

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 18, 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 (7:05 p.m.); Charles McShane, Secretary; Elan Kleis, Trustee; Nancy Healy, Trustee; 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; Jill Boreham, HR Generalist; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services, Wendy Xie, Technical Services Manager

Trustee Kleis motioned to approve the June 20, 2022 minutes. Vice President Barcelona seconded.

## Minutes

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

Jeffrey Lee from Diligent Corporation (via live virtual demo)

## Introduction of Visitors

Mr. Lee demonstrated some very basic features about how to navigate the Diligent Community site, which is a site largely designed to save time, save paper, and streamline the Board meeting experience. This software would assist library staff and trustees in Board packet creation and consumption. Topics of security, FOIA, and mobile devices were discussed. Before contacting the library's attorney, Administration wished to gather board feedback. At Secretary McShane's request, Mr. Lee will set up a trial period with a demo site for the trustees and staff to experience.

None

## Public Comment

None

## Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 6/21/2022-7/18/2022. Trustee Kleis seconded.

## Payment of Bills

Treasurer McMillan asked about the payment to Neviol. Assistant Library Director Andros stated the first and second floor flooring was cleaned. McMillan asked about the payment to Current Technologies. IT Manager Degner stated it was for the second half payment for the server hosts. Trustee Healy asked about the payment to Brainfuse Inc. Adult Services Manager Allan stated it was the annual fee for the Brainfuse online educational services. Allan said the tutoring component covers

through the college grade level and is well-received and used by patrons.

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

Treasurer Kleis motioned to accept the Treasurer’s Report for June 2022. Vice President Barcelona seconded.

**Treasurer’s Report**

Treasurer McMillan asked about the Real Estate Tax receipts. Trustee Healy said she had heard the Cook County taxes should be received by the end of the year. McMillan stated the Periodicals budget was at 79%. President Leafblad stated digital magazines are included in Periodicals. Library Director Adamowski stated there will be a meeting between the IT, Adult and Youth Services Managers to determine which magazines are not circulating and may not be renewed.

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 library has been awarded the FY2022 Illinois Public Library Per Capita Grant in the amount of \$86,586.93. The increase is due to the 2020 Census population figure of 58,703 Orland Park residents. The library has until August 15, 2023 to expend the funds, and they are allocated for the purchase of materials. The requirements for the FY2023 Per Capita Grant application is to update the progress made in the last year using the Standards for Illinois Public Libraries guidelines. This will be the third year in a row for this particular requirement. Administration and Managers will be reviewing developments and will report to the board as a whole at the November 21 meeting.

**Librarian’s Report**

The patrons are coming back! During the past several weeks, the library has seen an increase in patron visits each day. This is in large part because of the great summer reading challenge the library has going on through the end of July. The theme of the challenge is Read Beyond the Beaten Path, which is a concept that a lot of patrons are enjoying through many library programs, including the Camp Readalot Jamboree, Teen Loft Campfire Mosaic, Campfire Stories with Mama Edie, Goat Yoga, The History of Camp Pokanoka, and Storytime at Little Red Schoolhouse, the summer concerts plus so many more. The staff have done a terrific job of creating original, appealing events for all ages. Youth Services Manager Smits gave a recap of the summer reading challenge registration and completion statistics and Adult, Teen and Youth registrations are all trending higher than last year and some finishing prizes have already been awarded.

The library hosted the Alzheimer’s Community Forum on June 23. Community Engagement Manager Kleiva and the Outreach Department invited the community to learn more about Alzheimer’s, dementia, and memory loss. The goal of the forum was to have the attendees share their thoughts about how the library can help people in our community. The library partnered with many organizations including the Alzheimer’s Association, Rush Alzheimer’s Disease Center, Northwestern Alzheimer’s Disease Center, the SHARE Network of University of Chicago, and Pathlights.

There was a loud YAHOO coming from Patron Services Manager Theresa Hildebrand’s office when she tallied the circulation statistics for June. There was a 3.77% increase over last June’s statistics and nearly 8,000 from May 2022! Hildebrand remarked that Patron Services staff is very busy welcoming patrons and helping them check out all of their materials.

There has been a surge of checkouts for Libby eBooks, as well as Hoopla streaming service. Hoopla charges the library for each borrow by patrons for audiobooks, eBooks, music, and movies. Each checkout ranges in price from \$1.99-\$3.99. Currently the library allows patrons to checkout 15 items. Adult Services Manager Allan, Assistant Library Director Andros and Library Director Adamowski had a recent conversation with Hoopla to discuss options as to how to lower the costs since this

particular service is taking a big chunk from the various budget lines. Hoopla did not give a favorable solution, so beginning August 1 patrons will be able to check out 10 items from this streaming service. An email to each of the Hoopla users will be sent so they may contact staff directly with questions. A similar change was recently made to Libby in which the library dropped patron checkouts and holds from 10 to 5 because the former number was causing a long patron wait-time for eBooks, eMagazines, and audiobooks. There are not a very large amount of patrons who use Hoopla, but there are super users who max out their limits each month. As with the Libby change, the library does not anticipate negative responses from patrons.

The library has subscribed to a new collection development service called LibraryIQ. Adult Services Manager Allan gave a brief description of how the product will allow the library to track trends in particular genres and Dewey areas, which will result in a more comprehensive collection for patrons.

Library Director Adamowski reminded the trustees about the approval of the new service for unincorporated Orland Park residents to have an option to purchase a 6-month, 9-month, or 12-month library card. This new service has been met with patron approval. Patron Services Manager Hildebrand recalled two incidents in which non-residents were grateful for the options, especially in these inflationary times.

Communications Manager Boyd informed the trustees that the library's Facebook page has exceeded over 4,000 followers. When Boyd came on staff in 2017, the library had only 900 followers. The trustees and library appreciate Boyd's diligent work in attracting patrons to the library's social media outlets.

Library Director Adamowski completed the necessary registration process with SAM.Gov to become the Entity Administrator for the library. This will allow the library to receive federal grant funds for future programming. Adamowski thanked President Leafblad for her assistance with the signing and notarizing of the document.

The library will be present at the upcoming Taste of Orland event on August 5, 6, & 7. Staff are signing up to take 2-hour shifts and talk to the patrons about the great things the library has to offer. The Village also contacted Library Director Adamowski for permission for the Taste attendees to park in the library parking lot. Adamowski granted permission, as once done last year. It should not interfere with staff parking, and no negative comments were received from patrons last year.

The Market at the Park is going great with staff connecting with many of our patrons. They love the crafts, the hand fans and flyers we give out telling them about our programs and services. They also love registering for a library card on-site at the Market! Senior Administrative Coordinator Peterson and Graphic Artist Kristen Holding staffed the booth last Thursday night, and they had over 150 booth visitors and issued 9 library cards. Peterson relayed a message from a patron who has not visited the library for over five years because of her frustration that she did not have two valid forms of ID in order to receive a library card. Peterson told her that only one form of ID was now necessary and the patron left with a new library card in hand. At last month's meeting the board approved that residents need to show one valid photo ID in order to receive a library card, and that policy change has made many patrons and staff happy.

The Illinois Library Association conference will be held in-person October 18-20 at the Stephens Convention Center in Rosemont. At next month's meeting, the agenda will have a motion to approve attendance for the staff. Library Director Adamowski asked that trustees to let her know if they would like to attend so it may be reflected in the motion. Adamowski will send a link to the trustees so they may review that sessions that are being offered at this in-person conference.

The Youth Services Department received a Resolution from District 135 honoring them for their support and involvement to help children achieve their academic success.

Technical Services Manager Xie introduced a new feature called EBSCO On the Shelf. She has linked EBSCO's database to the Polaris database, which allows for an easier way for patrons to checkout materials from NoveList that are included in the library's Polaris catalog. Xie gave a brief demonstration of this new service.

Finance Manager Kimmey, Senior Administrative Coordinator Peterson and HR Generalist Boreham have been quite focused on attending and evaluating numerous demonstrations in order to select a new Payroll/HR vendor. Kimmey gave a brief report to the trustees on the various vendors, and the reasons why Paycor has been selected as the new payroll system for the library. The aim is to go-live October 15.

The managers are working on their draft budgets for FY2023. Once received, Library Director Adamowski, Assistant Library Director Andros and Finance Manager Kimmey will start working on a preliminary budget. Adamowski asked the Personnel Committee to check their schedules to see if a special meeting could be scheduled for Tuesday, September 6 so a discussion could be had concerning merit raises and compensation. Adamowski will send an email reminder to all trustees, who are more than welcome to attend.

Trustee Healy asked about the RAILS webinar at which Adult Services Manager Allan had presented.

Assistant Library Director Andros stated the boilers for the replacement project have not yet been received. Once they are, they can immediately be installed and then the Nicor rebate can be pursued.

The groundcover underneath the Backyard water table was replaced with pavers which match the material and design of the adjacent pavers. A Village inspector visited recently and the library is awaiting the results through Wight & Co. The Library continues to investigate a project that would install a second egress gate in the Backyard to significantly increase the maximum occupancy capacity. Library IT and Maintenance staff recently installed an alarm on The Backyard's current egress gate. When the gate is opened, there is an audible sound at the gate itself, as well as at the closest service point, the Preschool Desk.

Administration staff requested our insurance broker HUB to order a worker's compensation walkthrough as a proactive measure to ensure staff and patron safety. HUB sent a representative from a third party and there were no significant findings. In addition to a question-and-answer session with Director Adamowski and Assistant Director Andros, the walkthrough mostly entailed compliance confirmation of major utility systems. HUB may conduct a follow-up walkthrough which could focus more on identifying potential hazards throughout the building and grounds.

George Gardner from Wight & Co. recently visited the Library with a representative from a roofing company in order to provide an estimate of the partial roof replacement, as well as the repairs above the fireplace. This total figure would be used to help determine a baseline amount to earmark for the partial roof replacement in 2023. Gardner recommends budgeting at least 15% more on top of the estimated amount. The library is still waiting for that figure.

Lisa Schmidt from Wight & Co. visited weeks ago in order to begin the Library's capital needs assessment project. There has been a delay in their lead mechanical engineer's availability to take on new projects. The Library is in further discussions with Wight & Co. about other options.

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 20, 2020 – June 30 2022.

Library staff are continuing to conduct research regarding winter holiday tree decorating options. Details will be presented for discussion at the August Board of Library Trustees meeting.

Adult Services Manager Allan and Maintenance Superintendent Steve Newman worked together to ensure power hubs were installed on select upstairs tables. This is offering more power and USB charging ability to approximately two dozen patrons.

There were 31 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**

Motion to remove from the table the consideration of the Trane Maintenance Contract for the preventative maintenance of the HVAC system including the Tracer Summit Control System in the amount of \$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.

**Unfinished Business**

President Leafblad motioned to remove from the table the consideration of the Trane Maintenance Contract for the preventative maintenance of the HVAC system including the Tracer Summit Control System in the amount of \$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. Trustee Kleis seconded.

Library Director Adamowski stated Trane had submitted incorrect contract information that was included in last month’s agenda.

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 Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in the amount of \$9,607.85 for Year 1 July 1, 2022 - June 30, 2023; \$9,905.00 for Year 2 July 1, 2023 - June 30, 2024; and \$9,905.00 for Year 3 July 1, 2024 – June 30, 2025

**New Business**

Treasurer McMillan motioned to approve the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in the amount of \$9,607.85 for Year 1 July 1, 2022 - June 30, 2023; \$9,905.00 for Year 2 July 1, 2023 - June 30, 2024; and \$9,905.00 for Year 3 July 1, 2024 – June 30, 2025. Vice President Barcelona 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 revisions to the Employee Handbook regarding Non-Discrimination and Anti-Harassment Policy

Trustee Kleis motioned to approve the revisions to the Employee Handbook regarding Non-Discrimination and Anti-Harassment Policy. Trustee Healy 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 revisions to the Employee Handbook regarding the Equal Employment Opportunity Policy

Treasurer McMillan motioned to approve the revisions to the Employee Handbook regarding the Equal Employment Opportunity Policy. Trustee Kleis seconded.

Trustee Healy mentioned there was a typo.

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 revisions to the Employee Handbook regarding the Sick Leave Policy

Secretary McShane motioned to approve the revisions to the Employee Handbook regarding the Sick Leave Policy. Trustee Kleis seconded.

Treasurer McMillan asked if one sick day is earned per month for full-time staff members up to 240 days for IMRF service credit and is paid out via IMRF upon retirement. Finance Kimmey confirmed that was correct and stated there is no sick time payout if a staff member leaves their position. If they retire then sick time hours will be included in IMRF retirement benefits. HR Generalist Boreham stated 20 days equals one month of service credit with IMRF up to one year.

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

Strategic Plan 2021-2022 Update – For Discussion

Adult Services Manager Allan gave an update on the progress of the 2021-2022 Strategic Plan. Of the 58 action steps on the plan, 48 are complete or ongoing and 10 are in progress or on hold. Highlights of the team's accomplishments from the past several months include hosting the well-attended Alzheimer's Community Forum, successfully launching the Library of Things, and notary training for

IT Manager Degner and Patron Services Manager Hildebrand.

Strategic Plan 2023-2024 – For Discussion

As the committee wraps up the current plan, preparations are already underway for the 2023-2024 plan. A Community Survey has recently been made available to solicit feedback from residents and small business owners and 392 surveys have already been completed. Special thanks to the Friends of the Library for generously donating a Kindle Fire tablet to be used in a drawing for survey finishers. The survey is available online and in print and will be open through Monday, August 8. Following staff focus groups in August and patron focus groups in September, the committee will work to incorporate survey and focus group feedback into a draft plan.

President Leafblad acknowledged all staff members with anniversary milestones.

**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 – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:08 p.m.

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

Minutes prepared by Aaron Peterson