

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 20, 2021

The meeting was officially called to order by Joanna Leafblad, President at 7:00 p.m.

Call To Order

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

Roll Call

Members absent:

Staff present: Mary Adamowski, Library Director; Ross Kimmey, Finance Manager; Anthony Andros, Assistant Library Director; 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 August 16, 2021 minutes. Trustee Kleis seconded.

Minutes

Treasurer McMillan asked if the library voicemail was activated yet and if accessing the messages via email was an option. Library Director Adamowski stated the voicemail had been reconnected. IT Manager Degner stated accessing voicemail via email is not an available option. Treasurer McMillan asked if the library had received the benchmarking survey. Library Director Adamowski and Finance Manager Kimmey replied yes, and Adamowski said she will mention it in the Librarian's report, as well as give further detail at the upcoming Personnel Committee meeting.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Steve Newman, Maintenance Superintendent. Library Director Adamowski introduced Maintenance Superintendent Steve Newman to the trustees, and thanked him for the hard work he has done over the years at the library. Adamowski continued that Newman was instrumental during the recent renovation project and the Wight & Co. CM, as well as the subcontractors relied on Steve's knowledge of the building and its workings. Adamowski also stated Steve has taught her so many things over the years as they worked together and she is now looking forward to the new Assistant Library Director Anthony Andros and Maintenance Superintendent teaming up to keep the building in its best working condition. The trustees thanked Steve for his work and loyalty to the library.

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 8/17/2021-9/20/2021. Trustee Kleis seconded.

Payment of Bills

Treasurer McMillan asked about the payment to HUB. Finance Manager Kimmey stated the payment to HUB was for the Treasurers Bond payment. Treasurer McMillan inquired about the two payments to Neviol. Library Director Adamowski replied the billing for two months' worth of work arrived and were paid in one month. Treasurer McMillan also inquired about the payments to Soil and Material Consultants, Inc. Wingren Landscape, Inc. and Shorewood Home & Auto Inc. Library Director Adamowski stated the asphalt proof roll testing was done by Soil and Material Consultants, Inc., mulch was spread around the library grounds by Wingren Landscape, Inc. and Shorewood Home & Auto Inc. is the company in which the new snow tractor is being purchased. Treasurer McMillan acknowledged the payment to Klein Thorpe and Jenkins was higher than usual. Finance Manager Kimmey stated it was due to PTABs and revisions to library policies. Trustee Healy asked about the Automation Maintenance billed amount of \$3,240. IT Manager Degner stated he will look into it. Trustee Healy also asked about the Postage billed amount. Library Director Adamowski stated the Newsletter had been mailed out recently.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Vice President Barcelona motioned to accept the Treasurer's Report for August 2021. Secretary McShane seconded.

Treasurer's Report

Treasurer McMillan commented on the transfer of funds from the PMA Financial Construction account to the PMA Financial Operational account. This is item number two under New Business. Finance Manager Kimmey stated the resolution was done due to having excess funds remaining from the renovation project. Trustee Healy asked a question in regards to the fact the library budgeted a smaller amount than what was granted from the State of Illinois Per Capita Grant. She inquired as to whether or not this was allowed, to which Library Director Adamowski confirmed that it was indeed allowable.

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

Motion passed. 7 ayes, 0 nays, 0 absent

The Market Benchmarking & Compensation Project conducted by HR Source has been completed. Administration received the results today and the plan is to read through the information this week. The Benchmarking Taskforce, which consisted of Director Adamowski, Adult Services Manager Katie Allan, Patron Services Manager Theresa Hildebrand and Finance Manager Ross Kimmey, reviewed and slightly revised the 40 job descriptions within the library. Those descriptions were then reviewed by Kathryn O'Connor of HR Source and were used to benchmark the positions to current, valid, and reliable compensation survey data. During her study, Kathryn paid particular attention to the requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties being performed by each job. This study will assist Administration when the salary line items are reviewed for FY Budget 2022. More information will be available at the October 4th Personnel Committee meeting.

Librarian's Report

This is the time of year that Administration and managers are extremely busy due to preparing budgets, benchmarking, performance evaluations, and the start of fall programming. Performance evaluations were due to HR Generalist Jill Boreham on September 10 who will review them before sending them to Library Director Adamowski for review. Adamowski will then meet with the managers to discuss the assessments. During the month of October, managers will be meeting with each of their staff to discuss their progress this past year, and finalize their goals for them to accomplish September 2021 through August 2022. Administration and Boreham are researching other evaluation formats in which the library can create a performance evaluation form that can be more tailored to the various jobs throughout the library. Some of the core competencies are easier to evaluate for some jobs more than others.

Local author Kathleen Rooney visited the library for a live, in-person talk about her newest novel, *Cher Ami and Major Whittlesey*, set in World War I. Adult Services Manager Katie Allan gave a brief summary of Rooney's book and presentation. Allan reported she was pleased with the audience turnout which was near 20 patrons.

On September 10, the library staff viewed a presentation by LaTonya Wilkens entitled *How to Be an Exceptional Ally*. Brandi Smits and Jill Boreham applied for the EDI grant offered through RAILS and were awarded the full grant amount of \$2000. As a stipulation of the 90-minute presentation, it was to be made available to all RAILS libraries. 119 library staff viewed the presentation over Zoom, including 43 OPPL staff members. Ms. Wilkens has given the library permission to have the link available until the end of October. On September 10, the library had a delayed opening which allowed staff to view the presentation.

As mentioned in last month's report, Administration and Katie Allan received numerous comments about the lack of electrical outlets on the south end of Adult Services so patrons can power up their devices. The Adult Services staff did some shifting, Maintenance Superintendent Steve Newman took down some shelving units, and study carrels were placed in the area where the CD collection used to be. Many of the students who study at the library head to the north end of the department where there are plenty of outlets, so it is nice to see them discovering and using the new area.

In a joint department effort, Youth Services Librarians Darnetta Bolton and Alex Pappas, along with Outreach Services Assistant Duke Phelps, represented the library at the Orland Township Back to School Health Fair earlier this month.

Communications Manager Boyd spoke about the READ posters campaign. New posters of local officials are being posted one per day on social media at 2:00 p.m. every day in September along with print versions in Youth Services.

Assistant Library Director Andros stated that a \$1500.00 down payment was made to Shorewood Home & Auto, Inc. This was for a John Deere snow tractor to guarantee the library would have one by December. The old one is eighteen years old, and it would have cost nearly as much to repair it than to invest in a new one. The final cost is \$5343.35.

Trane installed a new return fan motor on one of the air handlers.

As mentioned in last month's report, BoilerSource installed a new motherboard and step motor board for one of the two boilers. The second boiler is malfunctioning now. Steve has ordered a new air fuel valve through Air Comfort and it is scheduled to arrive within the next two weeks.

Administration met with Debi Ross of Inside Looks to discuss the themes for the library's three holiday trees. She is proposing the lobby tree have a Polar Express theme; Room 104 tree will have a gingerbread house theme to reflect the Gingerbread House competition the library is having on December 16, and the tree on the 2nd floor near the fireplace will be decorated with snowmen. She plans to put the trees up just before Thanksgiving.

In terms of Maintenance Helpdesk tickets, there were twenty-two closed in July and fourteen in August. Assistant Library Director Andros also mentioned there are regular occasions when work is not documented through the Helpdesk system.

Wingren Landscaping installed mulch within the library grounds as they do every other year.

Maintenance Superintendent Steve and Maintenance Assistant Eric Hill changed the light bulbs on the outside of the building, mostly in the plaza.

Eric Hill resigned his position effective towards the end of September as Maintenance Assistant. He is pursuing a full-time union apprenticeship, and he will be greatly missed by Steve and the entire staff. Eric has been a true team player, had a full balance of technical knowledge, muscle, and exemplary customer service to staff and patrons. This future vacancy is a 25-hour IMRF position that will be posted this week.

Treasurer McMillan asked about the cost of the decorations for the Holiday trees this year since the upfront cost last year was so high. Director Adamowski is negotiating with Inside Looks and mentioned that the Backyard will have mums and other seasonal plants planted all around it soon.

Trustee Healy asked about the OCLC database total search statistics being down from 4,823 to 18. Adult Services Manager Allan thought that this must be a reporting error on OCLC's side and she is in contact with them to rectify the problem.

Patron Services Manager Hildebrand stated the Library of Things or LOT will be launching in January and will ideally have an expense budget to make purchases from since not many items have been donated. Library Director Adamowski stated the results of the Library of Things survey will be sent to the Board of Trustees.

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

Finance Manager Kimmey stated the first draft of the 2022 budget has been completed and he summarized some of the highlights. A higher grants amount was projected due to an increase in state rate and the 2.2% increase in the Orland Park 2020 census number. A higher amount was projected for Non Resident fees and Impact and Replacement taxes since they have been running at a higher rate than budgeted this year. The Other Sources Special Reserve revenue line is the estimated amount necessary for the replacement of the two boilers. Total Revenue/Sources of funds is projected to be .8% higher than last year. New Expense line items are being added to show detail for investments in areas such as Ebooks, Digital AV, Library Of Things, and Library Wide Initiatives and they do not have general ledger account numbers assigned yet. IT resource investments are increasing in line with the addition of IT Manager Degner and his improvement suggestions, as well as to ensure back-end infrastructure remains optimal, particularly as several servers are nearing end of life. Commercial insurance amounts are projected higher due to continued hardening of the insurance market due to COVID-19, etc. The Patron Program and Events expense line is being increased due to an expansion in the services being offered by the Adult, Youth and Outreach Services departments. The replacement of the two boilers is listed under 2022 Boiler Replacement Project since Special Reserve funds will be utilized to pay for this project.

Approval for the Orland Park Public Library to close on December 3, 2021 for annual staff In-service Day – For Action

New Business

Treasurer McMillan motioned to approve the Orland Park Public Library to close on December 3, 2021 for annual staff In-Service day. Secretary McShane seconded

Library Director Adamowski stated In-service Day is an all-day staff training that is usually held on the Friday of The Taste of Orland event. This year it was moved to December because of COVID-19 concerns. It will incorporate a de-escalation demonstration and service animal training along with other beneficial training for the staff. Adamowski hopes to schedule In-service 2022 in the fall.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Adoption of Resolution No. 2021 – 08 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of \$82,597 from the PMA Financial Construction account to the PMA Financial Operational account – For Action

Treasurer McMillan motioned to adopt Resolution No. 2021 – 08 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the PMA Financial Construction account to the PMA Financial Operational account. Secretary McShane seconded.

No discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Library Director Adamowski stated the Orland Park Public Library Capital Plan was included in their board packets. Treasurer McMillan asked if the amounts would stay the same until they are adjusted. Finance Manager Kimmey stated yes and that after the second half of the roof is completed being repaired in 2023 there are no other large expenses foreseen. President Leafblad acknowledged all staff with anniversary milestones.

Announcements

Vice President Barcelona motioned to adjourn the meeting and it was seconded by Secretary McShane.

Adjournment

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

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 7:44 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

