

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 16, 2021

The meeting was officially called to order by Christian Barcelona, Vice President at 7:07 p m.

Call To Order

Members present: Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Elan Kleis, Trustee

Roll Call

Members absent: Joanna Leafblad, President; Bridget Lindbloom, Trustee

Staff present: Mary Adamowski, Library Director; Ross Kimmey, Finance Manager (via telephone); 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 July 19, 2021 minutes. Secretary McShane seconded.

Minutes

Treasurer McMillan asked for an update on the Benchmarking study, computer filters, and The Taste of Orland, however, all of these topics will be covered in the Librarians Report. McMillan asked about the dates for dementia screenings since he is interested in attending. Community Engagement Manager Kleiva stated they will be the first week of November and headed by an occupational therapist. McMillan asked about the possibility of REI holding training sessions at the library. Communications Manager Boyd stated the REI store manager came by the library booth at The Taste of Orland and she was given library contact information in case they would like to utilize the large meeting room. McMillan praised the library and proclaimed it as the community center of Orland Park.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

Introduction of Visitors

Maryann Mahlea

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 7/20/2021-8/16/2021. Secretary McShane seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Trane. Library Director Adamowski stated that payment was for their annual maintenance contract. Trustee Healy asked about the payment to Bill O'Connell. Community Engagement Manager Kleiva stated that payment was for an upcoming concert featuring the group Soul Sacrifice. McMillan asked about the payment to HR Source. Adamowski stated a half payment was made to HR Source for the benchmarking salary study report. Healy asked about Overdrive budget. Adamowski stated the library is trying to keep up with patron

demand of e-resources. Audio visual materials and e-books will have a separate expense line when the new budget is created so managers can track their spending more easily. Adult Services Manager Allan stated Overdrive items are getting more expensive and she is exploring Overdrive's cost per usage option which would be more cost effective. Allan also stated the option is not available for all publishers they carry.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Kleis motioned to accept the Treasurer's Report for July 2021. Secretary McShane seconded.

Treasurer's Report

Treasurer McMillan commented on the tax receipt revenues remaining at 52.7% of the 2021 budget. Finance Manager Kimmey stated it is usually mid-September before tax revenues start to come in from Cook County.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The library is happy to report that Anthony Andros will be joining the staff as Assistant Library Director on August 30. Anthony grew up in the Orland/Palos area and is a graduate of Carl Sandburg High School. He was the Virtual Services Manager at Tinley Park Public Library and was promoted to Assistant Library Director in 2015. He and his family relocated to Plano, Texas where he was the Branch Manager at Plano PL. He was hoping to return to Orland Park to be near his parents who live in the village. The library received 30 applications and HR Generalist Jill Boreham, Community Engagement Manager Sarah Kleiva and Library Director Adamowski conducted the first round of interviews, and then the Management Team, along with Maintenance Superintendent Steve Newman and Administrative Clerk Alice Grabowski were invited to be a part of the final interviews. All agreed that Anthony would bring a lot of experience and calmness when he joins the team.

Librarian's Report

Voicemail is returning to the library. Trustee Healy recommended that Administration consider bringing back this feature in order to offer better customer service to patrons. The voicemail feature is already installed within the phone system and Information Services Manager Degner has been working with ATI who is finalizing the activation. Degner will assist staff in recording their messages, and Communications Manager Boyd will give staff a script so the messages will be clear and consistent. Treasurer McMillan asked if the voicemails will be accessible through email as well. Degner will look into this feature but believes the system is too dated to handle an upgrade. Trustee Healy mentioned that Comcast offers free phones for each business line.

As mentioned last month, the library is now receiving its E-Rate discount as of July 1. Information Services Manager Degner stated the process has been started with the library's consultant, Steve Futrell, to prepare for the next round of E-Rate filling. In addition to Category I (Internet/Data), Category II items will also be added (routers, switches, most networking equipment and installation except for servers). There are several projects in the budget needed for next year that can benefit from Category II funding including: server room switch upgrade, server room UPS replacement, SonicWALL firewall warranty renewal.

The summer reading challenge Reading Colors Your World ended July 31. Youth Services Manager Smits stated the total numbers were much better compared with last year and gave a recap of the final numbers. 2021 vs. 2020 registrations for Adult, Teen and Youth were as follows: 416 vs 265, 186 vs 95 and 710 vs 207. Total books and minutes read both also increased as follows: 4,717 vs 2,974, 353,629 vs 117,385. The Summer Reading theme for 2022 will be Read Beyond The Beaten Trail. The camp theme is an exciting one and the staff may incorporate patrons earning badges as an incentive, and The Backyard will be utilized for many outdoor programs for patrons of all ages.

Library staff have been monitoring The Backyard since July 1. The library is open 72 hours per week, and staff time spent monitoring it is 66 ½ hours. All departments have helped staff the area including clerks, assistants, managers and even the director in 2-hour shifts. It became evident that the staffing of The Backyard was causing a significant workflow problem. This became apparent with the library clerks' duties whose main task is to shelve the materials, and the backlog of not being able to complete the job in a timely manner. Library Director Adamowski contacted HUB Insurance who handles the library's liability insurance to send a risk manager to tour the area and offer some recommendations. Library Director Adamowski, Youth Services Manager Smits and Finance Manager Kimmey met with Phil Casto and John Doran of HUB last week. They were amazed at The Backyard and had many compliments. Today the library received the Site Safety Report from Casto that stated HUB had no formal recommendations as a result of the review of the area. Casto did offer some considerations that the library will be going forward with: alarming the emergency egress exit gate, which leads to the sidewalk area; adding signage that the gate is alarmed; signage letting patrons know they should use the library's main entrance to access The Backyard, and guidelines that patrons need to follow. One Up Signs will be handling the gate signage, Graphics will be creating the patron guidelines signage and Wight and Co. CM George Gardner is coming to inspect the gate and fence and recommend a company for the alarm. The Site Safety Report from HUB was distributed to the trustees. Youth Services Manager Smits stated during the staff members two hour shifts they are currently monitoring The Backyard whether there are patrons there or not. Since the HUB representatives were very impressed with the eight security cameras that Digital Services Manager Degner set up and because those cameras live-feeds are kept up on the Youth Services staff computers at all times, the trustees decided it was unnecessary to have staff continue being physically present in The Backyard. Staff will be present if there are programs occurring or if it is near capacity. Treasurer McMillan asked if the library had been in touch with local schools for field trips. Library Director Adamowski stated the School Liaison and Preschool Services Coordinator will be in touch with schools after they have resumed. Decorations are already being planned for the upcoming seasons.

The Census 2020 data was released late last week and it is exciting for Orland Park in that our population increased 2.2% (56,767 residents in 2010 to 58,703 in 2020). The Management Team will meet on Wednesday afternoon to really dig into the numbers to see our top demographics.

Circulation statistics have been building on a steady basis: May to June saw a 19% increase in circulation, while June to July dipped by 5%, but overall for 2021 we are 3% above 2020. Treasurer McMillan commented he was happy to see attendance had topped 20,000 patrons for the month.

Two of the three concerts have been held with the third one set for next Sunday, August 22. The weather has been very hot and humid, so the library has been passing out bottles of cold water, the OPPL logo hand fans, and Room 104 was turned into a 'cooling center'.

Thursday, August 19 will be the last Market at the Park. The library staff have seen upwards to over 100 patrons each week visiting the booth and they love hearing about the great things the library has going on. The Taste of Orland was a big success for the library booth. OPPL hand fans were given to every visitor because it was so humid that weekend. The kids were able to Spin the Wheel for some fabulous prizes and the adults were able to guess how many pages were in the large stack of books. Community Engagement Manager Sarah Kleiva reported that the number of pages was well over 4,400 and that a patron guessed within 20 pages. That patron was very excited and received a Kindle Fire as a prize. Adamowski thanked the Outreach Department for coordinating the Taste booth and to the staff who manned it.

At the July board meeting, the Management Team expressed their delight with the library's new online calendar, Library Market. Communications Manager Boyd gave the trustees of brief description of the calendar's features which include a better ability to register patrons for events along with overall cost savings. The new online calendar will check patrons' barcodes and validate them with the Polaris ILS in real time. Pictures can be inserted in event descriptions if needed. The calendar will also offer 5 levels of staff permissions and is also scalable. If the library decided to offer complete online booking for meeting rooms and study rooms, that service could be established in the calendar and by launching a patron education campaign. Library Director Adamowski stated overall the new online calendar will be a lot easier for staff and patrons to use.

Extra wiring to the existing generator was added up to the server room so that the servers and computers can now be powered up in case of a power outage. The generator has a lot of wattage and besides the technical support it also powers the emergency lights, bathrooms, and sump pumps. The library can be almost fully functional in case of an outage, except for the HVAC system.

BoilerSource installed a new motherboard and step motor board for one of the two boilers. Maintenance Superintendent Steve Newman is hoping this will allow the boiler to run efficiently as the colder weather sets in soon.

Adult Services Manager Allan and Library Director Adamowski have had several comments from patrons, mainly the college students, that they are not able to charge their devices such as phones and laptops due to a lack of outlets. Allan was able to locate a row of electrical outlets that were partially covered by the CD collection stacks. Adult Services is weeding the collection, and Maintenance Superintendent Newman is in the process of removing the stacks so tables and study carrels can be placed there. This will allow for at least six or more devices to be plugged in, as well as have more patrons utilizing the south end of the library floor space.

Finally, Wight & Co. sent their renderings of the Renovation Project dedication plaque. The images were shown to the trustees and they agreed the design was acceptable. Library Director Adamowski will let the architect designers know to take the next steps to complete the project.

Trustee Healy asked about a patron comment requesting electrical outlets in The Backyard. Library Director Adamowski stated there are two or three outlets in The Backyard.

Trustee Healy mentioned Zinio is showing no renewals. This is due to the fact that Libby has taken over RBdigital/Zinio.

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

Fiscal Year 2022 Budget – For Discussion

Unfinished Business

Library Director Adamowski stated the department managers gave their input and the next step in the process will be to meet with Finance Manager Kimmey to get a first draft report. The Benchmarking salary report should be done by the end of August. Kathryn O'Connor from HR Source will report back with an in-depth report in regards to other comparable libraries, positions and salaries. This will assist the library in determining salary increases for FY2022. Maintenance Superintendent Newman reported that the remaining section of the roof does not have to be repaired until 2023 and next year he thinks the cost for two new boilers, at \$50,000 each, should be allocated in the FY2022 budget. That cost may lessen by the time the library is ready to make the purchase. Trustee Healy asked if there needed to be an RFP. Adamowski stated yes. Vice President Barcelona asked if the boilers were on

the capital need assessment schedule already. Adamowski stated yes. Treasurer McMillan asked if there would be a draft budget ready for the September meeting. Finance Manager Kimmey stated yes. McMillan would like a copy of the capital needs assessment included too. After discussing with the trustees about possible dates for the next Personnel Committee meeting it was agreed that the meeting will be October 4 at 7:00 p.m.

New Business

Approval for the registration cost for the 2021 Illinois Library Association Conference to be held virtually from October 12-14, 2021 for Brandi Smits, Erin Fixel, Becky McCormack, Theresa Hildebrand, Laura Larson, Patrick Deitche, Beckie Crume, Wendy Xie, Carrie Jourdan, Paul Rubio, John Burke, Katie Allan, Natalie Finlon, and Jenna Schwartz in the amount of \$1750 – For Action

Treasurer McMillan motioned to approve the registration cost for the 2021 Illinois Library Association Conference to be held virtually from October 12-14, 2021 for Brandi Smits, Erin Fixel, Becky McCormack, Theresa Hildebrand, Laura Larson, Patrick Deitche, Beckie Crume, Wendy Xie, Carrie Jourdan, Paul Rubio, John Burke, Katie Allan, Natalie Finlon, and Jenna Schwartz in the amount of \$1750. Secretary McShane seconded.

Library Director Adamowski stated ILA has planned an all-virtual conference. Programs have already been posted so staff are able to choose ahead of time which they would like to attend. Youth Services Manager Smits will be presenting on passive programming for children. Trustee Healy asked if they will be filming. Smits did not think it would be filmed since it is a virtual conference and not a webinar. Adamowski would like staff to be on the lookout for a new streaming service that our patrons could be part of. Apple + and Disney + both do not release their programs on physical formats. Smits mentioned that Amazon sells bootleg copies but the library will not purchase them even though it has been requested by patrons. Trustee Healy would like to include that information in the next newsletter. Secretary McShane suggested getting more Amazon Fire Sticks to help fill the gap. Vice President Barcelona said patrons could be somehow directed to free streaming services via their cell phone providers.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Revision to B 4 Patron Behavior Policy – For Action

Treasurer McMillan motioned to approve the Revision to B 4 Patron Behavior Policy. Trustee Kleis seconded.

Library Director Adamowski spoke with Service & Policy Committee Chair Healy about how there has been a gentleman with a political signboard in front of the library during concerts. The policy was amended to state that this type of activity must be conducted at least 15 feet from the library's main entrance.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for the Orland Park Public Library to delay opening on September 10, 2021 for staff training until 11:00 a.m.

Trustee Kleis motioned to approve the Orland Park Public Library to delay opening on September 10, 2021 for staff training until 11:00 a.m. Secretary McShane seconded.

Library Director Adamowski stated Youth Services Manager Smits and HR Generalist Boreham received a Diversity, Equity, and Inclusion fully funded grant. LaTonya Wilkins will present the program “How to Be an Exceptional Ally” on September 10 from 9:30-10:45 a.m. and will be open to all RAILS libraries. The recording of the program will be available for one week only so that any staff who were unable to attend will have a chance to view it.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Barcelona acknowledged all staff with anniversary milestones. Library Director Adamowski told the trustees that former Library Director Weimar had recently become a grandmother. Communications Manager Boyd talked about how the 2016 READ poster campaign is being relaunched and asked the trustees if they would like to participate by having their pictures taken of them reading a book. During the campaign a new picture will be released each day on social media and will highlight the trustee, new Library Director Adamowski along with other various local officials such as the fire chief, mayor, police chief etc. to show that no matter what the political climate is, we can all come together to encourage kids to read.

Announcements

Secretary McShane motioned to adjourn the meeting and it was seconded by Trustee Kleis seconded.

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:19 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson