

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

The meeting was officially called to order by Joanna Leafblad, President at 7:18 p.m.

Call To Order

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

Roll Call

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

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; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager; Jill Boreham, HR Generalist

Trustee Healy motioned to approve the November 15, 2021 minutes. Treasurer McMillan seconded.

Minutes

Treasurer McMillan pointed out a grammatical edit. The minutes were approved as amended.

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

Motion passed. 4 ayes, 0 nays, 3 absent

None

Introduction of Visitors

None

Public Comment

Trustee Lindbloom motioned to move into closed session at 7:19 to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Public body or legal counsel for the public body and to discuss the approval of closed session minutes and semi-annual review of minutes from prior closed sessions. Trustee Healy seconded.

Executive Session

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee Lindbloom motioned to resume regular session at 7:45 p.m. Treasurer McMillan seconded.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Treasurer McMillan motioned to accept the payment of bills listing from 11/16/2021-12/20/2021. Trustee Healy seconded.

Payment of Bills

Trustee Healy asked if the account used for payment to Shorewood Home & Auto Inc. was correct. Assistant Director Andros stated the invoice for the new John Deere snow tractor was correctly

assigned to the Landscaping & Groundskeeping account. Healy asked if IDES was the billing for one month. Finance Manager Kimmey stated the IDES invoice covered approximately six – eight weeks. Trustee Lindbloom asked about the two charges to the Village of Orland Park. Andros stated those charges were for the two library elevator inspections. Trustee Healy asked about the \$350 payment to B&R Irrigation, to which Assistant Director Andros replied it was for winterization and shutting down the system. Trustee Healy requested that Maintenance Superintendent Steve Newman open an account on the library’s behalf with a local Ace Hardware since such regular purchases are likely to continue.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee Lindbloom motioned to accept the Treasurer’s Report for November 2021. Treasurer McMillan seconded.

Treasurer’s Report

Treasurer McMillan inquired about the real estate tax revenue. Finance Manager Kimmey stated there may be a small installment from Will County still coming by year end. Trustee Healy thought that the operational expenditures were significantly under budget. McMillan said the levy could be pulled back next year to avoid excess levying. President Leafblad stated that Finance Manager Kimmey is managing expenditures very well and being under budget is not a result of the levy being too high. It was also unknown if all tax revenues would be received. Director Adamowski stated virtual programing and conferences cost less than in-person events. McMillan agreed but added that even though the library is a small part of the total tax bill the percentage increase was high. Kimmey continued once the auditors book depreciation much of the excess savings will be nullified. Kimmey stated the operational savings provides additional funds to be put into the reserve account which is very important for future library projects and improvements. Adamowski mentioned the second half of the roofing project may be upcoming in FY 2023. Assistant Director Andros stated current figures reflect operating expenditures only through November.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Library Director Adamowski reminded the trustees that the library’s Disaster Plan was recently revised. Clear-cut procedures on what to do in case of an emergency such as flooding, gas leaks, etc. provided, as well as contact information for Administration, trustees, and vendors are listed in it as well. Trustees were given their own manuals which they will keep in their residences. A copy of the plan will be emailed to Orland Fire Protection District, Orland Police Department and the Village Manager.

Librarian’s Report

Staff annual In-Service Day was held on Friday, December 3 from 9 a.m.-5 p.m. A representative from Sertoma provided a presentation on de-escalation for all staff. In the afternoon the staff learned the importance of therapy dogs within the public setting and how to approach patrons who visit with their trained animal. The library does see a fair amount of patrons with their service dogs, and staff have now been given insight in how to make them feel welcome. Fifteen staff members received their service awards and were congratulated for their loyal service to the library. The years of service ranged from 5 to 20 years. Those staff members received a service pin, a certificate and a book placed in their honor within the collection on behalf of the Library Board of Trustees. To cap off the day, managers and their staff held department meetings to discuss topics of interest within each department. Committee Chair Kara DeCarlo and her committee members did an enormous amount of work to make this a very successful event.

The COVID Taskforce recently met to discuss the procedures the library has in place for the safety of the staff and patrons. No changes will be made at this time, but the taskforce members are checking the CDC website daily to monitor any changes to their recommendations. The taskforce is creating an

updated form for staff that gives clear guidelines as to what to do in various COVID scenarios such as vaccinated but exposed.

The January—April 2022 newsletter is set to arrive at over 26,000 homes before January 1. The managers and staff have created a great set of programs and services for patrons of all ages to enjoy. Thank you to Communications Manager Jackie Boyd and Graphic Assistant Kristen Holding for creating an inviting newsletter for our patrons.

The library will begin a new service called the Library of Things. This service is a trend that is popular in public libraries—everyday items such as crockpots, musical instruments, and folding tables can be checked out to patrons for their use instead of purchasing them. It was previously mentioned the service would debut in January, but the committee has decided it is better to wait until May 1. This will allow them to purchase more items, as well as seek additional donations from staff. Adult Services Manager Katie Allan and Patron Services Manager Theresa Hildebrand are spearheading this service.

The library participated in the Village's first ever Holiday parade on November 28. The staff was very enthusiastic and signed up to march along as we handed out candy canes and OPPL items along the parade route. Maintenance Superintendent Steve Newman decorated Snowflake and drove in the parade. Outreach Assistant Duke Phelps of Outreach Services made the library van look merry and bright and he drove the van. Other staff who shared in the fun were Assistant Library Director Anthony Andros, Senior Administrative Assistant Aaron Peterson, Technical Services Cataloger I John Burke, Technical Services Assistant Yuliia Kulyk, Maintenance Custodian Vitalli Kulyk and their children, Graphics Assistant Kristen Holding, Youth Services Library Clerk Holly Balasa, Patron Services Clerk April Balasa and Library Director Mary Adamowski.

The library's holiday programming was a huge success. First Santa Claus made many little ones happy during the Holly Jolly storytimes, as well as at the Storywalk event and the Backyard event. Due to inclement weather, the Storywalk and Backyard events were combined. The weather may not have been nice but that didn't stop Santa.

The Gingerbread House competition was held on December 16. There were 4 entries and each one was a winner. Each of the participants received a Gingerbread House Library, which were donated by debi Ross of Inside Looks and a wooden spoon which was engraved using the library's Glowforge unit. Community Engagement Manager Sarah Kleiva plans to host this event again next year, but may tweak it a little bit more to attract more participants.

The Community Concert was held on December 13 and over 70 patrons listened to the musical stylings from students of District 230 and Moraine Valley Community College.

Trustee Healy asked about cake pans being included in the forthcoming Library of Things, and Director Adamowski replied it is very common among libraries.

Assistant Director Andros stated that an Outreach staff member was involved in a minor one-vehicle collision with an easement object while driving the library van. No one was injured, the insurance company was contacted, repair estimates have been received, and the work will be done soon.

Seventeen maintenance tickets were opened in October, all of which are closed, and thirty-five tickets were opened, where one remains open.

The library is seeking assistance in writing a RFP as soon as possible to replace the two aging boilers. We have contacted Ken Fricker at Klein Thorpe & Jenkins, as well as George Gardner from Wight Construction Services.

Shark Shredding arrived on December 17 to destroy applicable library documents. This is done annually as the library adheres to requirements set forth in the Illinois Local Records Act.

The library annual appraisal was submitted to Industrial Appraisal and we are awaiting a reply.

Inside Looks and debi Ross decorated three holiday trees, the upstairs one of which she donated the labor. Patrons and staff have shared many compliments about the trees and have taken many pictures

with their families. Patron Services Assistant Manager Laura Larson stated that one such patron called to ask for an appointment to take a picture in front of the lobby tree using the library photographer, if we had one. Library Director Adamowski stated that one such option for next year is capping the services of Inside Looks at \$6,000 going forward. The board wishes to see estimates of price and scope of work from other local businesses for next year.

At a holiday concert on December 1, The Friends of the Library Board President Donna Boddy presented Assistant Director Andros with a generous check in the amount of \$8,000. Assistant Director Andros accepted the check on the library's behalf as the Friends typically present two checks a year to support library programming. Trustee Healy asked if the library still has a partnership with Discover Books, to which Assistant Director Andros confirmed.

Assistant Director Andros asked the Board of Trustees about what details are helpful and what is not necessary going forward in the departmental reports. President Leafblad stated she prefers the narrative reports. Trustee McMillian stated that he still wishes to see the two statistical graphics, as well as the patron feedback. Trustee Healy stated some of the continuing education information is redundant and that grand totals might be sufficient. Trustee Lindbloom stated she prefers seeing the titles of the continuing education, but that all of the dates are not necessary. Youth Services Manager Smits confirmed that a grand total teen volunteer hours was sufficient. It was agreed by all that the time saved would be valuable without compromising pertinent information. Adjustments will be made in time for January's meeting, and library staff will use any further feedback to continue to refine the report.

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

Printer/copier leasing programs – For Discussion

**Unfinished
Business**

Information Technology Manager Degner gave a presentation on managed print services (MPS). MPSs are being looked into because printers account for 20% of help tickets each year, the high cost of genuine toner cartridges, difficulty replacing printers, along with not being able to track usage and updates. Quotes were received from Konica Minolta, Elite Document Solutions, CDS Office Technologies, Xerox and Impact. The Xerox 5-year unlimited click plan was recommended to the board. The plan will include 6 new machines and the library will keep all other HP printers which will be rolled into the plan. Toner will be included and there will be the ability to add or remove non-leased printers for the same price. There will be a monthly cost reduction of \$625. President Leafblad asked what would happen if one of the HP printers broke. Degner stated Xerox would try to repair the HP printer or a new one would need to be purchased. The six Xerox printers would be replacing the existing Konica Minolta machines. Trustee Healy stated Konica would need to be notified and any hard drives in the printers would need to be removed or erased. President Leafblad thought the recommendation was good since the library would receive new equipment for less money and the board agreed.

Resolution No. 2021 – 10 A Resolution Authorizing the Secretary of the Board of Library Trustees to Make Certain Closed Session Meeting Minutes Available for Public Inspection of the Board of Library Trustees of the Village of Orland Park -- For Action

New Business

Treasurer McMillan motioned to adopt Resolution 2021 – 10 Authorizing the Secretary of the Board of Library Trustees to Make Certain Closed Session Meeting Minutes Available for Public Inspection of the Board of Library Trustees of the Village of Orland Park. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Resolution No. 2021 – 11 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action

Trustee Lindbloom motioned to adopt Resolution 2021 – 11 A Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park. Treasurer McMillan seconded.

The resolution was tabled until the next regularly scheduled meeting.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the PMA 2022 Financial Investment Plan and Cash Flow Projection 2022 – For Action

Treasurer McMillan motioned to approve the PMA 2022 Financial Investment Plan and Cash Flow Projection 2022. Trustee Lindbloom seconded.

Finance Manager Kimmey referred to the Aggregated Analysis document from PMA. He went through the Revenue and Expenditure Analysis bar charts. Monthly Fund Projections through November 2022 and a trend line of Fund Balance from August 2019 through April 2023 were highlighted. A chart of Cash and Investment Balances through December 2023 was highlighted on the second page. Kimmey stated Cook County may be delaying the second installments of property tax bills until late 2022 due to new software being implemented. The current timing and interest rate amounts make CDs not ideal for investment right now, however, rates may increase slowly by the second half of 2022, so CDs will be continuously monitored for investment opportunity.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for the Finance Manager and the Library Director to make appropriate investments within the 2022 PMA Plan in order for the investments to be diversified as recommended by the Library’s investment advisor to the extent permitted by the Illinois Public Funds Investment Act – For Action

Treasurer McMillan motioned to approve the Finance Manager and the Library Director to make appropriate investments within the 2022 PMA Plan in order for the investments to be diversified as recommended by the Library’s investment advisor to the extent permitted by the Illinois Public Funds Investment Act. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the Current Technologies Corporation contract for IT services in 2022 in the annual amount of \$37,440.00 – For Action

Trustee Healy motioned to Approve the Current Technologies Corporation contract for IT services in 2022 in the annual amount of \$37,440.00. Treasurer McMillan seconded.

Information Manager Degner stated more help will be necessary in order to install new hardware, servers and switches.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the revision to the B 9 Circulation Policy – For Action

President Leafblad motioned to approve the revision to the B 9 Circulation Policy. Treasurer McMillan.

Assistant Director Andros pointed out a few revisions to fine language and the B 9 Circulation Policy was approved as amended.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the 2022 Per Capita Grant for the Illinois State Library– For Action

Trustee Healy motioned to approve the 2022 Per Capita Grant for the Illinois State Library. Trustee Lindbloom seconded.

Director Adamowski stated the annual report is due Jan. 15, 2022 to the State Library and that last month all of the library managers reported to the board their departmental improvements. Trustee Healy offered to work with Adamowski on revising a few sections.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of Library Director’s Performance Self-Evaluation from September 1, 2020—August 31, 2021 – For Action

Treasurer McMillan motioned to approve the Library Director’s Performance Self-Evaluation from September 1, 2020—August 31, 2021. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Revision of Staff Performance Evaluations – For Discussion

HR Generalist Boreham gave a presentation on Staff Performance Evaluations. A task force was formed consisting of Boreham, Assistant Director Andros, and Community Engagement Manager Kleiva. Per direction from Director Adamowski the new program should focus on Job Knowledge, Customer Service and measureable Goals and Objectives. There are two formats, one for staff and one for managers, both of which include a self-evaluation and performance evaluation. Samples from other libraries and agencies were reviewed and incorporated. The updated Quarterly Report will utilize goals created at the end of the previous evaluation period, and they are to be achieved in the forthcoming evaluation period. Each goal will include tasks that need to be completed during an assigned quarter. Managers and their staff will meet once a quarter to discuss progress of goals and implement any changes. Quarterly Reports will be included on the annual Performance Evaluation. Treasurer McMillan thought good progress had been made and asked if there were any groups where other libraries meet. Boreham stated there is a HR Roundtable group that meets in Tinley Park but is currently being held over Zoom. Boreham also has a network of HR connections from previous jobs. McMillan thought the quarterly meetings will help facilitate conversation. Boreham agreed and said the quarterly meetings should only be between 5-10 minutes and they are designed to help avoid confusion.

President Leafblad acknowledged all staff with anniversary milestones. Finance Manager Kimmey stated the annual Village of Orland Park TIF meeting was held earlier in December. The University of Chicago, the parking lot, and nearby apartment buildings will be removed from the current TIF. The remaining parcel of land will be put into a new TIF.

Announcements

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

Adjournment

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 9:27 p.m.

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson