

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 20, 2022

The meeting was officially called to order by Vice President Barcelona at 7:03 p.m.

Call To Order

Members present: Christian Barcelona, Vice President; Dan McMillan, Treasurer (left at 8:24 p.m.); Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Joanna Leafblad, President; Elan Kleis, 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; Jill Boreham, HR Generalist; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services

Treasurer McMillan motioned to approve the May 16, 2022 minutes. Secretary McShane seconded.

Minutes

Treasurer McMillan stated he was happy to have the Library be part of the Market in the Park events and said he is planning on registering for Summer Reading. Following up on the May Minutes, McMillan asked about the Nicor Gas rebate and the boiler repair. Assistant Library Director Andros stated both are still in progress.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

Introduction of Visitors

None

Public Comment

Secretary McShane motioned to move into closed session at 7:06 to discuss the approval of closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions. Trustee Lindbloom seconded.

Executive Session

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan motioned to resume regular session at 7:17 p.m. Secretary McShane seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary McShane motioned to accept the payment of bills listing from 5/17/2022-6/20/2022. Vice President Barcelona seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Crest and Sons Cement. Assistant Library Director Andros stated that was for the bollard repair. McMillan asked about the \$3,200 payment to Neviol. Andros stated that was for removing wax and waxing of the floors. McMillan asked about the payment to Xerox. IT Manager Degner stated that was the first payment for the new Library copier machines.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary McShane motioned to accept the Treasurer’s Report for May 2022. Treasurer McMillan seconded.

Treasurer’s Report

Treasurer McMillan asked about the HR and Payroll Systems being under budget. Finance Manager Kimmey stated payroll companies are still being reviewed by himself, Senior Administrative Coordinator Peterson and HR Generalist Boreham. McMillan also noticed that the Library Consultant expenditure was under budget. Director Adamowski stated the invoice from Wight & Co. for the boiler replacement project had not been received yet. Finance Manager Kimmey updated the Board on the current operating funds balance by referring to the Recap of Operating Funds, Construction/Capital Campaign and Special Reserve Funds Available document. The Library has approximately 12 months remaining of operating funds, assuming there is no additional revenue. Finance Manager Kimmey stated the Annual Treasurers Bond and report had been completed along with the Annual Worker’s Compensation audit.

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

Motion passed. 5 ayes, 0 nays, 2 absent

On June 4, the Library hosted a very successful Camp Readalot Jamboree in the Library’s plaza. This was the first ever Summer Reading Challenge Kickoff for Adults. The 88 attendees enjoyed tacos from Joey’s Taco Truck, refreshing summer-time beverages provided by CurliQ Cantina, and upscale s’mores featuring graham crackers, marshmallows, and various chocolates. Local musician, singer, and songwriter Mark Dvorak entertained the crowd with folk and campfire songs throughout the event. As the event drew closer, a decision was made to open it to families. This proved to be a wise move which was appreciated by many. This excellent event was planned by Adult Services Assistant Manager Finlon, Adult Services Manager Allan and Community Engagement Manager Kleiva. Many staff also pitched in to help with decorations, setup/cleanup and everyone’s help was appreciated.

Librarian’s Report

Read Beyond the Beaten Path is the theme of this year’s Summer Reading Challenge and it is proving to be very popular with our patrons of all ages. Youth Services Manager Smits gave a breakdown of the registration statistics: Adult--477 Youth--689 Teen—186. Smits also mentioned that adults are enjoying the option of choosing between books or minutes read.

Library Director Adamowski and Assistant Library Director Andros attended the annual ATLAS Trustee Training Day on Saturday, May 21. A lawyer from Klein, Thorpe & Jenkins discussed FOIA, OMA and Closed Session information to the nearly 65 attendees. Alex Todd, Library Director of Prospect Heights Public Library District discussed how to properly evaluate your Library director. Adamowski referred the trustees to their folders to find the information that was given at the training for them to review.

The copiers and printers leased through Xerox have been installed and are being used by satisfied patrons and staff. IT Manager Degner updated the trustees on the various machines, and Adamowski

stated that both staff and patrons enjoy their productivity.

Wight & Company Design Architect Lisa Schmidt made an onsite visit in May to do a color match with the existing Building Plaque so the Renovation Plaque can be completed. The existing color is difficult to replicate, but Ms. Schmidt hopes to find a near exact match in the near future.

Library Director Adamowski, Assistant Library Director Andros, Adult Services Manager Allan, IT Manager Degner, and Community Engagement Manager Kleiva attended Mayor Pekau's State of the Village address on May 24. They reported it was interesting to hear about the village's ongoing infrastructure plans.

Finance Manager Kimmey, Senior Administrative Coordinator Peterson, and HR Generalist Boreham have been attending online demos from various payroll vendors in order to choose a cost efficient and robust product for the Library's payroll and HR services. Kimmey gave a brief overview of the project, and mentioned that KTJ has been reviewing the various terms and conditions of each contract.

The legal notice for the Annual Treasurer's Report was filed with the Daily Southtown Newspaper on May 25, which was well in advance of the June 30 deadline. The notice includes all of the requirements set forth by the Annual Treasurer's Report.

Adult Services Manager Allan will represent the Library as she speaks about the Library's Flick Pick boxes and Binge Boxes during a panel discussion on July 12 offered through RAILS. Allan gave a short recap of the history of the Library's Flick Pick boxes and the transition to the Binge Boxes offered through Midwest Tape.

Market at the Park has proven to be a great success again this summer for the Library connecting with its patrons. Three events have been held and the Library has had nearly 450 visitors to the booth. In addition to talking about the upcoming Library events, services, and programs, staff have registered patrons for Library cards. This is very popular and the patron's card is ready the very next day for them to checkout materials either at the Library or online. The staff who attended have had nothing but great compliments expressed to them about the Library.

Assistant Library Director Andros stated he is still investigating a possible Nicor rebate for the Library's boiler replacement project, up to \$7,500 each. Wight and Co. will supply the Library with the serial numbers of the units once received in order to confirm eligibility.

Library staff continues to pursue a FEMA reimbursement grant for pandemic-related expenses. Approved items would receive a 100% reimbursement of Library-paid costs for purchases made January 2020 - July 2022.

The Backyard is having work done to replace the existing crushed granite groundcover found directly underneath the water table. The Library is working with George Gardner from Wight & Co. on this project. Per Village inspection, the solution will ensure ADA-compliance. The Village had also stated that in order for the Backyard to accommodate more than its current 49-person occupancy maximum, a second egress gate would need to be installed. The Library is also investigating possible solutions with Wight & Co.

Regarding the Library's ongoing roof leak above the fireplace, a cost proposal was shared from Anthony Roofing and their recommended masonry company. Finance Manager Kimmey recommended that perhaps the Library could include repairs with the replacement of the second half of the roof slated for spring of 2023. George Gardner from Wight & Co., who will be facilitating the Request for Proposal process on behalf of the Library this fall, thought it was an ideal suggestion.

The Friends of the Library have voted to facilitate their previously annual book sale in April 2023. An online store has been created showcasing the sale of various Friends and Library-branded items. The site will soon go live once it has been properly linked with the Friends' bank account.

Assistant Director Andros stated there were 29 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

Approval of the revisions to the Organizational Chart – For Action

New Business

Secretary McShane motioned to approve the revisions to the Organizational Chart. Vice President Barcelona seconded.

Library Director Adamowski explained that a few months ago Administration began looking at the way in which certain departments were organized. After several discussions, it was agreed certain areas could be restructured to enhance workflow within the Library's various departments.

Adult Services Manager Allan now supervises the two InterLibrary Loan (ILL) Clerks. Previously, Patron Services Manager Hildebrand managed the clerks. Their source of operation is now located within the Adult Services Department so they may work more closely with the Adult Services staff since the majority of ILL requests are from adult patrons.

The Library had nine Library Clerks who shelve materials and complete other tasks as assigned. The clerks had been assigned to the Youth Services and Adult Services Departments (4 in YS and 5 in AS). In order to streamline their work duties, Patron Services Assistant Manager Laura Larson is now supervising all Library Clerks. This will allow Larson to interact with the clerks as they retrieve materials that are held in the Patron Services area. Larson now has supervisory responsibilities, which match the other assistant managers. Currently the Library has eight Library clerks as former Adult Services Library Clerk Amani Rashid applied for and was hired for the new Adult Services Assistant position.

Adult Services Assistant Manager Finlon previously supervised five Library clerks. Now that the clerks are under Larson's position, she is managing three Adult Services Assistants. These newly created positions were restructured from three open positions in Adult Services at the time: one Reference Librarian and two Library Clerks. The job description was revised to make it a para-professional level position. The Library had four internal candidates who applied for the Adult Services Assistant positions and three were chosen, and have started their new duties. The majority of their desk time is devoted to staffing the Study Room kiosk.

Youth Services Assistant Manager Becky McCormack, who previously supervised the Youth Services Library Clerks, is now managing the three existing Youth Services Assistants.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to B 9 Circulation Policy – For Action

Secretary McShane motioned to approve the revisions to B 9 Circulation Policy. Treasurer McMillan seconded.

Director Adamowski reviewed a few changes to the Circulation Policy. Children do not need to accompany the parent or legal guardian in order to be issued a Library card. If the driver's license or state ID does not have the Orland Park address, only then must a second document with the Village of Orland Park address be shown. Non-resident cards are valid now for six, nine or twelve months from the date of purchase, dependent on the payment option selected by patron. The Non-Resident Fee Calculation Form has also been updated to reflect the additional options. Library cards can be renewed by showing the current Library card along with the driver's license or state I.D. with the Orland Park address.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to B 9.2 Schedule of Loan Periods and Fines – For Action

Treasurer McShane motioned to approve the revisions to B 9.2 Schedule of Loan Periods and Fines. Trustee Lindbloom seconded.

Director Adamowski stated the Family and Friends CPR Kits and Kilowatt Meters are now part of the Library of Things. Blu-ray, DVD, Blu-ray Nonfiction and DVD Nonfiction will all have a 2 week loan period along with the Flick Pix Boxes, Magazines and Music CDs.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Employee Handbook regarding Overtime – For Action

Secretary McShane motioned to approve the revisions to the Employee Handbook regarding Overtime. Trustee Lindbloom seconded.

HR Generalist Boreham stated the Employee Handbook section regarding Overtime will now include the statement: Hours for the purpose of calculating overtime will include regular, sick, personal, vacation, holiday and emergency closing hours. Also, the Maintenance Superintendent will be paid for travel time to any building emergency or weather-related response.

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

Motion passed. 5 ayes, 0 nays, 2 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 & Company and the Rider to the General Conditions of the Contract for Construction– For Action

Trustee Lindbloom motioned to approve the AIA Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Wight & Company and the Rider to the General Conditions of the Contract for Construction. Secretary McShane seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in an amount \$9,905.00 each year for three years from July 1, 2022- June 30, 2023; from July 1, 2023 – June 30, 2024, and from July 1, 2024 – June 30, 2025– For Action

Trustee Lindbloom motioned to approve the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in an amount \$9,905.00 each Year for three years from July 1, 2022- June 30, 2023; from July 1, 2023 – June 30, 2024, and from July 1, 2041 – June 30, 2025. Secretary McShane seconded.

Director Adamowski recommended the approval of the Trane Maintenance Contract be tabled until the next regularly scheduled Board meeting. An evergreen clause was found within the contract which stated an automatic renewal after the third year. Finance Manager Kimmey stated the renewal rate would be unknown. Adamowski stated the 3% discount only applies to the first year of the three year contract.

Vice President Barcelona motioned to table the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in an amount \$9,905.00 each Year for three years from July 1, 2022- June 30, 2023; from July 1, 2023 – June 30, 2024, and from July 1, 2041 – June 30, 2025. Trustee Lindbloom seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System reflecting a 3% discount alternate amount of \$9,607.85 each year for three years from July 1, 2022- June 30, 2023; from July 1, 2023 – June 30, 2024, and from July 1, 2024 – June 30, 2025– For Action

The agenda item number six was struck from meeting.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for the registration costs for the Back in Circulation Again Conference in Madison, Wisconsin from October 3-4, 2022 for Patron Services Manager Theresa Hildebrand and Patron Services Assistant Manager Laura Larson in the amount of \$640 – For Action

Trustee Lindbloom motioned to approve the registration costs for the Back in Circulation Again Conference in Madison, Wisconsin from October 3-4, 2022 for Patron Services Manager Theresa Hildebrand and Patron Services Assistant Manager Laura Larson in the amount of \$640. Secretary McShane seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Adoption of Resolution No. 2022 – 02 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Trustee Healy motioned to adopt Resolution No. 2022 – 02 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Barcelona acknowledged all staff members with anniversary milestones.

Announcements

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

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:39 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson