

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 18, 2022

The meeting was officially called to order by Secretary McShane at 7:12 p.m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Elan Kleis, Trustee (via phone); Bridget Lindbloom, Trustee

Roll Call

Members absent:

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; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the March 21, 2022 Building Committee minutes. Secretary McShane seconded.

Minutes

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 abstain

Secretary McShane motioned to approve the March 21, 2022 minutes. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 abstain

Chris McClure from ATA Group, LLP

Introduction of Visitors

Chris McClure presented highlights from the 2021 audit of the library's financials. A brief overview of the independent auditor's report can be found on pages 1-3 stating the Library received a clean opinion in accordance with the Governmental Accounting Standards Board (GASB). Mr. McClure reviewed some highlights of the audited financial statements. Mr. McClure reviewed the Revenue and Expense breakdown on page 5 and noted the OPEB (Other Post Employment Benefits) and IMRF/FICA Expenses have gone down significantly over the past year. This is mainly due to the reduction of liabilities and the performance of the stock market over the past year. Referring to page 9, Mr. McClure remarked how Revenues and Expenditures were similar to last year and that it was good that the General Fund had a positive net balance of \$653,833. During 2021, \$175,000 was transferred from the General Fund into the Special Reserve Fund which will be used to help pay for future building improvement projects. Treasurer McMillan stated he will be initialing all invoices while he is signing the accounts payable checks. Finance Manager Kimmey stated the Cook County second installment

tax collections may be received later than usual this year due to computer issues at Cook County. Mr. McClure stated the Debt Service Bond that is coming due soon and the excess funds can be used for whatever it was originally intended to be used for and should be kept segregated. Mr. McClure said he thought the library was a very stable organization. President Leafblad thanked Mr. McClure for the detailed and clearly written report, and the trustees thanked Mr. McClure for presenting the 2021 audit report.

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 3/22/2022-4/18/2022. Trustee Kleis seconded.

Payment of Bills

Trustee Healy asked when the second half of the audit would be paid. Finance Manger Kimmey stated the check was processed today for the remainder amount due for the audit. Healy asked what promotional items were purchased from Joe Promotions, Inc. Communications Manager Boyd stated lunch bags with the library and summer reading logo will be given as the prize for finishing the Summer Reading Challenge. Treasurer McMillan asked about the payment to ATI Technology. IT Manager Degner stated ATI was called to work on the library's voicemail and fax lines that were malfunctioning. Director Adamowski stated two staff members will be attending notary services training. President Leafblad suggested being cautious if choosing to notarize any Real Estate or Power of Attorney documents and recommended omitting them from library notary services due to liability.

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

Motion passed. 7 ayes, 0 nays, 0 absent

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

Treasurer's Report

Treasurer McMillan stated there was a sufficient amount in the Special Reserves account for upcoming repairs and renovations. President Leafblad noticed there were more expenditure budget lines over budget for March. Finance Manager Kimmey stated that since prepaid expenses were being phased out, at the request of the auditors, the library is now operating more on a cash basis and that most of those accounts, although over budget for the month of March, are still under budget on a year-to-date basis.

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

Motion passed. 7 ayes, 0 nays, 0 absent

School Liaison Kara DeCarlo has applied for the NEA Big Read grant through the National Endowment for the Arts. The grant provides a list of titles for participants to choose from. Once a title is chosen, the organization is responsible for hosting a number of book discussions and arts opportunities for the community to engage in with the title. The library's book of choice is *Circe* by Madeline Miller. If accepted, the library will partner with local area schools including High Point Elementary, Sandburg, Andrew, and Stagg High Schools. The library should hear by the end of April if we have been accepted. Programming will take place March 1-April 30, 2023.

Librarian's Report

Xerox has delivered new equipment, and IT Manager Josh Degner and his team have installed a majority of the new fleet of printers and copiers.

May 1, 2022 is the deadline for filing the Statement of Economic Interest for 2021. When trustees have finished filing, the confirmation statement should be emailed to Library Director Adamowski.

In June last year, Trustee Kleis shared with Library Director Adamowski his involvement with geocaching with his family and proposed the idea of having the library as a permanent location. The participants, young and old, use a GPS receiver or mobile device and other navigational techniques to hide and seek caches at specific locations marked by coordinates all over the world. Kleis explained how geocaching works and the popularity of the search. Adamowski mentioned she ran into a patron who was following the coordinates on his phone to find the library's cache the very first day the library's cache went live on the geocaching.com website. Youth Services Manager Smits said YS Librarian Vanessa Fernandez assisted Trustee Kleis in setting up the geocaching, and she has coordinated the ATLAS summer geocaching program for several years now. Trustee Kleis expressed his enthusiasm for this project and commented how thankful he is for the support of library staff in creating this geocache.

Community Engagement Manager Sarah Kleiva has started a book club designed for older adolescents and adults with developmental disabilities to come to the library to read together and socialize with others. The Next Chapter Book Club started in February and will run through May. There was a great, informative article written about Kleiva and the Club in the Orland-Homer Neighbors newspaper, which Library Director Adamowski referred the trustees to find in their folders.

PLA 2022 is in the books, and speaking with those who attended, Youth Services Manager Brandi Smits, Adult Services Manager Katie Allan, and Community Engagement Manager Sarah Kleiva, as well as Trustee Nancy Healy and Trustee Bridget Lindbloom, it was a great conference with numerous new and innovative ideas presented. Each of the attendees briefly gave a synopsis of workshops they attended. Many of the ideas will be reviewed by the Management Team to see how they can be developed and implemented at the library in the future.

The library is very excited to debut its Library of Things collection on Monday, May 2. Currently the library has purchased folding tables, folding chairs, an acoustic guitar, binoculars with a tripod and phone holder, a tent, lanterns, a blood pressure monitor and so much more. The collection will be housed in the lobby using DVD cases so patrons can see what items are available. The checkout time will be 2 weeks, holdable, and renewable if no other patrons are waiting. A liability waiver will be signed by patrons for the items they checkout. The committee has worked very hard on this new service—thank you to Adult Services Manager Katie Allan, Patron Services Manager Theresa Hildebrand, and Youth Services Librarian Darnetta Bolton. Communications Manager Jackie Boyd and her team, as well as Technical Services Manager Wendy Xie and Maintenance Superintendent Steve Newman contributed through graphics and promotion, cataloging and processing the items, and building the shelving units in the lobby.

Toys have returned to the Preschool area of the Children's Library. Some new manipulative toys have been purchased to freshen up the area.

Library Director Adamowski reminded trustees that they recently received an email containing information about the upcoming ATLAS Trustee Training Day which will be held at the Alsip-Merriquette Park Public Library District on Saturday, May 21 from 9 a.m.—noon. KTJ will present a session on FOIA and OMA requirements, as well as closed session requirements. Alex Todd, director of the Prospect Heights Public Library District will speak about evaluating directors. Adamowski asked that trustees let her know if they would like to attend so they may be registered. Library Director Adamowski is an ATLAS board member and will attend as well.

Assistant Library Director Andros stated that Maintenance Superintendent Steve Newman discovered the library's imminent new boilers might qualify for a Nicor rebate up to \$7,500. Assistant Director Andros is exploring the details with Wight.

Regarding the boiler project, the AIA contract between Wight and the library is being finalized, and upon review by our attorneys, it will be shared at the May Board meeting.

FEMA and IEMA have partnered to offer reimbursement for pandemic-related expenses covering the past two years. Qualifying invoices are currently been organized to submit for this public assistance grant due July 1. Approved items would receive a 100% reimbursement of library-paid costs for purchases made between January 2020 and July 1, 2022.

The most recent Friends of the Library meeting went well and the next meeting is in May.

Assistant Director Andros stated there were 21 Maintenance support tickets last month and all of them were closed.

Trustee Healy commented on feedback noted in the department report regarding how a patron's home library had screens in study rooms. Library staff replied there are currently white boards in the adult study rooms and that screens in select study rooms will be looked at for the future. In review of the department reports, Trustee Healy also noted that offering Backyard paver dedications is a great idea. Treasurer McMillian noted an increase in patron visits.

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 HUB International Midwest West Commercial Insurance Proposal for May 1, 2022 through May 1, 2023 in the amount of \$79,980 - For Action

New Business

Treasurer McMillan motioned to approve the HUB International Midwest West Commercial Insurance Proposal for May 1, 2022 through May 1, 2023 in the amount of \$81,762. Secretary McShane seconded.

Finance Manager Kimmey, referring to the Overview of Cost handouts, discussed the options available through HUB for commercial and cyber insurance. Kimmey stated the current plan with Hanover is expiring 5/1/2022. To renew with Hanover there would be an 8% increase in annual cost. There have been some expenses incurred for worker's compensation claims and van repair over the past year. CNA and Hartford are other options, however their Umbrella Liability coverage is significantly less than Hanover. Kimmey recommends staying with Hanover. The second page of the handout showed an overview of cost between the three different cyber insurance company options. Two of the three

options were similar to the current plan cost. An application was submitted and accepted with Corvus. The other viable option with At-Bay has a lower Retention (deductible) and a higher limit. The At-Bay option was just received. Secretary McShane stressed the biggest liability is how ransomware attacks will be handled. Finance Manager Kimmey will get more information from the two companies on how they will respond to a ransomware attack. President Leafblad stated since the price was so close, whichever has better coverage for ransomware is whom the library should select. The motion was amended to reflect the \$81,762 amount in case At-Bay offers better ransomware coverage and accepts the library's application. Finance Manager thanked Director Adamowski, Assistant Director Andros, and IT Manager Degner for their involvement.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Accept the 2021 Orland Park Public Library Audit by ATA Group, LLP and the Actuarial Report by Lauterbach & Amen, LLP – For Action

Treasurer McMillan motioned to accept the 2021 Orland Park Public Library Audit by ATA Group, LLC and the Actuarial Report by Lauterbach & Amen, LLP. Secretary McShane seconded.

No discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the transfer of funds from PMA Special Reserves Account to Marquette Bank Special Reserves Account in the amount of \$221,500 – For Action

Secretary McShane motioned to approve the transfer of funds from PMA Special Reserves Account to Marquette Bank Special Reserves Account in the amount of \$221,500. Vice President Barcelona seconded.

Treasurer McMillan stated this was for the boiler replacement project.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of reimbursement of expenditures incurred at the Public Library Association Conference held March 22-25, 2022 in Portland, Oregon for Nancy Healy, Bridget Lindbloom, Brandi Smits, Katie Allan and Sarah Kleiva in the amount of \$9571.99 – For Action

Treasurer McMillan motioned to approve reimbursement of expenditures incurred at the Public Library Association Conference held March 22-25, 2022 in Portland, Oregon for Nancy Healy, Bridget Lindbloom, Brandi Smits, Katie Allan and Sarah Kleiva in the amount of \$9807.99. Secretary McShane seconded.

Director Adamowski stated the reimbursement amount included any expenses from food, travel, hotel and shipment of materials back to the library from the PLA conference. The amount was amended to \$9807.99 due to a couple of receipts having been turned in after the agenda was finalized. Treasurer McMillan thought everyone had a very good trip, learned a lot, and brought back a lot of practical experience and ideas to possibly implement in the future at the library. The motion was approved as amended.

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

Motion passed. 7 ayes, 0 nays, 0 absent

President Leafblad wished Director Adamowski a happy birthday and acknowledged all staff members with anniversary milestones.

Announcements

Secretary McShane 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 – aye; McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 8:57 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson