

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 17, 2022

The meeting was officially called to order by Joanna Leafblad, President at 7:05 p.m.

Call To Order

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

Roll Call

Members absent: Dan McMillan, Treasurer

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; Outreach Services Manager Sarah Kleiva; Laura Larson, Assistant Patron Services Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Trustee Lindbloom motioned to approve the December 20, 2021 minutes. Vice President Barcelona seconded.

Minutes

Trustee Lindbloom pointed out a grammatical edit. The minutes were approved as amended.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Introduction of Visitors

None

Public Comment

Trustee Kleis motioned to move into closed session at 7:09 to discuss the approval of closed session minutes and semi-annual review of minutes from prior closed sessions. Vice President Barcelona seconded.

Executive Session

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy motioned to resume regular session at 7:24 p.m. Vice President Barcelona seconded.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Kleis motioned to accept the payment of bills listing from 12/21/2021-1/17/2022. Secretary McShane seconded.

Payment of Bills

Trustee Healy asked about the payments to CDW, and ID Label. Assistant Director Andros stated

laptops and tablets were purchased from CDW, and Technical Services Manager Xie stated barcode labels were purchased from ID Label. Director Adamowski stated there was a lot of year end spending on books and ebooks. President Leafblad asked about the payment to Grasso Graphics. Communications Manager Boyd stated that was the fee for the 16 page library newsletter.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Lindbloom motioned to accept the Treasurer’s Report for December 2021. Vice President Barcelona seconded.

Treasurer’s Report

Trustee Lindbloom asked about the \$8,000 gift. Director Adamowski stated the Friends of the Library donation amount was \$8,000. Lindbloom acknowledged the Non-Resident fees were up considerably last month. Assistant Patron Services Manager Larson stated a lot of non-residents came in last month. Trustee Healy asked if a six month Non-Resident Card was being considered. Adamowski stated Patron Services Manager Hildebrand has been on medical leave and the six month Non-Resident Card will be revisited when she returns. Lindbloom asked about the \$11,256 Public Information amount. Communications Manager Boyd stated that was for the newsletter. 100% of tax receipts were received in 2021. President Leafblad acknowledged it was great the library is back over three million dollars available for repairs/renovations.

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

Motion passed. 6 ayes, 0 nays, 1 absent

January is a very busy month for Administration in that various State of Illinois and Illinois State Library requirements need to be completed. The Per Capita Grant Application for 2020 was filed on January 10 with the Illinois State Library. The library used its increased population of 58,703 from the certified Census 2020 results. Normally, the Per Capita Grant funds are received by the library in early summer.

Librarian’s Report

Administration and managers are collecting data to input into the IPLAR (Illinois Public Library Annual Report). By Illinois library law, each library in the state must submit their report or jeopardize losing funding from the Illinois State Library. The report is quite lengthy and covers data including information on trustees, facts about the building, collections, circulation, and staffing. The report is due on Feb. 28, but will be approved at the Feb. 21 board meeting.

The Annual Tax Exempt Affidavit 2022 is due to the Cook County Assessor’s Office by January 31.

The 2022 Illinois State Library Annual Certification is now open and is due to be completed no later than March 31.

The Library filed its list of Statement of Economic Interest filers, which includes trustees, managers, and Administration. Library Director Adamowski told the trustees to look for the email from the Cook County Clerk’s Office with the questions that need to be completed by May 1. The email should arrive in late February or early March. Once the trustees have completed their filing, they are to email Director Adamowski the completion verification form.

The Illinois Library Association is virtually hosting its legislative meet-ups once again this winter. The South Suburb and Chicago Library Meet-up will be held on Friday, February 4 at 10 a.m. Library Director Adamowski will send trustees the link to register if interested.

Information Technology Manager Josh Degner has ordered the heavy-duty shredder for patrons to use. This TBS Tech Center addition will be able to assist patrons with shredding sensitive documents, and the library believes this will be a well-received service.

The library ordered at-home COVID test kits in mid-December for staff to use when needed. The kits were ordered at a very reasonable cost and the minimum amount that could be ordered was 300. Many times staff are at home sick or become ill at work, and testing sites are backlogged. This goodwill gesture should give the staff the peace of mind to know if they have contracted the virus, and will allow the library an extra safety net in keeping staff and patrons healthy.

Klein, Thorpe, and Jenkins has changed their e-newsletter style, which when printed off does not allow easy readability. Going forward, Library Director Adamowski will email the e-newsletter to the trustees so they can peruse it via email.

Assistant Library Director Andros stated that prerequisite steps are underway regarding the Request for Proposal project to replace the library's two boilers. This will be discussed in more detail during the appropriate agenda item.

In November and December, the annual insurance appraisal was conducted through Industrial Appraisal Company. As of 2021, the library building and its contents have been appraised at a shade under \$45,000,000. Last year, the value was over \$44,000,000. Regarding the collection, the library owns a total of 256,185 physical items valued at an amount of \$5,968,393.52. The value of the collection last year was just over \$6,000,000.

As mentioned at last month's meeting, the van is need of body work, and it is scheduled for an appointment next month.

The library was contacted by Anakaren Pinto, Special Events Coordinator at the Village of Orland Park focusing on Parks and Recreation. She is planning an upcoming event and was inspired by our book tree at the top of the staircase. The library is donating some books from the Discover Books bins in order for her to create a structure for her event.

Assistant Director Andros stated there were 17 Maintenance support tickets in December and all of them were closed.

There were adjustments made to the library's Sprint/T-mobile account that will amount to at least \$100 in monthly savings. Several devices and service lines were removed from the account and a new minute/data plan was activated.

The next Friends of the Library meeting will be Feb. 8, 2022.

Assistant Director Andros asked the Board if the changes to the departmental reports were satisfactory, to which the Board replied in the affirmative. Trustee Healy asked what sorts of reference queries are handled by the Outreach Services Department. Outreach Manager Kleiva replied she and her team manage questions about research, reader's advisory, programming, technology, and more. Trustee Healy asked if the Century Book Cub bags are coming, to which Adult Services Manager Allan replied they should be here soon. Trustee Healy asked what is a "SC patron?" Outreach Services Manager Kleiva replied SC stands for "Smith Crossing."

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

None.

Unfinished
Business

Approval of the wire transfers to pay bills for Fiscal Year 2022 - For Action

New Business

Trustee Kleis motioned to approve the wire transfers to pay bills for Fiscal Year 2022. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 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 Kleis motioned to take the pending motion off the table approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park and motion to pass Resolution No. 2021 – 11. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2022 – 01 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action

Trustee Kleis motioned to Adopt Resolution No. 2022 – 01 A Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park. Trustee Lindbloom seconded.

President Leafblad stated there were a couple recordings that may not be able to be destroyed for a certain period of time.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Wight & Company Professional Services Proposal for the Orland Park Public Library Boiler Replacement project in the amount not to exceed \$24,600

Trustee Kleis motioned to Approve the Wight & Company Professional Services Proposal for the Orland Park Public Library Boiler Replacement project in the amount not to exceed \$24,600. Secretary McShane seconded.

Trustee Healy thought it was a good idea to have Wight overseeing the project and asked if it would actually take 26 weeks for the equipment procurement. Assistant Director Andros stated the 26 weeks is an estimate and hopes it would be less. Director Adamowski stated supply and demand issues will be in play too. \$160,000 has been allocated for the project.

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

Motion passed. 6 ayes, 0 nays, 1 absent

President Leafblad acknowledged all staff with anniversary milestones.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 7:48 p.m.

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson