

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 16, 2022

The meeting was officially called to order by President Leafblad at 7:02 p m.

**Call To Order**

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Elan Kleis, Trustee

**Roll Call**

Members absent: Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, 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; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Trustee Kleis motioned to appoint Vice President Barcelona as Secretary Pro Tem. Treasurer McMillan seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Treasurer McMillan motioned to approve the April 18, 2022 minutes. Trustee Kleis seconded.

**Minutes**

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

None

**Introduction of Visitors**

None

**Public Comment**

None

**Executive Session**

Treasurer McMillan motioned to accept the payment of bills listing from 4/19/2022-5/16/2022. Vice President Barcelona seconded.

## **Payment of Bills**

Treasurer McMillan asked about the payment to Innovative Interfaces. IT Manager Degner stated the payment to Innovative Interfaces was for the ILS Polaris database. McMillan asked about the payment to HR Source. Finance Manager Kimmey stated one of the payments to HR Source was the annual fee for the 2023 membership dues. McMillan asked about the payment to Neviol. Assistant Director Andros stated the payment to Neviol was for inside and outside window washing.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee Kleis motioned to accept the Treasurer’s Report for April 2022. Treasurer McMillan seconded.

## **Treasurer’s Report**

Treasurer McMillan stated the library has received half of the budgeted amount of tax receipts and is on budget. McMillan asked about the high Impact Fees revenue amount. Finance Manager Kimmey stated Impact Fees were running a lot higher than expected. Treasurer McMillan confirmed the expenses in the Public Information line were mostly from the newsletter.

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

Motion passed. 4 ayes, 0 nays, 3 absent

The library has been awarded the NEA Big Read grant through the National Endowment for the Arts. The grant award, in the amount of \$10,000, will allow the library to host a number of events for patrons of all ages. The book chosen by the library is Circe by Madeline Miller. It is a mythological fiction tale that follows Circe as she hones her powers and interacts with famous mythological characters before a conflict with a vengeful Olympian forces her to choose between the worlds of the gods and mortals. All students in grades 6—12 will receive a copy of the book. Children in grades 3-5 will receive copies of the companion title Athena: Goddess of Wisdom and War. This is a welcome partnership with District 135 and District 230 schools. Many other Greek mythology themed programs and events highlighting the culture and arts of Greece will be offered during March 1—April 30, 2023. Much appreciation goes to School Liaison Kara DeCarlo, who wrote the grant and has put so much effort into the planning of some insightful programs and events.

## **Librarian’s Report**

On Saturday, the library hosted three-time Olympian medalist and professional hockey player Kendall Coyne. 75 patrons greeted Kendall with applause and smiles as she spoke about her book, As Fast as Her. Many in the audience were young hockey players themselves who have attended Kendall’s summer hockey camp. Kendall brought her two silver and one gold Olympic medals and passed them to everyone in the room. She also put on her Olympic jersey and posed for photos for the library’s READ posters, which are located in the Children’s Library. Kendall and her husband Mike Schofield have a foundation that supports various organizations including Heartland Service Dogs, Inc. Four of the dogs and their trainers surprised Kendall and came to the library’s event. All attendees were given American flags and Hershey Kisses with hockey stickers. Seven lucky patrons also received prize baskets which included a copy of Kendall’s book, an OPPL gumball machine filled with red, white and blue M & M’s, and a flag. Many thanks to Assistant Library Director Andros, Communication Manager Boyd, and her team—Graphic Artist Kristen Holding, Graphic Artist Maurya Orr and Information Clerk Chris Schultz— Youth Services Manager Smits, Youth Services Assistant Manager Becky McCormack, Youth Services Librarian Alex Pappas, Administrative Clerk Alice Grabowski, Patron Services Manager Hildebrand, IT 2 Mark Bartoszek, and IT Manager Degner for their help in making this event a true success. Director Adamowski also thanked Trustee Nancy Healy for suggesting the Kendall Coyne visit and for keeping in touch with her and the library throughout the planning stages.

The library is happy to report that Adult Services Manager Allan, HR Generalist Jill Boreham, Adult Services Assistant Manager Natalie Finlon, and Community Engagement Manager Kleiva will be presenting at the Illinois Library Association Conference in October. Allan, Boreham, and Finlon will speak about their experiences of being new managers and how to incorporate a manager's toolkit into their new roles, while Kleiva will present Building a Trauma-Informed Work Force. The library is very proud that its staff can share their knowledge with others.

The Library of Things collection debuted on May 2 with much success! At exactly 9:02 a.m. that day, the first item, the metal detector, was checked out by a patron who sent the library a photo of the different items he found in his backyard. Patron Services Manager Hildebrand reported that 75 items have been checked out 25 times in the last two weeks and there has been a lot of positive feedback.

The library will once again show its support at some upcoming Village events. Look for staff at the Market at the Park beginning June 2 through August 18. These ten events will allow staff to interact with people and let them know about the great things the library offers. The library will also be tabling at the Taste of Orland on August 5-7. The library is one of the most popular booths at this annual event, and staff will be there with its wheel of prizes.

On Saturday, June 4, the library will be hosting its first adult summer reading kick-off event—Camp Readalot Jamboree. This after-hours event will allow attendees to enjoy tacos from Joey's Taco Truck, sip summertime mocktails created by CurliQ Cantina, roast marshmallows to make s'mores, and listen to classic camp and folk songs. Adult Services Manager Allan, Adult Services Assistant Manager Natalie Finlon, and Community Engagement Manager Kleiva have created a fun-filled evening that will be enjoyed by many!

The Summer Reading Challenge has a great camping theme that will entice patrons of all ages to come to the library for materials, programs and events. Read Beyond the Beaten Path registration begins on May 31 for everyone ages birth—infinity. Summer concerts, crafts, campfire stories, yoga programs, book discussions, and nature-themed events are just a few of the things that will make the patrons sing a song! Each finisher will receive an Orland Park Public Library lunch bag! Thank you to Youth Services Manager Smits, Adult Services Manager Allan, and Community Engagement Manager Kleiva and their amazing staff members for their creativity and fun nature. Youth Services Manager Smits mentioned this year adults are able to read either 5 books or for 800 minutes to earn prizes.

Patrons have been enjoying the remarkable Civil War display loaned to the library from Albin Kleiva, father of Community Engagement Manager Sarah Kleiva. The display features an authentic sword, coins and mourning jewelry, and it will be on display through the month of May.

On Friday evening, patrons were treated to a beautiful concert by the Trombonaires, a quartet of trombone players led by David Peterson, father of Administrative Coordinator Aaron Peterson. Mr. Peterson shared the historical insights before each musical piece.

Saturday, May 21 is the annual ATLAS Trustee Training Day. It will be held at Alsip-Merrionette Park Public Library District from 9 a.m.-noon. KTJ will present information about FOIA, OMA, and Closed Session. Prospect Heights Public Library District Director Alex Todd will discuss how to successfully evaluate your library director. Director Adamowski encouraged the trustees to let her know if they will attend so she may register them.

Director Adamowski directed the trustees to their folders for an ILA Spotlight article featuring Youth Services Librarian Darnetta Bolton. Adamowski mentioned that Bolton was the 2020 ILA Conference Co-chair, and most recently served on the Reaching Forward Forum. Bolton is making great strides in her professional career and Director Adamowski stated she is a great asset to the library.

Assistant Library Director Andros stated that library staff continues to pursue a FEMA reimbursement grant for pandemic-related expenses. Qualifying invoices will be submitted before July 1. Approved items would receive a 100% reimbursement of library-paid costs for purchases made January 2020 - July 2022. The maximum allowance is \$130,000.

The library is still investigating a possible Nicor rebate for its two new boilers, up to \$7,500 each. Wight and Co. will supply the library with the serial numbers of the units once received to confirm eligibility. Regarding the boiler project, the AIA contract between Wight and the library has been reviewed by the library's attorney, and is still being finalized. KTJ wants to see the newest version of the standard AIA contracts used. They also wanted to see a specific statement added to Exhibit B: "Section B.2.2 of Exhibit B should specify that the Design-Builder is providing the Owner with Performance and Payment Bonds in amounts no less than the Contract amount." They also shared a recommended Rider to the General Conditions.

In response to the consistent leaks above the fireplace, Tony Clausen, the President of Anthony Roofing, recently visited, along with two representatives from a partnering masonry company. Maintenance Superintendent Newman and Assistant Library Director Andros joined them on the roof and at the point of the leak to discuss potential causes and solutions. They determined the likely point of entry as a seam where the flashing meets the brick on the roof above the fireplace. They will soon send a proposal which will likely include the removal of current flashing and 3-4 courses of brick. It may also include the installation of extended flashing underneath the brick to reach the pre-cast load-bearing column structure. It would then slope up, be properly fastened, and properly sealed. The proposal's details will be carefully considered before any action is taken.

The bollard which had been struck near the main entrance last summer was replaced.

With the assistance of manager feedback, Library Director Adamowski, Finance Manager Kimmey and Assistant Library Director Andros negotiated new terms with Innovative for our Polaris contract. The library received a credit of \$2500+, plus a new 3-year contract at a locked-in increase annual rate of only 4%. Previous deviations were varied and unpredictable, the 2 most recent increases were 5% and 8%.

The Friends of the Library will soon once again sell tote bags and ornaments. At tomorrow's meeting, the discussion will continue regarding an online store of various branded items.

Assistant Director Andros stated there were 20 Maintenance support tickets last month and all of them were closed.

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**

Adoption of Resolution 2022-02 regarding the 2022 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

**New Business**

Treasurer McMillan motioned to adopt Resolution Number 2022-02 regarding the 2022 Annual Resolution Authorizing Public Library Non-Resident Cards. Trustee Kleis seconded.

Director Adamowski stated this is an annual resolution done every May allowing individuals who live beyond the jurisdictional boundaries of the Orland Park Public Library, and who do not live within the boundaries of another public library, to receive library service. The library uses the Tax Bill Method when determining the fee for a non-resident library card. The library is looking into offering a six month and 9 month payment option. Finance Manager Kimmey stated \$3,562 Non Resident Fees have been collected this year so far.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the AIA Standard form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Wight Construction Services, Inc. for the Orland Park Public Library Boiler Replacement Project – For Action

The approval of the AIA Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Wight Construction Services, Inc. for the Orland Park Public Library Boiler Replacement Project was tabled until the next regularly scheduled board meeting.

Assistant Library Director Andros stated the contract has some very minor details to be addressed.

President Leafblad acknowledged all staff members with anniversary milestones.

**Announcements**

Treasurer McMillan motioned to adjourn the meeting and it was seconded by Trustee Kleis.

**Adjournment**

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 7:55 p.m.

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

Minutes prepared by Aaron Peterson