

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

The meeting was officially called to order by Secretary McShane at 7:05 p.m.

Call To Order

Members present: Christian Barcelona, Vice President (via phone); Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee (via phone); 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; Jill Boreham, HR Generalist; Jackie Boyd, Communications Manager; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the February 21, 2022 minutes. Trustee Kleis seconded.

Minutes

Treasurer McMillan asked if the library was normally closed both Sunday and Monday for Easter, Memorial Day, Independence Day and Labor Day. Library Director Adamowski confirmed this is how it is regularly done on those holidays.

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

Maryann Mahlen

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 2/22/2022-3/21/2022. Trustee Kleis seconded.

Payment of Bills

Secretary McShane asked about the payments to Current Technologies. Information Technology Manager Degner stated bills for Trend Micro, Antivirus and Endpoint Detection and Response (EDR) internet security solutions along with an on-site annual renewal were paid. Trustee Healy asked about the breakdown for Synchrony Financial. The Synchrony financial statement reconciliation was yet to be input due to account numbers being shifted. It will be input as usual now that the account numbers have since been confirmed.

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

Secretary McShane motioned to accept the Treasurer's Report for February 2022. Treasurer McMillan seconded.

Treasurer's Report

Treasurer McMillan asked about the Library Consultant expenditure line. Director Adamowski stated the capital needs assessment was last done in 2018 and would need to be conducted again soon. Assistant Director Andros stated the bill was not received yet for Wight's consultation fee. Finance Manager Kimmey stated Wight may also have fees relating to the upcoming second half of the roofing project. McMillan asked about the Automation Equipment expenditure line. Finance Manager Kimmey stated half of the payment was sent to CTC for the new server. Secretary McShane asked if servers should be classified under Automation. Assistant Director Andros stated the term Automation was traditionally used in libraries interchangeably with the term Technology. Director Adamowski suggested replacing Automation with Technology for more clarity on the various expenditure lines. This could be changed when drafting the FY 2023 budget. Finance Manager Kimmey stated approximately \$3.4 million of property tax receipts have been received, however, the second installment from Cook County may be delayed due to their computer system, so available funds will need to be stretched until those funds are received.

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

Library Director Adamowski referred to the completed IPLAR report that was included in the trustees' packets. Treasurer McMillan complimented Adamowski and the managers on completing the extensive report. Trustee Healy asked in reference to IPLAR question 16.4 if patron checkout history would be purged after three years, to which Adamowski replied no. Trustee Healy commented that she was surprised by the lower amount spent on materials as compared to FY 2020. Library Director Adamowski stated less monies were being spent on physical books, AV materials and magazines. The trend seems to point to purchasing more e-resources due to patron demand. Trustee Healy asked if the library would still be dedicating 12% of the operating budget to the collection, to which Adamowski replied yes.

Librarian's Report

The Backyard is officially open for the spring season. As soon as the weather promises more sun and warmth, flowers and herbs will be planted in the cedar beds. Patrons will once again be encouraged to pick some of the herbs but leave the flowers for all to enjoy.

Library Director Adamowski signed a proposal for the renovation dedication plaque, which will be hung outside of the entryway to Room 104. Custom Signs Consultants will construct the plaque. Design architect Lisa Schmidt of Wight & Co. will join a representative from Custom Signs for an on-site visit so the new sign will match as close as possible to the existing building plaque.

Library Director Adamowski reminded the trustees to check their inboxes as the Statement of Economic Interest email should have arrived by now. The email subject will read "Cook County Clerk's Ethics Department" and needs to be completed no later than May 2. Please email Director Adamowski the confirmation page when you have successfully filed.

Assistant Library Director Andros stated that the library would ideally be reaching out to Wight and Co. to conduct a forthcoming capital needs assessment.

In response to the opioid epidemic, Cook County Public Health Department has reached out to the library and surrounding organizations offering free naloxone training and doses. Naloxone is the drug administered to those experiencing an opioid overdose. More than a dozen staff members are trained and the library will soon receive doses to have on hand in case of an emergency.

The aerator was installed in the pond by Rollins Aquatic Solutions, Inc.

There were no significant developments at the most recent Friends meeting, and the next meeting is currently scheduled in April.

The library's van repairs are nearly complete, and then a decal displaying the library's logo will be applied by One-Up Signs.

The library helped support the Riverdale Public Library through donations of unused older furniture. This donation was approved by President Leafblad.

Assistant Director Andros stated there were 19 Maintenance support tickets last month and all of them were closed.

The telephone system was recently down and the issues were quickly addressed. IT Manager Degner stated that our vendor ATI responded quickly and worked with him before hours to work on resolving the issues. They cleaned-up and backed-up our database, which resolved several dozen errors. IT Manager Degner stated that our phone system is nearing the end of ATI's ability to support it, and that a VoIP system will be pursued in the future.

No report at this time.

Other Staff Reports

Update on Boiler Replacement Project – For Discussion

Building and Maintenance

Library Director Adamowski stated the Building and Maintenance committee met today at 6:00 p.m. Assistant Library Director Andros discussed Wight's response to the library's Request for Proposals and their contractor recommendation. Trustee Healy was very pleased to have Wight overseeing the bids and having their assurance that the lowest responsible bidder understood the scope of the project. At the Building and Maintenance Committee meeting, the committee recommended the Boiler Replacement Project proposal from Wight Construction Services from National Heat & Power Corporation in the amount of \$184,500 in addition to the Alternate #1 in the amount of \$7,000 and Alternate #2 in the amount of \$30,000. \$221,500 would need to be transferred from the PMA Special Reserves account to the Marquette Bank Special Reserves Account to meet the GMAX amount. Andros read a reply he had just received with details regarding the warranty of the boilers and some of its components.

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 revision to the Victims' Economic Security and Safety Act (VESSA) Policy- For Action

New Business

Secretary McShane motioned to approve the revision to the Victims' Economic Security and Safety Act (VESSA) Policy. Trustee Kleis seconded.

Trustee Healy asked if the policy was in place before and what the time frame was for a request. Human Resources Generalist Boreham stated the policy was in place and is being updated to reflect the current guidelines. Treasurer McMillan asked if the policy was exclusive to non-profits. Boreham stated it was not exclusive to non-profits and that certain provisions such as these need to be in place depending on how many employees a company has on staff. Boreham continued to discuss how the policy had been updated to reflect a new reason for leave for victims of crime of violence with the addition of "gender violence or any other crime of violence" language. Definitions of specific terms have been added, expanded, and incorporated into the policy. Language has been added to state that FMLA and VESSA leave will run concurrently with each other. A new Confidentiality section (k) has been added for the protection of staff who request or obtain an accommodation pursuant to VESSA.

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 registration and travel reimbursement for the following staff: Donna Angelo, Eric Gordon, Yuliia Kulyk, Dianna Mackowiak, Alice Grabowski, Mary Lynn Maloney, Arianna Simmons, Sarah Kleiva, DeAnna DeHoff, Helen Kametas, and Fanny Camargo to attend the Reaching Forward Conference on May 6, 2022 at the Donald E. Stephens Convention Center in an amount not to exceed \$2,100 – For Action

Trustee Lindbloom motioned to approve the registration and travel reimbursement for the following staff: Donna Angelo, Eric Gordon, Yuliia Kulyk, Dianna Mackowiak, Alice Grabowski, Mary Lynn Maloney, Arianna Simmons, Sarah Kleiva, DeAnna DeHoff, Helen Kametas, and Fanny Camargo to attend the Reaching Forward Conference on May 6, 2022 at the Donald E. Stephens Convention Center in an amount not to exceed \$2,100. Trustee Kleis seconded.

Library Director Adamowski stated the Illinois Library Association Reaching Forward Conference is an annual development conference for library staff. It has grown over the years and now offers many different types of offerings and is a great opportunity to network. Trustee Healy referred to the monthly Board Report and mentioned that it was great that 14 broken links, relating to the phone system, had been discovered and fixed by the Information Technology Department. Healy asked if the new shredder in the IT Department needed to be reserved. IT Manager Degner said one-off use is fine but the machine does need 15 minutes to cool down. Treasurer McMillan also pointed out that Adamowski had a clever idea to be able to checkout current issues of all magazines.

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 Orland Park Public Library Boiler Replacement Project proposal from Wight Construction Services from National Heat & Power Corporation in the amount of \$184,500 base bid, in addition to Alternate #1 in the amount of \$7,000 and Alternate #2 in the amount of \$30,000, not to exceed \$221,500 – For Action

Treasurer McMillan motioned to approve the Orland Park Public Library Boiler Replacement Project proposal from Wight Construction Services from National Heat & Power Corporation in the amount of \$184,500 base bid, in addition to Alternate #1 in the amount of \$7000 and Alternate #2 in the amount of \$30,000, not to exceed \$221,500. Vice President Barcelona seconded.

No discussion.

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

Strategic Plan 2021-2022 Update – For Discussion

Adult Services Manager Katie Allan gave a brief update on the status of the 2021-2022 Strategic Plan. Since the last update to the Board in October 2021, significant progress has been made. The Library of Things project is well underway and scheduled for a May 1 debut. The library's various Reading Challenges have been united under one page on the website. Managers have explored one vendor's inventory software and are testing a lower-cost alternative. Staff have promoted the library's business resources at a recent Chamber of Commerce meeting and created online resource pages to highlight the library's collections. The Next Chapter Book Club for young adults with developmental disabilities has officially launched and meets regularly. In the coming months, the committee will focus on completing the remaining goals while writing the 2023-2024 Strategic Plan.

Secretary McShane read thank you notes from former Library Director Mary Weimar for the get well fruit bouquet she received and the Riverdale Public Library for the furniture donation. Library Director Adamowski stated staff members are headed to PLA this week. McShane acknowledged all staff with anniversary milestones. Treasurer McMillan commended the library on their retention and commitment of their staff.

Announcements

Secretary McShane motioned to adjourn the meeting and it was seconded by Treasurer McMillan.

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 8:19 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson