

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 18, 2021

The meeting was officially called to order by Joanna Leafblad, President at 7:09 p.m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Elan Kleis, Trustee; Charles McShane, Secretary

Staff present: Mary Adamowski, Library Director; Anthony Andros, Assistant 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; Jill Boreham, HR Generalist

Treasurer McMillan motioned to approve the September 20, 2021 minutes. Vice President Barcelona seconded.

Minutes

Treasurer McMillan asked if there was any new information regarding the OCLC statistics reporting error. Adult Services Manager Allan stated she is still working with OCLC. Technical Services Manager Xie stated OCLC had recently changed servers and a new link was needed in order to obtain the correct figures. November statistics should show if the statistics were corrected for October.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; 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 9/21/2021-10/18/2021. Vice President Barcelona seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Change Coaches. This was the payment for an EDI staff training webinar by LaTonya Wilkins that was sponsored via a RAILS grant. Trustee Healy asked about the payment to Thomas Kaszulanis. Outreach Services Manager Kleiva stated that payment was for a September program entitled Diving Into Sea Shanties.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan motioned to accept the Treasurer's Report for September 2021. Vice President Barcelona seconded.

Treasurer's Report

Treasurer McMillan inquired about the Real Estate tax revenue. Finance Manager Kimmey stated the Library has received \$1,650,000 currently and is on pace for 99% to be received by year end.

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

Motion passed. 5 ayes, 0 nays, 2 absent

During the week of Oct 11, 14 staff members attended the Illinois Library Association virtual conference. The theme this year was Breaking Down Barriers, Building Up Communities. Staff were able to login to participate in the various sessions, as well as view the keynote speakers and visit the many exhibitors. Youth Services Manager Brandi Smits presented a session entitled Passive Programming: Through the Pandemic and Beyond.

Librarian's Report

September was National Library Card Signup Month. 278 brand new library cards were issued to Orland Park residents. Each Tuesday during the month, staff manned The Librarian is In booth in the lobby and answered questions for patrons while handing out OPPL swag.

Patrons are enjoying the fall programs that the various departments have been offering. Diving into Sea Shanties was a hit with those lovers of the sea shanties and work songs.

On Oct. 2, we had over 74 patrons attend the library's first Cat Café. Cat lovers were able to meet kittens and older cats and many found their forever home. A program presented by a veterinarian from Palos Animal Hospital was done before the Cat Café to let patrons know the needs and necessities before adopting a pet. Outreach Services Manager Kleiva stated there are a lot of animal related upcoming events including: bunny education, bunny adoption, dog adoption, along with goat yoga in the Backyard.

Writer's Group is back and our patrons are thrilled! Adult Services Librarian Helen Kametas meets with the group on the first Tuesday of each month as they read and discuss each other's masterpieces.

The library is looking forward to the upcoming virtual Zoom author visit with Chris Bohjalian on Wednesday, Oct. 27. His recent books include The Flight Attendant, The Guest Room, and his newest release The Hour of the Witch. Libraries across Illinois will join together for this event thanks to the Director at Palos Heights Public Library who arranged it.

Baby Subscription Boxes are a brand new service that Youth Services is offering. Youth Services Manager Brandi Smits showed a picture of the thematic boxes, created by Preschool Services Coordinator Stephanie Thomas, and explained how they are checked out to patrons who will enjoy board books, a small craft or activity, and a little something extra. The patrons return the library books and keep everything else.

OPPLcon Fan Fest returns in person on Oct. 23 from 10 a.m.-4 p.m. Artist's Alley, a special storytime, crafts, superhero training and an all new Pokémon hunt in the Backyard will help the kids, teens and adults immerse themselves in pop culture.

The Tweens will be Ghostbustin' at the Library on Oct. 24 from 10-11 a.m. Tweens, grades 3-5, will help Teen Librarian Erin Fixel and Youth Services Reference Librarian Vanessa Fernandez investigate the paranormal occurrences at the library.

Things have been busy in IT. In-person classes are popular, especially the Microsoft sessions. In November, the IT staff will showcase some of their equipment in the Tech Center: A Cricut craft program will be held on Nov. 6 and a beginner class showing patrons how to use the Glowforge machine will be Nov. 15.

The library has been invited to participate once again in the Village's Holiday Festival and Tree lighting event on Sunday, Nov. 28. Youth Services Reference Librarian Alex Pappas does a great job entertaining the little ones with holiday stories. New this year is a parade to kick off the event. The library plans to have Snowflake and the library van in the parade.

Adult Services Manager Katie Allan emailed Library Director Adamowski several articles concerning the slowdown in book publishing due to the global supply chain delays. It is not a shortage, as much as it is a delay due Covid 19-related bottlenecks. There is a paper shortage, a lack of workers and port congestion. The library staff will stay ahead of ordering and processing of materials so hopefully patrons will not be affected.

Assistant Director Anthony Andros stated we are awaiting a final estimate for the boiler replacement. Johnson Controls required an upgrade to our burglar alarm panel which communicates to their monitoring center. The communication device currently uses a 3G signal. Cellular carriers are phasing out 3G/4G as a supported standard and are moving toward an LTE signal. Johnson Controls installed the new device on Oct. 12. The one-time installation fee is \$840.00. It is not covered by our typical maintenance contract.

Anthony Roofing visited Oct. 18 to measure to replace flashing. There should be no cost for this work since this is follow-up to work already completed.

We are receiving quotes this week to repair the concrete base around the bollard that was bumped by a car. We had already recouped \$750.00 from the patron.

We had 17 Maintenance Helpdesk Tickets in September - all are closed, and we continue to have much more work than that completed throughout the month.

Interviews begin this week for the vacant Maintenance Assistant position. This a 25-hour IMRF position.

The aerator needs to be removed soon to prevent damage from winter weather. Maintenance Superintendent Steve Newman may need to hire a company to assist him this year. With no Maintenance Assistant on staff yet, and with the installation of the Backyard, the removal will be more difficult.

Our elevator inspections were recently conducted, and we are very happy with Colley's service compared to that of Schindler Elevator.

debi Ross of Inside Looks provided a final proposal for decorating trees for the Winter Holidays. Her company would be decorating two trees, one in the lobby and one in Room 104. Maintenance staff would be setting up those trees prior to the decorating. Library staff also set up and decorate an existing third tree upstairs near the fireplace or putting up wreaths. The lobby tree would display a Polar Express theme. The new gingerbread tree would be in Room 104 and would be connected with our gingerbread house competition. After a few weeks of conversations, Ms. Ross is offering about half of what last year's costs were and the total work is to come in at a maximum of \$6,000. This total includes 50% off labor, gratis work to decorate our lobby near the pick-up holds shelves, donation of four gingerbread libraries as prizes for our competition, and the materials would be used for future holidays. She is proposing this with the idea of next year's price would include full labor costs totaling \$6,000, use exclusively of existing materials, and once those rotate through the Library the next couple of years, an investment in more materials would be purchased as needed. She is proposing costs would likely increase at \$500 per year. Trustee McMillan recalled from last year's meeting that last year's purchases with Inside Looks was meant to be an investment to ensure much lower costs moving forward. Trustees Lindbloom and Healy expressed concern that the price seemed high. The Library is to proceed with the \$6,000 cost for this year, but Trustee Healy suggested the Library receive other bids going forward.

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

- a. Approval of the minutes from the October 4, 2021 Personnel Committee meeting – For Action
Treasurer McMillan motioned to approve the October 4, 2021 Personnel Committee meeting minutes. Vice President Barcelona seconded.

Personnel

No discussion.

- b. Recommendation(s) to the Board of Library Trustees for the 2022 Salary Schedule – For Discussion

Communications Manager Boyd gave a presentation about how Library staff recently participated in a single question survey answering the question, “Why do you like working at the Library?” A Word Cloud was created from the survey responses and was displayed. A Word Cloud is a way to quickly express trends in a data set. The bigger words and phrases represent words and phrases that were repeated the most often. The Library, Co-workers being great or friendly, and helping patrons were mentioned the most.

Treasurer McMillan recapped the discussion during the Personnel Committee meeting on Oct. 4 and stated that the benchmarking compensation project had been conducted by Kathryn O’Connor of HR Source and that Finance Manager Kimmey had put together a corresponding Salary Schedule containing all 39 job titles and 14 pay grades along with a minimum, midpoint and maximum for each pay grade. By utilizing HR Source, the Library can ensure all employees are within 95% of the midpoint of the Salary Schedule. The figures have taken into account the \$15 minimum wage legislation for 2025 and the subsequent need to feather-up certain positions due to salary compression. McMillan continued and stated it is very important that the Library remain competitive with salaries in order to be able to retain and attract staff. The 2022 Salary Schedule reflects a 2.6% increase across the board. All Library managers have been grouped together into pay grade P. A couple of open pay grade slots have been created to make room for future changes as job descriptions are modified and/or to adjust for market fluctuations in the future.

- c. Recommendation(s) to the Board of Library Trustees for the staff benefit (health insurance) costs allocations for 2022 – For Discussion

Trustee McMillan stated there is a 1% projected increase for employee contributions in 2022 and referred to the three documents illustrating three potential health insurance breakdowns showing a 10%, 14% and an 18% increase for Medical for the HMO, HSA PPO and BCO PPO (no increases for Vision or Life). Dental increases were projected at 10%, 12% and 14%. The exact increase amount is still unknown. The Board felt this structure was very fair.

- d. Recommendation(s) to the Board of Library Trustees for the staff merit raises (0—5.5%) for 2022 – For Discussion

Director Adamowski stated last year the staff merit range was 0-5% and that this year, as with last year, it is purely a merit raise based on staff performance evaluations which have been reviewed by herself and HR Generalist Boreham. Trustee Healy asked if a new evaluation would be used for next year. Director Adamowski is looking into a possible quarterly type of evaluation process that would include a focus on customer service to be included as a performance measure for those positions that interact with patrons. President Leafblad reiterated that the staff merit raises are not a cost of living increase. Administration agreed.

e. Recommendation(s) to the Board of Library Trustees for the proposed staff benefit changes for 2022 – For Discussion

Director Adamowski started the discussion by stating vacation time is now more clearly defined in the Employee Handbook. For new hires, vacation time has been prorated, Jan-March 100%, April-June 66%, July-Sept 34%, Oct-Dec 0%, and will be on a calendar year basis now, rather than service year. The Library Director and Assistant Library Director vacation days would be changed to 20 days to start, then increase 1 day per year not to exceed a total of 25 days. All managers will receive 15 vacation days to start, then increase by 1 day per year not to exceed 20 days total. Other full time positions would be changed to 10 vacation days to start, then increase by 2 days per year not to exceed 15 days total. A maximum of 5 vacation days will still be allowed to carry over into the next year for full-time staff. Director Adamowski encourages the library staff to utilize their vacation time during the year. Treasurer McMillan thought Library staff in general receive a lot of vacation, personal and sick time off. Vice President Barcelona stated the time off offered was normal for the public sector. Finance Manager Kimmey has researched other surrounding libraries and found that they have similar or sometimes even more generous time off benefits. Treasurer McMillan distinctly understood the difference since he is in the private sector and accepted the proposed staff benefit changes. Trustee Healy asked about sick time off. HR Generalist Boreham stated no sick time is paid out when an employee leaves the Library. Boreham also stated 36 days can be carried over for full time staff and any sick time above that amount is reported to IMRF for retirement benefit purposes. Part time employees will receive 3 hours per month instead of 1 hour accruing to a maximum of 36 hours. Director Adamowski stated part time employees will now receive 4 hours of pay for Labor Day and Thanksgiving Day beginning with the third calendar year of employment. Treasurer McMillan stated although he didn't want to change anything, he would like it to be considered in the future to allow part time employees to receive Christmas Eve as well from the start of their employment. Finance Manager Kimmey confirmed he had talked with the attorneys at KTJ, and they found no legality issues with the proposed alternative HSA payments for employees who are ineligible for HSA payments.

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

Treasurer McMillan stated there was a 4.25% proposed Levy Increase and noticed the over 250% increase to the non-resident fees revenue line. Director Adamowski stated a nonresident can obtain a Library card if desired and the Library utilizes the tax bill method to calculate how much they are charged. This amount corresponds to the amount an Orland Park resident pays on their tax bill. Patron Services Manager Hildebrand stated the average amount for a non-resident card was approximately \$175-\$300. Adamowski is looking into attracting more non-residents with a 6 month or 9 month Library card. President Leafblad thought a monthly payment subscription plan could be another option. McMillan thought going to a quarterly non-resident Library card payment might be best and also commented on how the attendance statistics appeared to be down. Hildebrand stated the systems in place to count patrons had been giving very erroneous counts and was not in sync with previous months. Possible reasons for a decreased amount of patrons could however have been the recent Back-to-School adjustment, along with unseasonably warm weather. Finance Manager Kimmey stated there were new expenditure accounts added: Books-Ebooks, Digital-AV, Library of Things, Library Wide Committees. The Audio Visual Equipment expense account is a lot lower than last year since the renovation has been completed and the Building & Custodial Supplies account was also reduced since the Library had already obtained a good stock of COVID-19 PPE supplies. The Unemployment Compensation expense account has been lowered since it is based on actual payments and regular

payments are not required to be paid into the system. A few of the expenditure accounts, Electronic Databases, Periodicals, and Physical-AV have had their account numbers changed in order to have them be placed next to similar categories. IT Manager Degner stated the Automation- Equipment expenditure line was raised because of the 4 server hosts that need to be upgraded due to their warranties expiring, along with the need for new iPads in the Youth Services department and iMacs in the Tech Center, neither of which are able to get the latest iOS operating system security updates due to their old age. The Tech Center will also be purchasing a high capacity paper shredder to facilitate patron requests for this service, and has the capacity to shred 45 pages at once.

Konica Minolta printer/copier leasing program – For Discussion

New Business

IT Manager Degner gave a presentation on Managed Print Services (MPS). MPS companies are external providers used to optimize a company's document output. Quotes from Konica Minolta, Elite Document Solutions and CDS Office Technologies were received. The Library currently utilizes Konica Minolta for the main copier machines. Included in the five year contract would be: maintenance, staples, toner (unlimited), device setup, in person training sessions and a penetration (security) test. The fact that patrons pay for copies makes it very important to have machines that function well and will help offset the cost of the lease since any printing above and beyond what is normally done will be free of cost to the Library. The cost of the contract is comparable to the current cost, although there will be six less printers total throughout the Library. Degner recommended Konica Minolta for MPS. Trustee Healy would like to see if there is an option for a three year contract and would like Image Tech and Impact to be contacted for quotes.

Approval of 2022 Salary Schedule – For Action

Treasurer McMillan motioned to approve 2022 Salary Schedule. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the staff benefit (health insurance) cost allocation for 2022 – For Action

Trustee Lindbloom motioned to approve staff benefit (health insurance) cost allocation for 2022. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the staff merit raises for 2022 – For Action

Treasurer McMillan motioned to approve staff merit raises (0-5.5%) for 2022. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for the proposed staff benefit changes for 2022 – For Action

Treasurer McMillan motioned to approve staff benefit changes for 2022 (the HSA payment change will be effective for 2021). Vice President Barcelona seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

2021– 2022 Strategic Plan update – For Discussion

Adult Services Manager Allan provided a slideshow update on progress on the Library's 2021-2022 Strategic Plan. She spotlighted the dementia education video series now available on the Library's YouTube page as well as the very popular caregiver support group that recently debuted. Allan spoke about reading engagement initiatives, such as highlighting local book clubs, the unboxing video series, and promotion of the 100 Books Before High School challenge. Allan also highlighted the virtual tour of the Library's renovation, the new social story on the Library's autism page, the Little Free Panty, the RAILS EDI training webinar for staff entitled: How To Be An Amazing Ally, and the staff-produced customer service training video. Allan will present the next update and an updated document to the Board of Trustees at the December meeting.

President Leafblad acknowledged all staff with anniversary milestones.

Announcements

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

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 9:13 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson