Staff Surveys - Prior to hiring new marketing and IT positions, staff were asked to provide their input regarding their perspectives and opinions on these support roles. This information was very helpful in updating job roles.

Next Meetings

- **Board Meeting:** Monday, August 12, 2024
- **B & A Hearing:** Monday, August 12, 2024 6:30 pm

ADULT & TEEN SERVICES – Monica Waligorski, Adult and Teen Services Manager

- We are seeing extensive use of the 2nd floor by tutors, grade school students, and siblings.
- Study/conference room use increased approximately 170% from the previous fiscal year.
- Overdrive magazine circulation has increased by over 230% compared to last fiscal year.
- Total eContent circulation has increased by almost 129%.
- 210 adults and 73 teens have signed up for the Summer Learning Challenge so far.
- 26 adults attended the Summer Learning Challenge kickoff - Crosstown Exotics Reptile and Bug Show on June 8th.
- 19 teens attended the Donuts, Decorating, and Dominos program on June 7th.
- We provided promotional items for the Chasing the Sun and Trinity 5K races.
- Volunteers earned 33 volunteer hours in ATS. We received 18 new volunteer applications. 6 new volunteer interviews were conducted.

BUSINESS OFFICE – Shalyn Rodriguez, Assistant Director

- Began interviews for Studio Manager and Marketing Coordinator
- Hired new Marketing Coordinator, Kendra Mase. She will be joining us in July as she is relocating from Pennsylvania. With a background in marketing, publishing, and libraries, we are thrilled to have her join the team!
- Continued planning for National Library Card Sign Up Month
- Worked with Studio Specialist Maggie Gonzalez on a full inventory of Tech2Go. This will be an ongoing process as we update each item.
- We are also working on updating Studio equipment as necessary.
- Began work on the Fall 2024 Guide.

FACILITIES DEPARTMENT– Brian Goebel, Facilities Manager

- Precision Control Systems met with Facilities to develop a plan for the delivery of the new boilers. Delivery and beginning demolition of old equipment is tentatively scheduled for the week of July 22nd.
- Hester Painting has been selected to repair walls in Meeting Rooms A&B and in the East and West vestibules where alarm panels have been removed. All walls in those areas will be repainted as will the limestone block along the floor in the vestibules and lobby. Total cost: \$7,270
- HVAC air conditioning renovation job close out has finally begun after two years of battling with the manufacturer, Carrier Corporation. On June 26th via a meeting with Facilities, architects, engineers, and control contractors, it was agreed upon that 1 Source Mechanical will be doing the following work:
 - Replace two questionable/failed scroll compressors on Circuit B for the first-floor condenser,
 - Perform startup and testing on their own for those units,
 - Double check operation of the rest of the air conditioning system,
 - Ensure that all documents have been submitted to 20/10 and/or Studio GC as required and that any necessary training and operation manuals have been provided to library personnel (It most definitely has been by now).
- The ultimate goal is to ensure that the total installation meets design specifications so we have the fully functioning capacity that we paid for. Carrier has been removed from the situation as they have stopped honoring the warranty of any of the equipment; at this point, we are well beyond the normal one-year manufacturer's warranty anyway. None of this comes at any additional cost to the library. From this point, the two new scroll compressors would be covered under warranty for one year by 1 Source, with the library paying for labor and installation if repair/replacement is needed.
- 1 Source Mechanical will then expect close out, invoicing, and payment of remaining retained funds to occur within 30 days of system startup. The removal of the old equipment, prep work, and installation of the new compressors will likely take 3-4 days and should not interrupt the air conditioning supply that we currently have. Tentative scheduling will begin either the week of July 8th or the following week of the 15th.

PATRON SERVICES – Denise Towne, Patron Services Manager

- Desk schedule is up and running
- The PS department unanimously decided to put up a display in entrance starting August. It will alternate between adult and youth department items.
- We were not chosen as a site for the passport acceptance training with the US department of state. Dan will be attending the in-person training on July 8 in Glenview. Matt and Jen will be attending the in-person training on July 9 in Berkeley.
- We have implemented a new process for weeding and donating items to outside organizations. Lanae will be spearheading the process for us.
- PS has handed out over 300 new patron bags. We have also decided to add the Friends of the Library pamphlet to drum up some additional interest and members for them.

TECHNICAL SERVICES – Denise Towne, Technical Services Manager

- We began mending/repairing books. Training for the rest of the technical services staff has been scheduled for later this year.
- We have created a template on Canva to replace damaged DVD/CD covers.
- AV slip for damaged items is now being placed in all of the new AV materials.
- Added 8mm reel converter to Tech2Go collection for patrons to have another avenue to get this service.

YOUTH SERVICES – Alissa Raschke-Janchenko, Youth Services Manager

- We have over 1,000 participants in the Summer Learning Challenge so far!
- A partnership is underway with the KidsWorks Museum to create a Reading Glen for families at the museum.
- Programs and classes have been consistently filling up, with waitlists. Additional time slots for high-demand classes will be offered in the fall.

Treasurer’s Report

- Shalyn Rodriguez, Assistant Director presented the Treasurer’s Report.
- **ACTION:** Motion to approve Bills Paid for June and Bills payable for July by Trustee Nolan, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Committee Reports

- A recap of the Building and Grounds Committee Meeting was presented.

Old Business

- REVIEW: RAILS Membership Standards – Content & Collections
- REVIEW: Serving Our Public 4.0 – Chapter 7: Collection Management
- REVIEW: Review General Policies 215 & 221; and Personnel Policies 105 & 204

New Business

- Item A. was removed from the Consent Agenda for further discussion.

ACTION: Motion to approve Consent Agenda with the exception of Item A by Trustee Tatro, second by Trustee Monbrod Motion passed by unanimous roll call vote.

- **ACTION:** Motion to approve Consent Agenda A to appoint Trustees Loecke and Nolan to Audit Secretary’s Reports by Trustee Tatro, second by Trustee Monbrod. Motion passed by unanimous roll call vote.

REVIEW: Tentative Budget and Appropriations Ordinance 24-4

Executive Session

Trustee Monbrod motioned and Trustee Moncek Seconded to go into Executive session at 7:46 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 8:18 p.m.

Trustee Comments

- Trustee Monbrod thanked Brian for the information he gave during the Building and Grounds tour and is happy that the staff are going to be giving their wish lists to the Friends of the Library.

Adjournment

- President Vancina adjourned the meeting at 8:19 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary