

# New Lenox Public Library District

## Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

November 12, 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 November 12, 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 Edward Tatro, Trustee Cari Didion, Trustee Colette Loecke, Trustee Terry Nolan.

**Absent:** Secretary Erin Moncek

**Staff present at the Library Building:** Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg, IT Coordinator Devin Arbuthnot

**Visitors:**

- The Pledge of Allegiance was recited by attendees.

#### Audience to Visitors

- John Williams and Dave Phelan, Hearne and Associates presented on the Audit processes and results.

#### Staff Report

- Devin Arbuthnot, IT Coordinator, introduced himself to the Board. He touched on his first months at the Library and what projects he's been working on.

#### Minutes

- **ACTION:** APPROVE Truth in Taxation Act Hearing Minutes on October 21, 2024, Closed Meeting Minutes on October 21, 2024, and General Meeting Minutes on October 21, 2024 were approved on a motion by Trustee Monbrod, second by Trustee Nolan. Trustee Tatro noted that he was listed as present at Motion passed by unanimous roll call vote.

#### Correspondence

Patron Services

- We received a lot of compliments from patrons as they were leaving Ghouls and Golf. Amongst them, "We had such a great time and we appreciate that you do this for the community!! Thank you so much for everything you do!!"

Shalyn commented on an email sent to Youth Services

- Biography Bunch was recognized by a library in Georgia. They reached out to YS Programming Coordinator Kyra Kuk for more information and resources!

## **Executive Director's Report**

### **Administration – Michelle Krooswyk, Executive Director**

- Advisory Councils - Executive Director Krooswyk has joined the Harvard Business Review Advisory Council and was selected as a member of the HR Source Advisory Council.
- Boiler - The new boilers were put online on October 15, 2024. We continue to make adjustments to certain areas and settings as we move into the colder months.
- Facilities Update - Facilities Coordinator interviews continued into October and the Village of New Lenox will be working with us to replace our lighting on the second floor. The Library will purchase materials and the Village will assist with installation. Trustee Nolan inquired about the hiring process for the Facilities Coordinator. Director Krooswyk informed the Board that they are keeping the job posting open until they find a candidate that fits the Library's needs. In the interim the Village will continue to assist the Library as needed.
- Illinois Library Association Conference - Executive Director Krooswyk attended the annual conference in Peoria October 8-10 and presented along with Board President Vancina about library renovations.
- Intergovernmental Leadership Lunch - Representative from local government and organizations met on October 16 to discuss updates and share information.
- Legislative Breakfast - ILA will be hosting the South Suburban and Chicago Legislative Meetup Breakfast on Tuesday, December 3 at the DoubleTree Hotel Chicago-Alsip in Alsip. Doors open at 8:00 am and the program will run from 8:30-10:00 am. The breakfast provides an excellent opportunity, in a less formal setting, to talk with your legislators and to explain what we do and how valuable library services are to their constituents. The deadline to register is Thursday, November 21st, and Trustees are encouraged to attend. Trustees Didion, Monbrod, and Vancina indicated that they would like to attend.
- Receiving Room Cleanout - Administrative staff have started scheduling "organizing days" to clean out, organize and declutter the receiving room and mechanical room. The first day was spent in the receiving room grouping like items together and storing valuable tools properly to prevent damage. The next day will be spent in the mechanical room to determine what can be disposed of, what can be made available to other organizations that are no longer of use to the library, and how to store supplies in an organized manner. We would also like to store the Ghouls and Golf putting greens back in the mechanical room, rather than the cafe where they are currently stored.
- Village of New Lenox Citizen's Academy - This year's Citizen's Academy was successful with attendees learning lots about the library's history, purpose, and services.
- Director Krooswyk spoke about the engagement survey that is currently being filled out by staff. The engagement survey is being conducted by HR Source and is completely anonymous. She encouraged board members to recommend submitting their surveys. Director Krooswyk stressed the importance of the survey as she can't make changes if she doesn't have the information from staff.

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

- Expenditures for Hoopla for the first 4 months of the fiscal year are up over 43% compared to the same period last fiscal year.
- 86 people stopped at our table at Witches Night Out at Providence High School on October 30th.

- Our resource coordinator finished coordinating volunteers to fill 800 goody bags for Ghouls and Golf.
- Volunteers earned 46 in-person hours. We received 7 new volunteer applications and Annette conducted 3 interviews.
- 12 teens attended our Interactive Movie After Hours on October 18th.
- The TAG (Teen Advisory Group) meeting on October 17th garnered 7 attendees with a few new members.
- 30 Spice Club packets were given out.
- 9 people attended our Navigating IEP Process on October 1st.
- Adult graphic novels and cookbooks have been weeded.

**Business Office** – Shalyn Rodriguez, Assistant Director

- Conducted Patron Services Specialist interviews with Patron Services & Tech Services Manager, Denise Towne.
- On October 21st, we welcomed our new Patron Services Specialist, Susanna Harper. Sue has an extensive background as a Scrum Master developing agile team processes and cross-functional teams.
- Conducted Youth Services Specialist interviews with Youth Services Manager, Alissa Raschke-Janchenko.
- The Library received one real estate property tax distribution from Will County in October, totaling \$40,853.45.
- Marketing Coordinator, Kendra Mase, submitted her resignation.
- To ensure the Guide is released to the public on time, I have been working with several other staff members to structure and finalize the Winter edition.
- Department Training - October was the first month of scheduling myself in each department to learn a little more about what day-to-day processes are like. I am working to immerse myself in the work of every department so that I can help more in times where there may be an emergency or extra coverage is needed. I will continue to schedule these training sessions throughout the remainder of the fiscal year.

**Information Technology** – Devin Arbuthnot, Information Technology Coordinator

- Initiated the migration of Patron Services employees to Active Directory, progressing towards the completion of the personal login project.
- Established connections with technology staff at local libraries to network and exchange insights on IT resources and procedures.
- Ongoing effort to inventory all equipment and subscriptions across the library to ensure optimal utilization of resources.

**Patron Services** – Denise Towne, Patron Services Manager

- Conducted Patron Services Specialist interviews with Shalyn Rodriguez and Jen Borgeson.
- Sue Harper was offered the Patron Services Specialist position. Her 1st day was 10/20/24.

- Jan Schwarz donated the existing pop tab collection to St. Jude's.
- The PS department is no longer accepting games for the book sale room.
- I have reached out to Connie from Will County to provide Narcan training for the management team.
- Studio manager John Morgan and I worked on an updated T2G waiver form.
- All Illinois Philharmonic Orchestra ticket vouchers have been given out to patrons.
- I have been working with PrairieCat to extend check out times to 3 weeks for most items.

**Studio** – John Morgan, Studio Manager

- Updated T2G call numbers
- Worked with Patron Services manager Denise Towne on an updated T2G waiver form.
- Add signage to the Digital Media Lab
- Started selling large scale 3D prints.
- Created a holiday themed wall in the Studio. PrairieCat posted photos of it on their Facebook page!
- Set up Roku for a new pilot program.
- Our Adopt a Ghost passive craft was the most popular craft we've ever had. We went through 60 jars in two weeks!
- Our Ghoul's and Golf craft area was very successful! We had 23 family request photo shoots and patrons made roughly 230 paper roll creature crafts!

**Technical Services** – Denise Towne, Technical Services Manager

- The Disney picture books, and the Disney easy readers spine labels have been redone to include the character to help patrons find items easier.
- The Teen Graphic Novel collection is being updated for consistency within the collection.
- I have been working with John to revamp the Tech 2 Go collection.

**Youth Services** – Alissa Raschke-Janchenko, Youth Services Manager

- Youth Services Manager Alissa Raschke-Janchenko presented Yes &: Using Improv to Improve Customer Service and the Youth Services Forum Unconference at ILA in Peoria. She is the manager-elect for the Forum's next year and is chairing the Illinois Youth Services Institute in February.
- Ghouls & Golf was a fun, well-enjoyed event thanks to library-wide involvement. Almost 500 patrons participated!
- Alissa Raschke-Janchenko and Shalyn Rodriguez conducted interviews for two 12-hour Youth Services Specialists positions and will be finalizing candidates shortly.
- Youth Services and the Studio hosted more than 100 students from District 86 for a library tour and presentation on services.

**Treasurer's Report**

- Assistant Director Shalyn Rodrigez presented the Treasurer's Report.
  - The Board noted the increase in the Studio's services specifically buttons and 3D printing.

- We are exceeding our usage of econtent which we will be looking to increase in the next fiscal year.
- **ACTION:** Motion to approve Bills Paid for October and Bills payable for November by Trustee Loecke, second by Trustee Tatro. Motion passed by unanimous roll call vote.

**Committee Reports**

- A recap of the Personnel Committee Meeting was presented, some of which are represented in Old Business and will be discussed further in that section.

**Old Business**

- A. REVIEW: RAILS Membership Standards – Professional Leadership & Training
- B. REVIEW: Serving Our Public 4.0 – Chapter 12: Technology AND Chapter 13: Marketing, Promotion, and Collaboration
- C. REVIEW: Review Personnel Policies 203 & 205
- D. DISCUSSION: Library Holiday Policies
- E. DISCUSSION: Executive Director’s Priorities and Goals

**New Business**

- **ACTION:** Motion to approve Consent Agenda (A-N) by Trustee Monbrod, second by Trustee Tatro. Motion passed by unanimous roll call vote.
  - A. APPROVE – Update to General Policy 203
  - B. APPROVE – Update to General Policy 204
  - C. APPROVE – Update to General Policy 206
  - D. APPROVE – Update to General Policy 209
  - E. APPROVE – Update to General Policy 213
  - F. APPROVE – Update to General Policy 220
  - G. APPROVE – New General Policy 223 – Security Cameras
  - H. APPROVE – Update to General Policy 301
  - I. APPROVE – Update to Personnel Policy 111
  - J. APPROVE – Update to Personnel Policy 203
  - K. APPROVE – Update to Personnel Policy 205
  - L. APPROVE – Update to Personnel Policy 208
  - M. ACCEPT- FY 2024 Financial Audit
  - N. APPROVE – Final Certificate for Payment for the HVAC Replacement Project

**Trustee Comments**

- Treasurer Tatro asked about the Mingle and Jingle with the Chamber and if there will be representation from the Library.
- Trustee Monbrod asked about the January meeting because it falls on MLK jr. Day. The Library is open on MLK jr. Day and therefore we will be having our regular meeting in January 20, 2025.

**Adjournment**

- President Vancina adjourned the meeting at 8:17 pm.

---

Respectfully Submitted:

Melissa Seaberg  
Administrative Coordinator/Recording Secretary