

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 21, 2022

The meeting was officially called to order by Joanna Leafblad, President at 7:04 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; Sarah Kleiva, Outreach Services Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Trustee Kleis motioned to approve the January 17, 2022 minutes. Secretary McShane 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

Ken Friker, Attorney from Klein Thorpe and Jenkins

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Trustee Kleis motioned to accept the payment of bills listing from 1/18/2022-2/21/2022. Secretary McShane seconded.

## Payment of Bills

Secretary McShane asked about the two payments made to Current Technologies Corporation. IT Manager Degner stated the two payments were for the retainer hours renewal and Barracuda data/email protection. Trustee Healy asked what items were considered digital AV from OverDrive. Adult Services Manager Allan stated the digital audio books were considered digital AV items from OverDrive and they are being separately broken out on the new 2022 budget account listing. Healy asked about the payment to ATI. Degner stated the library amplifier for the paging system needed service. Healy asked how many months the payment to Nicor was for. Assistant Director Andros confirmed it was for one month only as usual and was in line with last year's amount.

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 Treasurer's Report for January 2022. Secretary McShane seconded.

**Treasurer's Report**

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

The 2022 Illinois State Library Annual Certification was completed and verified on January 27. This process is required by the Illinois State Library in order for the library to retain its library system membership, which is RAILS. In order for the Certification to be completed, the ILLINET (Illinois Library and Information Network) survey was a prerequisite. Thank you to Patron Services Manager Hildebrand for assisting with that process.

**Librarian's Report**

The Annual Tax Exempt Affidavit 2022 verifying the library's exempt parcels through the 2020 assessment year was submitted to the Cook County Assessor's office on January 25. A second affidavit will be sent for the library to verify its exempt parcels through the 2021 assessment year once the Assessor's office certifies all townships to the Cook County Board of Reviews for the 2021 assessment year.

Library Director Adamowski reminded the trustees to be on the lookout for the annual Statement of Economics Interest email which will be sent from the Cook County Clerk's office by late February or early March. Once the filing is completed, the completion verification form should be emailed to Library Director Adamowski.

On January 26, the library's ILS (Integrated Library System) Polaris, upgraded from 6.7 to 7.0. This offers the library's ILS better stability, security, and functionality.

February has been a challenging winter month for the library and the safety of its patrons and staff. The library closed two full days on February 2 and 3. On February 17, the snow came in the early afternoon with quick accumulation. Library Director Adamowski discussed the inclement weather with President Leafblad and it was decided to close the library at 5 p.m. The library promptly reopened the next morning. Thank you to President Leafblad for allowing the library to close for the safety of staff and patrons. Many staff drive into work from far distances, and they appreciate the safety protocol.

Library Director Adamowski referred the trustees to the departmental board reports, which now have a more infographic look. The managers now submit their monthly information to Communications Manager Jackie Boyd, who then creates the colorful, informative snapshot of each department. The managers will be tweaking the style going forward. Thank you to Graphic Artist Kristen Holding who assisted Boyd in this month's report. Several trustees expressed that they enjoy the new report format.

The process for replacing the library's two boilers is now well underway. The Board was given a copy of Wight's proposed Statement of Work. Joe Zielinski, one of Wight's engineers, visited on site to familiarize himself with the library's systems. Library staff then had a follow-up meeting with George Gardner and Joe to discuss the next steps. The Bid Notice for the Request for Proposal will be posted on February 24, the pre-bid walkthrough is February 28, March 10 is the bid opening at the library, March 17 is when Wight will share their recommended proposal, and the recommended proposal will be submitted for Library Board approval at the March 21 meeting. The estimated timeframe for material procurement is July/August, with the installation targeted during September. The anticipated installation is estimated at 1-2 weeks, and at this time, Wight does not anticipate any library closure to complete the project.

As the library's Designated FOIA Officer, the library had three Freedom of Information Requests open and close this past month. One was from the Better Government Association asking mostly for staff names and pay, the library has received this particular request the last several years. The other two requests were from the same requester about the Library Board and legal representation.

As mentioned at last month's meeting, the library van needs bodywork, and the auto repair shop where an appointment had been scheduled is permanently closing. Maintenance Superintendent Newman is arranging repairs with another shop.

Each day when the library was closed on February 2 and 3, Maintenance Superintendent Steve Newman worked 8 hours doing snow removal, and Maintenance Assistant Joe Abraham worked 6 hours doing snow removal.

Assistant Director Andros stated there were 25 Maintenance support tickets last month and all of them were closed.

The Friends of the Library meeting took place on February 8 and went well. The Friends are looking into fundraising opportunities to sell merchandise online with their logo. Trustee Healy mentioned the Friends used to sell ornaments, and Assistant Director Andros stated the Friends will soon begin selling the few they still have in stock.

Finance Manager Kimmey provided an update from the Finance office. The Vehicles expenditure line has a negative amount which relates to the check received from the auto insurance company for reimbursement of the repairs to the library's van. The auditors from McClure, Inserra, & Company will be completing their second field visit tomorrow Feb. 22, the first was completed on Feb. 10. The Library is on schedule to have the audited financial statements for the April Board meeting. The actuarial firm has just completed their draft report, and it will be reviewed soon for inclusion into the audited financial statements. The annual commercial insurance quoting process will be starting in March. Trustee Healy asked if the new fleet of printers and copiers were installed. I.T. Manager Degner replied the equipment has not arrived yet.

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**

None.

**Unfinished  
Business**

New Employee Performance Evaluation Forms – For Discussion

**New Business**

HR Generalist Boreham was not present, however, Library Director Adamowski and Assistant Director Andros went through the presentation that she had prepared. The new Employee Performance Evaluation was created to alleviate stress on managers and employees and is meant to put everyone in a position to succeed. There will be two formats, one for staff and one for managers, both include a self-evaluation and performance evaluation. The new program will focus on job knowledge, customer service and measurable goals and objectives. Quarterly goal reports will be used by employees and direct supervisors to monitor their own goals and set goals for the next evaluation period. Outreach Services Manager Kleiva stated the competencies are the same as before but condensed, so it will now be much more clear and concise.

2022 Illinois Public Library Annual Report – For Discussion

Library Director Adamowski explained the IPLAR was to have been included in the Trustees' packet for the February 21 meeting for approval, but the report this year will be included in the March packet. Director Adamowski contacted Pat Burg from the Illinois State Library who stated it was a local decision if the Board of Library Trustees needed to approve the report. At this time, Director Adamowski will be finishing the final sections of IPLAR and will forward it to President Leafblad and Secretary McShane for their review and signatures upon their approval. Director Adamowski will follow past protocol next year and have IPLAR 2023 on the agenda for the board to approve as a whole. Director Adamowski thanked the Board for their understanding. Finance Manager Kimmey stated the changes that had recently been implemented by adding more detailed budget accounts will help expedite the completion of next year's report.

Approval of the closing(s) of the Library for Sunday, April 17, 2022 for Easter; Sunday, May 29, 2022 for Memorial Day; Sunday, July 3, 2022 for Independence Day; and Sunday, September 4, 2022 for Labor Day – For Action

Trustee Kleis motioned to approve the closing(s) of the Library for Sunday, April 17, 2022 for Easter; Sunday, May 29, 2022 for Memorial Day; Sunday, July 3, 2022 for Independence Day; and Sunday, September 4, 2022 for Labor Day. Trustee Healy 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

Approval of the closing of the Library for Friday, October 7, 2022 for the annual training at a Staff In-Service Day – For Action

Trustee Kleis motioned to approve the closing of the Library for Friday, October 7, 2022 for the annual training at Staff In-Service Day. Vice President Barcelona 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

Approval of the revision to B 8.1 Interlibrary Loan Policy – For Action

Trustee Kleis motioned to approve the revision to B 8.1 Interlibrary Loan Policy. Trustee Healy seconded.

Director Adamowski stated due to the large amount of patrons requesting items that require out of state loans and those items at times not even being picked up, an increase from \$3 to \$5 has been recommended. Videogames were deleted from the policy since they are not offered. The number of holds and Interlibrary Loan requests will be limited to five of each going forward.

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 and read through thank you notes from the staff to the Board thanking them for the recently enhanced staff benefits.

**Announcements**

Trustee Kleis motioned to adjourn the meeting and it was seconded by Vice President Barcelona.

**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 7:46 p.m.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson