

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 19, 2021

The meeting was officially called to order by Joanna Leafblad, President at 7:12 p.m.

**Call To Order**

Members present: Joanna Leafblad, President; Dan McMillan, Treasurer; Nancy Healy, Trustee; Elan Kleis, Trustee; Bridget Lindbloom, Trustee

**Roll Call**

Members absent: Christian Barcelona, Vice President; Charles McShane, Secretary

Staff present: Mary Adamowski, Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Katie Allan, Adult Services Manager; Jackie Boyd, Communications Manager; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the June 21, 2021 minutes. Trustee Kleis seconded.

**Minutes**

Trustee Kleis pointed out a correction on page 6 which has already been identified since the printing of the draft of the minutes. Treasurer McMillan followed up on the Trivia program. Community Engagement Manager Kleiva stated after working with the current manager at The Brass Tap with no avail she will try again in the Spring. Trustee Healy asked for confirmation that the parking lot project came in \$14,000 under budget. Director Adamowski stated that was correct. Healy asked if the pantry was installed yet. Director Adamowski stated Maintenance Superintendent Newman is renting a hole digger in order to install the pantry and thanked Trustee Kleis for bringing in some food for it already.

A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

None

**Introduction of Visitors**

None

**Public Comment**

None

**Executive Session**

Treasurer McMillan motioned to accept the payment of bills listing from 6/22/2021-7/19/2021. Trustee Kleis seconded.

**Payment of Bills**

Treasurer McMillan acknowledged that the Parking lot project was completed and it was under budget by \$14,000. McMillan asked about the payments to Joseph Construction Company, the Audio Visual Materials category from Synchrony Bank and the Museum of Bad Art, Inc. Director Adamowski stated Joseph Construction Company installed the donor wall. Finance Manager Kimmey stated toner was purchased from Amazon, which is listed under Synchrony Bank. Community Engagement Manager Kleiva stated the Museum of Bad Art, Inc. was a delightful program that was held via Zoom

and is also currently available to be viewed on the library's YouTube page. Trustee Healy asked about the payment to LinkedIn Government at Carahsoft. Adult Services Manager Allan stated this was the payment for the LinkedIn Library Learning database.

A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Kleis motioned to accept the Treasurer's Report for June 2021. Trustee Lindbloom seconded.

### **Treasurer's Report**

Treasurer McMillan commented that Salaries expenditures were over budget for the month of June but still under budget for the year. Finance Manager Kimmey stated during the month of June there were more pay days than usual and also included the bonus and vacation day payout to former Director Weimar. President Leafblad asked if the Lib. & Off. Equipment Repairs & Maint. Expenditures were over budget due to toner being purchased. Kimmey confirmed that was correct. Trustee Healy asked if the IDES payment was reflected yet. Kimmey stated the IDES payment has not been reflected yet and will be taken from reserves. McMillan asked about the parking lot expense. Kimmey stated that payment was taken from the Special Reserve funds so it will not show in the operating budget expenses. Healy commented how the Special Reserve account was under one million dollars. Kimmey stated that \$175,000 is still scheduled to be transferred to the Special Reserve account which will bring it back up over one million dollars.

A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

The library received positive news on June 24 when the Secretary of State notified OPPL that the library will be awarded FY2021 Per Capita Grant in the amount of \$83,731.33. The library was expecting \$70,000. The Per Capita funding increased from \$1.25 to \$1.47 per resident because of an additional \$1 million from Institute of Museum and Library Services via Library Services and Technology Act. As in the past, the funds will be used for the purchase of materials and they need to be expended by December 31, 2022.

### **Librarian's Report**

The first round of interviews for the Assistant Library Director have started and they should be completed this week. Community Engagement Manager Sarah Kleiva and HR Generalist Jill Boreham joined Library Director Adamowski for the interviews. The managers and Maintenance Superintendent Steve Newman will be included in the second round of interviews.

Just a reminder, the library has consulted with HR Source to conduct a benchmark study that will review the library's current job descriptions, compare them to published salary surveys, which will then determine the appropriate, market-compensation for the job. The library hopes to have the results by mid-late August, which will then help when figuring out the salary budget for next year.

The e-rate application process has been finalized. The library is officially signed up with Comcast and beginning July 1, 2021 the e-rate discount went into effect. The discount will be prorated. Trustee Healy asked if the computers in Adult Services having no filters caused the library not to be able to obtain the e-rate discount in the past. Director Adamowski did not think filters or the lack of them had anything to do with the e-rate discount being applied. IT Manager Degner will look into exactly what filters are on the hardwired computers and the WiFi connection in the Adult Service department.

The library was awarded the RAILS Diversity, Equity and Inclusion Training Grant. A Zoom informational meeting will be held on July 29 with speaker LaTonya Wilkins to discuss the Sept. 10 date. On next month's agenda, there will be a motion for the board to approve that the library have a delayed opening of 2 hours to accommodate the presentation. Youth Services Manager Smits explained that she and HR Generalist Boreham had written the grant and the library was awarded the

full grant amount of \$2000. Smits further explained that a stipulation of the grant was that all RAILS libraries be allowed to view the webinar.

The Backyard is open for business and the patrons are enjoying the beautiful features of the space, as well as being outdoors. Youth Services Manager Brandi Smits created a schedule so that The Backyard is staffed all hours it is open. All departments are helping with the coverage since patrons of all ages are invited to enjoy it. Brandi recently purchased some interactive play items for the children using Capital Campaign funds.

Youth Services Manager Smits stated some items for The Backyard were recently purchased from Lake Shore Learning including a water table play kit, mini bowling set, jumbo jog builders and a beanbag board. Director Adamowski stated there is a 49 person limit for The Backyard. The new Story Walk will be installed Sep. 1 and will feature a diverse book titled *Red Shoes* (suggested by Alexander Pappas, Youth Services Reference Librarian).

A motion on the August agenda will be approval for staff and trustees to attend the ILA Virtual Conference in October. Email Director Adamowski if interested. The conference dates are October 12-14, 2021.

Each year all staff and trustees are required to view a Sexual Harassment Training video in order to comply with the Illinois Human Rights Act. The training must be completed by December 31, 2021 and a certificate should be printed and kept on file with the HR Generalist. This year staff will be viewing the 90-minute training video provided by RAILS. A link will be sent to trustees this week. Another annual requirement to complete is the Blood Borne Pathogens training. HR Generalist Boreham is researching training and will send information soon.

Staff have been encouraged to sign up for the Taste of Orland booth during the first weekend of August. There are just a few more spots to fill. The Taste runs August 7-9, 2021. Community Engagement Manager Kleiva stated at the Taste of Orland the library table will have a prize wheel for kids to spin and depending on the number it lands on, they get a specific prize type. The prizes this year include mini beach balls, flamingo and succulent crazy straws, fun rubber duckies, slap bracelets, finger scratch temporary tattoos and googly eye rings. Orland Park cardholders who show their OPPL library card will receive an OPPL logo fan. There will also be a stack of books for adults to guess how many pages they think are in the stack, and the closest guess wins a Kindle Fire. Teens (ages 13-18) will have the unique privilege of choosing which activity they'd like to participate in: either the prize wheel or the prize drawing.

The parking lot project is finished. The final payment was made to Austin Tyler. Two signs indicating speed bumps have been ordered and will be installed within the next week. Due to the wider width and longer bumps, the undercarriage of some cars have scraped if they don't drive over them slowly.

Reliable Fire and Security completed the annual inspection of the library's smoke detectors and lighting strobes throughout the building. All are in good working order.

Colley Elevator completed the first maintenance inspection of the library's two elevators. Both are in good working order.

Maintenance Superintendent Newman called Anthony Roofing to inspect the flashing on both sides of the fireplace where leaks recently occurred. Steve believes the flashing was not properly installed and the inspection will help us determine if the library needs to look at tuck-pointing the area.

Maintenance has now started tracking the amount of Maintenance help desk tickets received within the month. May logged 20, while June saw 30 requests for maintenance assistance.

The library trustees were referred to the library's newly revised Customer Service Manual at the end of their packets. Communications Manager Jackie Boyd explained the various parts of the manual. Boyd told the Library Board of Trustees that the library had updated the Customer Service Manual. Since many staff members are new, the library will be participating in an all staff customer service training. Currently, the library has sent out a survey to staff asking how staff would rate their Customer Service abilities. Communications Manager Jackie Boyd and HR Generalist Jill Boreham will meet to build the

Customer Service training out of the staff responses. Also, if there is a survey again after the training, it will give the library a measurable metric to see whether the training was effective. Director Adamowski stated she posts a staff question of the week each week for staff to answer from the library Policies and Procedures and will now be including the Customer Service Manual.

Communications Manager Boyd presented to the board 3 slides about the library's social media progress over the last year. On Facebook and Instagram mostly women between the ages of 25 and 55 years old follow and engage with the library. The progress into sharing library programming via YouTube has helped the library engage more with male patrons, as the YouTube platform is dominated by mostly male users. The library uses social media for four reasons. First, the library delivers programs to patrons on YouTube. Second, the library promotes events on Facebook, Twitter, and Instagram with slides modeled after posters approved by managers. Third, the library does Readers Advisory via #bookstagram posts on social media. Fourth, the library shares teen volunteer opportunities such as book reviews on social media. The library's goals are to engage residents to post comments to the library and each other, and as part of the strategic plan to engage patrons to interact with the library's posts which boosts them to more patrons. The library reached 36,042 Facebook users in June and 2,619 Instagram users in June. Even though the reach is smaller on Instagram, Boyd thinks it is worth it because Instagram is still a growing platform.

The best circulated post on Facebook for June was the post about the Caregiver Kits, which is a new service provided by Outreach Services. The post spawned an interview featuring Community Engagement Manager Kleiva with WBEZ. The post reach was 18,400, which was the biggest single post reach this year. The post that reached more last year was a paid post. Paid posts are different. This was an organic post. Kleiva stated a local Orland Park occupational therapist and clinician who specializes in Dementia saw the Facebook post and contacted Kleiva. She will be assisting the library in developing the next set of kits and will be facilitating dementia screenings at the library in the fall.

Finance Manager Kimmey stated a letter was received from McClure Insurra and Co. saying they will be merging with another sole proprietor and thus their firm is growing but nothing otherwise will be changing. Klein Thorpe and Jenkins notified the library about a number of commercial real estate appeals which will involve the library, however there has been a lot of new real estate development in Orland Park which will in turn be generating more revenue for the library.

Trustee Healy stated that REI was moving in where Staples used to be and wondered if there could be field training at the library and asked Communications Manager Boyd to look into it. Boyd confirmed she would do so.

No report at this time.

**Other Staff Reports**

No report at this time.

**Building and Maintenance**

No report at this time.

**Finance**

No report at this time.

**Service & Policy**

No report at this time.

**Personnel**

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

No report at this time.

**Capital  
Campaign  
Committee**

None

**Unfinished  
Business**

Fiscal Year 2022 Budget and Levy -- For Discussion

**New Business**

Finance Manager Kimmey announced he had kicked off the process by involving the managers and getting information from them about their upcoming financial needs. The Benchmarking salary analysis should be completed by mid to late August which will help forecast the Salary expense. Director Adamowski stated since there has been such a big uptick in e-books there will now be a separate expense line for that category to see more clearly how much is being spent on them. The Library Of Things or L.O.T. will also receive its own expense line for the 2022 budget. Staff have already provided ideas for items they would like to include in the budget.

Approval for the registration costs for the 2022 Public Library Association Conference in Portland, Oregon from March 23-25, 2022 for Brandi Smits, Katie Allan, and Sarah Kleiva in the amount of \$990 – For Action

Trustee Kleis motioned to approve the registration costs for the 2022 Public Library Association Conference in Portland, Oregon from March 23-25, 2022 for Brandi Smits, Katie Allan, and Sarah Kleiva in the amount of \$990. Trustee Lindbloom seconded.

No discussion.

A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for the registration cost for the 2022 Public Library Association Conference in Portland, Oregon from March 23-25, 2022 for Trustee Bridget Lindbloom in the amount of \$330 – For Action

Treasurer McMillan motioned to approve the registration cost for the 2022 Public Library Association Conference in Portland, Oregon from March 23-25, 2022 for Trustee Bridget Lindbloom in the amount of \$330. Trustee Kleis seconded.

Director Adamowski asked to amend the motion to include Trustee Healy and to change the amount to be \$660. The motion was approved as amended.

A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

President Leafblad acknowledged all staff with anniversary milestones. Treasurer McMillan was happy to see over 20,000 patrons in attendance last month. Director Adamowski stated she was very happy to see a few days with over 600 patrons visiting the library. Trustee Lindbloom wanted to know if the email correspondence from an Orland Park patron was going to receive a response. President Leafblad stated the library is aligned with many other suburban libraries in that all patrons over the age of 2, regardless of vaccination status, must wear a mask while visiting departments serving youth. She continued that the email will be responded to. Leafblad was also glad to see the home delivery service was starting again and she really liked the comment about a patron dancing in the lobby while piano music was playing.

**Announcements**

Treasurer McMillan motioned to adjourn the meeting and it was seconded by Trustee Kleis seconded.

**Adjournment**

A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:08 p.m.

Charles McShane  
Secretary

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson