

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 15, 2021

The meeting was officially called to order by Christian Barcelona, Vice President at 7:03 p.m.

Call To Order

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

Roll Call

Members absent: Joanna Leafblad, President

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; Laura Larson, Assistant Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager; Jill Boreham, HR Generalist

Trustee Kleis motioned to approve the October 18, 2021 minutes. Secretary McShane seconded.

Minutes

Trustee Healy asked for an update on the Johnson Controls required signal upgrade that was completed Oct. 12. Assistant Director Andros stated Johnson Controls had completed the signal upgrade and it is now receiving the 5G signal. IT Manager Degner clarified the library is not broadcasting a 5G signal but patrons can receive the signal from various cellular carriers if they have a capable device.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 10/19/2021-11/15/2021. Trustee Lindbloom seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Aspen Tree & Turf Care, Neviol and AtoZdatabases. Director Adamowski stated an arborist from Aspen Tree is tending to the surrounding diseased trees. Assistant Director Andros stated Neviol completed 2 coats of waxing of the nurazzo and rubber flooring. Adamowski stated the AtoZdatabase is a new reference and marketing database. Trustee Healy asked about the payment to Air Comfort Corporation. Andros stated the boiler was in need of a new air fuel valve to keep it functioning.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Treasurer's Report

Treasurer McMillan inquired about the real estate tax revenue. Finance Manager Kimmey stated there may be two more disbursements received from Will County by year end and that the amounts tend to be smaller towards the end of the year. Kimmey confirmed that close to 100% of the tax receipts should be received by year end.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Assistant Library Director Andros, Youth Services Manager Smits, and Library Director Adamowski had a Zoom conference call recently with Wight & Co. CM George Gardner, and architects Lisa Schmidt and Patty King. They informed us that the Orland Park Village Planner was not satisfied with the loose gravel product that is under the water table in the Backyard because it is not a stable surface. It must be changed to ensure ADA compliance. The three options given included replacing the gravel with mulch, installing pavers, or using another gravel product that is coated with an adhesive so it stays in place. The mulch that has been installed in the Backyard scatters in different areas, and pavers can be slick when wet. The most viable option seems to be the coated gravel product. The library is still waiting for a cost proposal from Wight. Smits also pointed out that the drainage hole needs to be raised as it is eroding from the water. Currently the occupancy limit is 49 patrons, which allows us to have one egress gate. In order to have the occupancy raised to a much higher number, the library will need to install another egress gate to pass code, which is planned for next year.

Librarian's Report

Library Director Adamowski has been in contact with three signage companies in regards to a cost proposal for creating the renovation dedication plaque. At this time, Adamowski has not heard back from two of them, but Brandon Esparza from One Up Signs, who creates and installs all of the library signage, emailed that he will have the proof and proposal given to the library shortly.

At a recent Polaris meeting, the Management Team discussed ways in which the wait time for e-books could be reduced. The pandemic opened the eyes of the community and they discovered the library's e-resources, but it can be disheartening to patrons when they place a hold on an e-book and the wait time is incredibly long. Adult Services Manager Katie Allan further explained that currently patrons are able to check out 10 e-books and place 5 e-book holds. This could potentially allow several patrons to have numerous bestsellers downloaded at one time, which in turn delays the turnover rate. One solution the team decided upon was to reduce the checkout limit to five books. This should reduce the amount of popular titles that patrons can have checked out at once and reduce the bottleneck of holds. Library Director Adamowski explained the board does not need to take action in order for this loan rule change to take effect. The trustees agreed this was a good solution, and staff should monitor to see if the reduction in checkouts helps. Trustee Lindbloom suggested that a social media post on the topic may help.

Trustee Healy recently mentioned to Director Adamowski that the amount of continuing education included in the monthly department reports was long and repetitive. Adamowski said the Management Team is in discussions on how to redesign the monthly report so they are more visually appealing and still quite informative.

Director Adamowski mentioned that all Orland Park households have received the library's mailer recently sent letting patrons know the library is fine free as of June 1. A list of materials that do incur fines, which is mainly the electronic devices and Lucky Day collections, was given along with a positive message that all are welcome to enjoy the materials.

The managers submitted their program copies to Communications Manager Jackie Boyd on Friday for the January - May 2022 newsletter. Graphics Assistant Kristen Holding and Boyd will be working hard on getting the newsletter created and printed so it will reach homes by January 1.

The Orland Park Chamber of Commerce held its membership meeting on October 27. It was great to see Community Engagement Manager Sarah Kleiva, Adult Services Manager Katie Allan and IT II Dan Williams talk about the various services the library has to offer. Kleiva started out the presentation speaking about the library's Corporate Card and how easy it is for business owners to receive one. Allan next spoke about library databases, in particular AtoZdatabases, which is a premier reference and marketing database that provides details on businesses and households within the U.S. Williams shared his knowledge about LinkedIn Learning, which is a database that allows access to over 16,000 expert-led, online tutorials to help patrons learn business, software, technology, and creative skills to achieve professional and personal goals. There were many questions from the audience and many comments about how they did not know the library offered so much.

Library Director Adamowski mentioned fall programming has been going great and she shared some highlights: OPPLcon, the library's annual fan fest, was held on Saturday, October 23 with over 600 patrons enjoying the fun such as Chalk the Walk, green screen photos, Artist's Alley, in which eight artists sold their artwork, super hero storytime, super hero training games, a Star Wars Eye Spy Room, adult trivia and the Pokémon Scavenger Hunt in the Backyard. She shared it was like pre-pandemic times seeing the library filled with patrons of all ages, even a few Ghostbusters, Thor, and Belle from Beauty and the Beast were here. A big thanks to Teen Librarian Erin Fixel and Youth Services Librarian Vanessa Fernandez for coordinating this very successful event.

Fixel and Fernandez must not have slept that night because the next morning they were Ghostbustin' in the Library with 10 tweens, grades 3-5, who were checking out the paranormal activity at the library. This event was offered before the library opened and the tweens had a blast.

Another great event was the Murder Mystery Party, which was offered after the library closed on Saturday, October 30 at 7 p.m. 38 patrons came to solve the mystery of how Library Director Mary "Adams" turned up dead in the library and now it is up to the investigators to solve who committed the murder. Adult Services Assistant Manager Natalie Finlon planned the event and Adult Services Manager Katie Allan helped in making sure all of the clues were carefully placed. The library hopes to see this event return on an annual basis. Allan mentioned to Adamowski that many of the patrons who attended were not regular users and many brought their friends from other communities to enjoy the evening.

Study room occupancy was raised from two to four upstairs. Youth Services occupancy will be expanded on December 1.

Outreach Services offered Chair Yoga on Wednesday, November 3 at noon. 30 patrons enjoyed the benefits of yoga while seating on a chair, which is a gentler approach to this practice.

Anti-Harassment Training is to be completed by the end of the year. The link will be resent to the trustees so they may access it. A certificate needs to be signed and emailed to Library Director Adamowski.

In the trustee folders, a lunch order form has been included if trustees would like to join the staff during In-service Day lunchtime. Trustees are asked to let Director Adamowski know if they would like to attend the lunch portion of the day.

Assistant Director Andros stated our new part-time Maintenance Assistant began on Monday, November 8. His name is Joe Abraham and Maintenance Superintendent Steve Newman shared that Abraham is doing very well. Abraham is familiar with working in a library, and has had a variety of experience in maintenance, as well as operating equipment.

The library received two unofficial quotes in order to get a ballpark figure of what the two-boiler replacement project will cost. The library has added a little more funds into the latest draft budget in anticipation of the cost.

The library is continuing the partnership with District 135 for the winter salt supply needs.

The library had Anthony Roofing complete work on previously installed flashing. However, even

though the leaks directly above the fireplace have subsided for now, it has yet to be tested with a strong rain with winds from the north. Also, there are a few smaller remaining leaks slightly farther south of the fireplace. Communication with Anthony Roofing continues.

The library's annual insurance inventory process is underway for Industrial Appraisal.

The annual process to comply with the Records Disposal Act is underway.

The library paid Rollins Aquatic Solutions \$550.00 to remove the pond aerator, clean it, test it, store it during the winter, and reinstall it in the spring of 2022.

The Neviol bill was higher than normal this month due to a much needed two-part project for waxing floors: one was for scrubbing the rubber on first floor along with additional 2 coats of special matte finish. The second phase was the scrubbing and application of 3 coats of special Castleguard buckeye wax on first floor tile, stairs, and second floor.

The library had paid an invoice to AirComfort for \$5,398. This includes parts and labor for the air fuel value replacement mentioned in the September regular Board meeting.

Holiday trees will be set up on November 18 and 19. debi Ross of Inside Looks will decorate the trees on Monday, November 22. She has offered to donate a third tree to be placed on the second floor near the fireplace. Administration is seeking rates from other vendors. debi is seeking to sustain the current partnership.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time

No report at this time.

No report at this time.

No report at this time.

**Other Staff
Reports**

**Building and
Maintenance**

Finance

Service & Policy

Personnel

Law

Strategic Plan

**Capital
Campaign
Committee**

Review and Approval of the 2022 Budget and Levy – For Action

**Unfinished
Business**

Trustee McMillan acknowledged the proposed 4.25% increase to the tax levy and stated it is a very small part of the overall bill for Orland Park residents. Trustee Healy wanted to know, since the health insurance premiums were thought to be increasing by 10% originally and came in at 3.25%, where the savings from that was going to be allocated in the budget. Finance Manager Kimmey stated since then ADP has offered their HR services to the library, and the majority of the savings from health insurance premiums went into the HR and Payroll Systems expense line. The new services that are being offered from ADP would help to streamline HR related processes and reduce paper, spreadsheets and costly triplicate time-off forms. Other quotes will be sought. Secretary McShane agreed that it would a good idea and thought other departments would also benefit. HR Generalist Boreham showed a demonstration of how the Plainfield Park District uses a paperless meeting management software called BoardDocs. Everything related to board meetings would be online via the BoardDocs software and trustees would be issued library owned laptops. Boreham will research other vendors and plans on rolling out the new service during 2022. Kimmey stated the Periodicals expenditure line is down due to patrons utilizing online versions via Libby. Trustee Healy asked if some titles were ceasing publications, to which Director Adamowski replied yes. Any additional monies received via grants would be above and beyond the documented amount. The IMRF amount is up from last year due to their 10 year amortization method in which early retirees are paid out. The 2022 boiler replacement project cost has been included into the budget and will come out of Special Reserve funds. Director Adamowski stated the Patron Programs & Events and Public Information budgets were increased due to the Outreach Department participating in more community events and the newsletter being increased to 16 pages. Trustee Healy asked if the library is required to announce any levy increase in excess of 4% to the local newspapers, to which the answer is no.

Printer/copier leasing programs – For Discussion

New Business

Information Technology Manager Degner gave an update on the Printer/copier leasing program. He contacted two additional vendors, Impact and Imagetech (Xerox). Impact doesn't offer unlimited click solutions but Xerox does. Xerox can also roll the current HP fleet into that solution only needing to lease 6 printer/copiers (4 to replace Konica's and 2 to supplement consolidation). Konica will be contacted to see if they are able to provide any additional discounts or offers to close the gap. Both Konica and Xerox allow the cancelation of their service contract if they fail to deliver on their SLAs and the library is unhappy with their service (service contract only not the equipment lease). They also both offer 3 year lease programs but at a higher cost. Trustee Healy thought paying the higher cost is acceptable because the technology changes so quickly and being able to get new machines after 3 years is beneficial.

Approval of the 2021 audit engagement letter from McClure, Inserra, & Co. in the amount of \$13,500 – For Action

Treasurer McMillan motioned to approve the 2021 audit engagement letter from McClure, Inserra, & Co. in the amount of \$13,500. Secretary McShane seconded.

Treasurer McMillan asked what the cost was last year. Trustee Kleis answered the cost for 2020 was, \$14,900 and for 2019 was \$12,300. Finance Manager Kimmey stated due to the renovation the amount was higher by \$1,800 in 2020. For 2021 they have added a 3% increase due to inflation.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Revision to B 17 Exam Proctoring Policy – For Action

Trustee Kleis motioned to approve the Revision to B 17 Exam Proctoring Policy. Secretary McShane seconded.

Adult Services Manager Allan stated the Exam Proctoring Policy is being changed so that services will only be provided to Orland Park Public Library cardholders only. There will be no cost for the service and will be by appointment only, scheduled one week in advance of the examination date. Trustee Healy suggested removing the section on refunds. The B 177 Exam Proctoring Policy was approved as amended.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Revision to the Whistleblower Compliance/Protection Policy – For Action

Trustee Kleis motioned to approve the Revision to the Whistleblower Compliance/Protection Policy. Secretary McShane seconded.

Director Adamowski stated all trustees were provided the current and revised policy by HR Source. Communications Manager Boyd stated the Illinois General Assembly has updated their policy and the library is likewise updating the same. HR Generalist Boreham stated the policy is focused on financial matters rather than sexual harassment and bullying. Trustee Healy clarified that this is an Employee Handbook Policy not a Governance Policy.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* as a requirement for the 2022 Per Capita Grant application – For Discussion

Library Director Adamowski discussed the requirements in order to be eligible for the FY 2022 Public Library Per Capita and Equalization Aid Grant. In order to be eligible, a public library must show that it provides library services which either meet or show progress towards meeting the Illinois Library Standards as most recently approved by the Illinois Library Association. As with last year's requirement, public libraries are to answer a series of questions to determine the status of the library in relationship to *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Adamowski continued that this was the same eligibility requirement as last year and she had instructed her managers to review their narratives from 2020 and write a new narrative explaining the progress made with the goals to be achieved in the upcoming year. Adamowski also mentioned that the Illinois State Library has instructed that libraries may use the Census 2020 data once it is certified. Until then the Census 2010 data will need to be input. Last year the library received \$83,731.33 in Per Capita monies which was used exclusively to purchase materials in all formats. Next, each manager read a short summary reviewing the progress their department has made over the last year.

Vice President Barcelona acknowledged all staff with anniversary milestones.

Announcements

Assistant Library Director Andros mentioned that the library received a FOIA request that had been received by many libraries and organizations in Chicagoland and nationwide seeking pandemic response protocols and communications.

Treasurer McMillian stated he is looking forward to the Orland Park holiday parade on November 28.

Trustee Kleis 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 – absent; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:54 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson