

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 15, 2022

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

**Call To Order**

Members present: Joanna Leafblad, President; Dan McMillan, Treasurer; Charles McShane, Secretary; Elan Kleis, Trustee; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

**Roll Call**

Members absent: Christian Barcelona, Vice 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; Jackie Boyd, Communications Manager; Jill Boreham, HR Generalist; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services; Wendy Xie, Technical Services Manager

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

**Minutes**

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

**Introduction of Visitors**

None

**Public Comment**

None

**Executive Session**

Treasurer McMillan motioned to accept the payment of bills listing from 7/19/2022-8/15/2022. Vice President Barcelona seconded.

**Payment of Bills**

Trustee Healy asked about the large amount paid to the periodicals budget. Finance Manager Kimmey stated the payment to Rivistas was a pre-payment for next year and there were many of other renewals paid. Library Director Adamowski stated Adult Services Manager Allan and Youth Services Manager Smits reviewed which periodicals they didn't need to receive going forward and would revise the subscriptions. President Leafblad asked about the payment to Blue Cross/Blue Shield. Kimmey stated that payment was the monthly employee insurance benefits. Healy asked about the payment to Bradley Wright. Outreach Manager Kleiva stated it was for a musical performance multiple member group, since it was over the average amount for a typical program.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

## Treasurer's Report

Treasurer McMillan acknowledged that library funds are starting to deplete. Finance Manager Kimmey received a letter from Cook County in regards to relief funding, however, only libraries with 4 months of funds left qualified. McMillan stated it shows how important it is to have sufficient reserve amounts built up and commended Kimmey on doing a great job.

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

Motion passed. 6 ayes, 0 nays, 1 absent

As Library Director Adamowski reported last month, the patrons are certainly enjoying the great programs the library has to offer, especially the outdoor concerts. On August 14, the band Jessie's Girl performed in the plaza to an audience of 118. On July 10, the Everly Lovers had a crowd of over 140 people enjoying this cover band as they combined elements of country, rock and pop music. Not to be outdone, Youth Services offered the Little Miss Ann concert for children and their families. Little Miss Ann sang joyful music about relationships, emotions, and togetherness, and she performed at Lollapalooza the day before.

## Librarian's Report

The circulation statistics for the month of July were quite impressive at 44,641, just 396 items less than the month of June, and 3,000 more than July of 2021. Patron Services staff have been busy checking out everything from books to DVDs to camping tents and folding tables. The Library of Things collection is going strong and patrons are thrilled when they come in to pick up their items. The three karaoke machines are continuously checked out.

Read Beyond the Beaten Path summer reading challenge officially ended as of July 31. This theme resonated with our patrons, young and old, and it definitely shows through the increase in circulation. Youth Services Manager Smits gave a recap of the statistics for the summer. Patrons enjoyed being able to choose between books read or minutes read.

Staff will be staffing the booth at Market at the Park for the last time this season on Thursday, August 18. The interaction between staff and patrons has been extremely positive with patrons learning more about the services and programs the library offers. Nearly 25 cards were issued to patrons who appreciated only having to show one form of photo ID.

The library booth at the Taste of Orland during the August 5-7 weekend was a popular one. Communications Manager Boyd calculated that library staff were interacting with an average of 200 patrons per hour. Those who stopped by the booth enjoyed spinning the wheel for cool prizes and guessing how many pages were in the stack of books. That lucky winner received a Kindle Fire. Of course, the library's hand fans were a big hit and you could see people waving them as they tried to stay cool on the very hot and humid weekend. Kudos to the Outreach Services staff who organized this annual event and to all of the other staff members who worked the booth and were the voice of the library.

In preparation for the writing of the Strategic Plan 2023-2024, patrons were invited to complete the library survey either online or on paper. Library Director Adamowski happily announced that over 600 patrons responded as to what they thought of the library and how it could improve. Adult Services Manager Allan is the chair of the Strategic Plan committee who created the survey, and Communications Manager Boyd analyzed the results. Boyd and Allan gave a recap to the trustees about the responses and the upcoming steps, including both staff and patron focus groups that will be conducted in order to create a comprehensive and engaging Strategic Plan 2023-2024.

The September-December newsletter will be delivered to homes during the last week of August, just in time for registration beginning on September 1 for some programs. As always, the staff have created many exciting programs and events that will bring the patrons in such as National Library Card Sign-Up Month in September, OPPLcon Fan Fest, Winter Wonderfest, and so much more. During the

months of September and October, the library will be hosting a local history exhibit entitled Black Lives Matter: A Child's Vision. The exhibit created by Orland Park residents archives the peaceful protest that took place on June 12, 2020 in Orland Park. It is a mix of photography, portraits, art and digital narratives documenting the experiences of local residents and protestors participating in the Black Lives Matter movement. The opening reception for the exhibit will be held September 9. On September 29, a panel discussion led by Natalie Moore of WBEZ will be held with some of the organizers, participants, and archivists of the Orland Park Black Lives Matter: 8 Can't Wait protest.

Library Director Adamowski, Assistant Library Director Andros, and Communications Manager Boyd held a phone discussion with former Village Trustee Tom Dubelbeis to discuss a partnership in which the library would host a collection drive to gather items for the troops overseas. The library is looking at a February date so it can be included in the January 2023 newsletter.

Former Village Trustee Ed Schussler has donated a Steinway grand piano to the library. His wife, Sharon, was an accomplished pianist and he would like the library community to enjoy the beautiful music that will be played. The library is hoping to place the piano in the lobby, and Library Director Adamowski has asked Community Engagement Manager Kleiva and Adult Services Manager Allan to contact pianists who could give scheduled and impromptu performances in the lobby. The library is currently working with a company to deliver the piano.

Al Frapoli from Custom Signs Consultants has reached out to the library concerning the Renovation Dedication Plaque. The original silk screener that he normally contracts with is no longer available and he is now reaching out to different contacts. Hopefully, the project will be completed by the end of the month.

Library Director Adamowski happily reported that Communications Manager Boyd has begun her studies in Library Science. She plans to complete her Master's Degree in Library Science within three years. The board wished Boyd the very best in her endeavors.

Assistant Library Director Andros discussed various projects related to Wight and Co. He stated the new boilers have an August 29 ship date. Wight and Co. called a highly-rated and reliable roofing company to provide an estimate on what the second half of the roof would cost. Their estimate also covers the repair work above the fireplace. The estimate was \$556,980. Wight and Co. typically recommends an additional 15% when budgeting. Andros stated how the library would like to move forward with Wight and Co. to facilitate their capital needs assessment project this fiscal year. The Village has been contacted to sign off on the paver work under the table. CM George Gardner from Wight visited recently to examine fixes for the water table, which is looking weathered and is not draining properly.

Regarding the FEMA grant, Andros learned the UV lighting system is now being considered as a qualifying expense for reimbursement.

The library's part-time Custodian, Vitalii Kulyk, tendered his resignation with the library, and his last day will be on August 18.

Andros mentioned administration staff recently discussed the possibility of adding electric vehicle charging stations in the parking lot. He stated there are going to likely be imminent clean energy incentives offered on the federal level.

There were 24 Maintenance support tickets last month and 23 were closed.

Assistant Library Director Andros stated he has recently researched Land Acknowledgments, which is a formal statement, typically found on an organization's website, which recognizes indigenous and native peoples who had once occupied the land on which the organization is built. This was explored as some libraries and universities have created them in recent years, and two patrons had reached out multiple times inquiring about the library creating one. Some libraries incorporate such efforts in their Diversity, Equity, and Inclusion initiatives, and some do so in their library history within their website.

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**

**Diligent Software – For Discussion**

**Unfinished Business**

Assistant Library Director Andros stated there was a week trial period for Board Members and Administration staff to try out the Diligent Software. Treasurer McMillan stated he liked receiving physical packets. Secretary McShane thought the Board members' side of the software was quick and easy. Trustee Lindbloom stated the software was in editing mode so it was not a totally accurate trial for the Board. Lindbloom also thought it may be too complex overall with features that are not all necessary, especially for the \$4,000 annual expense, and suggested just sending out a PDF file of the packet. Finance Manager Kimmey said the packet assembly requires a lot of time and paper and thought starting to send the packet out digitally would be a good compromise. IT Manager Degner talked about different options to enable the large file to be sent to the Board and he will be working on setting up the necessary accounts and separate folders. Technical Services Manager Xie stated the library One Drive and Acrobat Reader should be able to do everything necessary.

**FY2023 Budget & Levy – For Discussion**

**New Business**

Library Director Adamowski stated managers have started submitting their proposed budgets. Trustee Healy asked what the Levy amount was last year. Adamowski said the approved Levy was 4.25% last year.

**Holiday Tree Decorating – For Discussion**

Library Director Adamowski stated the proposal for the third year of tree decorating by debi Ross was submitted. The first year was a large initial investment, followed by a cost of \$4,000 last year. The current proposal was discounted down to \$4,500. Trustee Lindbloom stated the library has two available options for the lobby tree. Adamowski would like three different tree options to rotate for the large 12 foot lobby tree. President Leafblad asked if it would just be the decorating fee next year. Adamowski said yes but it would most likely not be discounted. Treasurer McMillan stated that it was important for the library to put its best foot forward at Christmas and that the Gingerbread ornaments should be purchased. Lindbloom asked if anyone else would be able to decorate the trees in the future.

Assistant Library Director Andros stated there are a couple of other local companies, however, their hourly rate is quite similar. Adamowski stated the lobby tree was a fantastic photo opportunity for patrons and Finance Manager Kimmey agreed saying it was great publicity for the library. The Board collectively decided to move forward with debi Ross' proposal, although they wish to formally vote on it at the next regular meeting.

Approval of the revisions to the Employee Handbook

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

HR Generalist Boreham stated the Table of Contents for the Employee Handbook had been updated to indicate page numbers for each policy. The Appendix is much shorter and has only 9 documents (the letters assigned to each of those documents have not been changed). The Appendix was shortened as many of the documents can be found in other Library manuals. Each section has also been color-coordinated to a set of tabs that divide the sections in the printed manual and new policies will be inserted in yellow colored paper.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of registration costs in the amount of \$2,639.00 for the Illinois Library Association Conference 2022, to be held at the Donald A. Stephens Convention Center in Rosemont, Illinois on October 18-20, 2022 for Mary Adamowski, Anthony Andros, Jill Boreham, Katie Allan, Natalie Finlon, Sarah Kleiva, Kara DeCarlo, Stephanie Thomas, Wendy Xie, Carrie Jourdan, and John Burke

Trustee Lindbloom motioned to approve registration costs in the amount of \$2,639.00 for the Illinois Library Association Conference 2022, to be held at the Donald A. Stephens Convention Center in Rosemont, Illinois on October 18-20, 2022 for Mary Adamowski, Anthony Andros, Jill Boreham, Katie Allan, Natalie Finlon, Sarah Kleiva, Kara DeCarlo, Stephanie Thomas, Wendy Xie, Carrie Jourdan, and John Burke. Secretary McShane seconded.

Trustee Kleis pointed out a typo.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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 – absent; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:11 p.m.

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

Minutes prepared by Aaron Peterson