

New Lenox Public Library District

Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

October 21, 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 October 21, 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, Trustee Cari Didion, Trustee Terry Nolan

Absent: Treasurer Dr. Edward A. Tatro

Staff present at the Library Building: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Coordinator Melissa Seaberg, Youth Services Manager Alissa Raschke-Janchenko

Visitors: none

- The Pledge of Allegiance was recited by attendees.
- Trustee Monbrod moved and Trustee Moncek seconded to allow Trustee Colette Loecke to attend remotely. The motion passed unanimously.

Audience to Visitors

- None

Staff Report

Youth Services Manager Alissa Raschke-Janchenko spoke to the board about the upcoming Ghouls and Golf event as well as the new programming Youth Services has been implementing.

Minutes

ACTION: Meeting Minutes from the General Meeting on September 9, 2024, and Policy Committee Meeting on October 2, 2024, were approved on a motion by Trustee Erin Moncek, second by Trustee Didion. Motion passed by unanimous roll call vote.

Correspondence

Youth Services

- "An older patron came in from the Story Walk raving about how wonderful the new book was. She noticed that the illustrations were in watercolor and digitally enhanced. She wanted to be able to come in and do the same... paint and have it be digitally enhanced. I brought her into the Studio and we both talked with Maggie. The studio has the ability to do this via Photoshop, so they set up a time for her to come in and try it out. :)"
- "We teach Spanish to our preschoolers twice a week. Your collection of resources is invaluable." "A very beautiful library. My daughter is a librarian up north, and I want to show her how beautiful this library is." Speaking in comparison to her community's library, ours

"has so much more to offer." A mom was walking out with her child and said, "Thank you, we had fun." She pointed to her daughter, who is likely four-years-old and said the first detailed story she ever told was about the library. She memorized the layout front to back and described it in detail.

- "So many comments about loving the Transformers scavenger hunt. Several new families that were very impressed with the YS section of the library."
- "Patrons are excited to see that we have brought the costume exchange back this year!"

Executive Director's Report

Administration – Michelle Krooswyk, Executive Director

- Café/Vending Update - Architects met with managers and department coordinators to discuss multiple renderings of the cafe and collect input. Another meeting will be scheduled for late October to continue progress. In the meantime, a vending machine will be installed in the staff area so that staff can have access to snacks and drinks while also becoming familiar with the equipment prior to installation in the cafe. Vending services are provided by a local small business whose owners frequent the library.
- Board Input - For the November Personnel Committee meeting, input will be sought from the Board regarding the Executive Director's goals as well as personnel policies discussed at the latest policy committee meeting.
- Donor Tree Reinstallation - After being stored safely during and after renovations, the Executive Director coordinated the reinstallation of the metal and wood donor tree wall sculpture.
- Facilities Coordinator - Interviews are currently being conducted while the Village public works assists with monitoring major mechanical systems and assisting with smaller projects during the interim.
- Ghouls and Golf - Staff continue to meet and plan out our Ghouls and Golf event that is scheduled for Sunday, October 27. The building will be closed to the public that day.
- MakerDay - The date for MakerDay 2025 was finalized, which will be April 12, 2025.
- Staff Engagement - Managers and department coordinators have taken their DiSC communication profile test; there are already valuable discussions occurring based on results. A half day formal training session about communication preferences and best practices will be conducted in November by HR Source. The all-staff engagement survey will also be distributed in November.
- Strategic Plan - The Executive Director would like to utilize time during the November regular Board Meeting to discuss current progress and collect input for next year's strategic plan action steps. The board will hear Library Staff input in December.

Next Meetings

- **Board Meeting:** Tuesday November 12, 2024, 7:00 pm
- **Personnel Committee Meeting:** Tuesday November 12, 2024, 6:30 pm

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

- 63 people attended our Trivia Program at Beggars Pizza on September 12th.
- 62 people stopped by our table at the One Fall Can Change It All outreach event on September 18th.
- 93 people visited us at the Last Call Before Fall event on September 21st.
- 47 people picked up one of our Hauntingly Hat - tastic Take & Make Crafts.

- 13 people attended our Senior Coffee Breaks program this month which included a presentation on Aging and Memory from Dr. Kristen Mitchell with Neuro Assessment Services on September 5th.
- 16 people attended our Madame Curie program on September 24th.
- 12 teens attended our Pumpkin Spice Soiree on September 26th.
- Our resource coordinator has been coordinating volunteers to fill goody bags for Ghouls & Golf. 500 bags have been completed.
- Volunteers earned 39 in-person hours. We received 13 new volunteer applications. Annette conducted 6 volunteer interviews.
- 10 notarizations were completed this month.
- 5 boxes of materials were donated to the Joliet Detention Center.
- The classics section has been weeded.

Business Office – Shalyn Rodriguez, Assistant Director

- I Conducted interviews with Technical Services Manager Denise Towne and Technical Services Specialist Karen Zurawicz for the new Technical Services Part-Time Specialist position. We selected Lea Walwyn, who joined us at the end of September. Lea's skills include copy cataloging, updating RDA cataloging conventions, and more!
- We welcomed our new Information Technology Coordinator, Devin Arbuthnot, whose background includes computer technician work at Brookwood School District 167.
- We said goodbye to Patron Services Specialist, Samuel Jackson, who will be pursuing his Master's Degree in Library Science.
- The Management Team fully planned and implemented a successful Staff Day on September 20. We welcomed the New Lenox Fire Department who reviewed our Disaster Plan, covered safety procedures, and conducted a fire drill. Sessions led by staff included an IMRF Q&A, learning the ins and outs of the Studio, and a crash course in using Canva.
- The Patron-Facing Management Team reviewed statistics from FY24, including circulation numbers, cardholder numbers, and database usage. We are developing a group goal to see these statistics increase over FY25. More information about this new group goal will be forthcoming.
- Executive Director Michelle Krooswyk, Administrative Coordinator Melissa Seaberg, and I met with a Terminix representative and established a contract to provide routine pest control services. This was prompted by continuous ant issues in staff workspaces and the breakroom.
- The Library received two real estate property tax distributions from Will County in September, totaling \$1,512,596.51.

Information Technology – Devin Arbuthnot, Information Technology Coordinator

- I've met with all managers and many staff members to discuss projects on hold, common IT issues, and department-specific IT goals.
- I began a review of all subscriptions and licenses to ensure the library is fully utilizing the resources available and not paying for services no longer needed.
 - I've installed Adobe creative suite, a service we paid for but were not utilizing, on patron devices in the studio, and will begin rolling out these services to the Tech center devices as well.
- I've purchased new computers for staff in line with the device replacement schedule and have taken the time to fill gaps in the device inventory system to ensure data is up to date.

Marketing – Kendra Mase Marketing Coordinator

- Biweekly newsletter open rate has increased by approximately 5% since the beginning of reinstating the upcoming events newsletter to approximately 11k NLPL subscribed patrons.
- Facebook and Instagram reach is up by 2.2% in September.
- Facebook and Instagram page follows are up by 40% in September compared to previous months.

Patron Services – Denise Towne, Patron Services Manager

- Samuel Jackson's last day was September 25th.
- 1st pickup by Knowledge Exchange was done on 9/24/24.
- I met with Rose Henton virtually to discuss EDIA training for the spring staff in-service training.

Studio – John Morgan, Studio Manager

- As of September, The Studio is open and fully staffed all the hours the library is open. YAY!!!
- We added a second Automated Material System (AMS) to one of our 3D printers giving both printers 4-color capability.
- We added the option to request 4-color prints to the website.
- Maggie's programs continue to be very popular with 11 people attending Intro to 3D Printing & TinkerCad program and 9 people attending Sublimate an Image onto a Magnet program
- 8 people attended to Sewing with Rachael

Technical Services – Denise Towne, Technical Services Manager

- Conducted interviews along with Shalyn and Karen for the TS specialist position.
- Lea Walwyn accepted the Technical Services Specialist position. Her first day was September 30, 2024.
- We have begun the process of de-newing each collection in the first week of the new month.

Youth Services – Alissa Raschke-Janchenko, Youth Services Manager

- Youth Services Outreach Coordinator Liz Yolich-Lamore had her baby girl, Nora!
- Youth Services Early Literacy Coordinator Elizabeth Devito wrote and received a Friends funds request to update our play area by the tree with more durable interactive items.
- Fall Programming is off to a great start, very positive reception of our new programs and returning favorites.
- Winter Reading theme and dates have been selected!

Treasurer's Report

- Shalyn Rodriguez presented the Treasurer's Report.
 - Trustee Nolan asked why the Youth Services eContent line was so high, when RAILS was supposed to make eContent more affordable. Assistant Director Rodriguez explained a lot of the packages that were covered through RAILS pertained to Adult and Teen Services based databases. Youth services eContent are mostly coming from Scholastic Books and unfortunately is not part of the RAILS packages.
- **ACTION:** Motion to approve Bills Paid for September and Bills payable for October by Trustee Nolan, second by Trustee Moncek. Motion passed by unanimous roll call vote.

Committee Reports

- A recap of the Policy Committee Meeting was presented.

Old Business

- A. REVIEW: RAILS Membership Standards – Funding
- B. REVIEW: Serving Our Public 4.0 – Chapter 10: Programming AND Chapter 11: Youth/Young Adults
- C. REVIEW: Review General Policies 211, 219, & 305

New Business

- **ACTION:** Motion to approve Consent Agenda A-B by Trustee Monbrod, second by Trustee Nolan Motion passed by unanimous roll call vote.
- A. ACTION: APPROVE Health Insurance Coverage Amounts for Calendar Year 2025
- B. ACTION: APPROVE Levy Ordinance 24-5

Executive Session

Trustee Monbrod motioned and Trustee Moncek 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 7:56 p.m.

Trustee Comments

- Trustee Nolan spoke about going to the September Management Team meeting as well as the staff day. Both were cordial and professional and there was a sense of fun at the Staff Day. He thinks it's important for board members to be present at those events. Director Krooswyk stated that she received a lot of comments from staff saying that they enjoyed seeing board members at Staff Day.
- Trustee Monbrod asked if we should update the code to the employee entrance due to staff turnover. Director Krooswyk said that is a project that they do want to attack.
- Monbrod also asked if we have a partnership with Joliet Junior College. Director Krooswyk informed her that as part of the strategic plan they had wanted to have an internship program with their technology department at the time the IT Manager did not think it was feasible because of changes to their programs. They would like to look back into that.
- Trustee Loecke spoke about her interaction with the IT Coordinator Devin and what a pleasant experience it was. They spoke about having programming for older community members that might not be tech savvy. She also commented on Staff Day and what a nice experience it was for the staff.

Adjournment

- President Alex Vancina adjourned the meeting at 8:00 pm.

Respectfully Submitted:
Melissa Seaberg
Administrative Coordinator/Recording Secretary