

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 19, 2022

The meeting was officially called to order by President Leafblad at 7:08 p m.

## Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

## Roll Call

Members absent: 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; Jackie Boyd, Communications Manager; Jill Boreham, HR Generalist; Joshua Degner, IT Manager; Theresa Hildebrand, Community Engagement Manager, Sarah Kleiva; Patron Services Manager; Brandi Smits, Youth Services; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the August 15, 2022 minutes. Secretary McShane seconded.

## Minutes

Treasurer McMillan asked where it was mentioned that the budget would be discussed at the Personnel meeting, and that it should be taken out since it was not discussed. Trustee Healy mentioned there appeared to be a missing word in a sentence at the bottom of page three. Library Director Adamowski stated since the budget was not discussed at the Personnel meeting, it could be struck from the minutes. The minutes were approved as amended.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

## Introduction of Visitors

Linda Bosy  
Tevelee Gudino

## Public Comment

None

## Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 8/16/2022-9/19/2022. Secretary McShane seconded.

## Payment of Bills

Treasurer McMillan asked about the payment to Library Market. Communications Manager Boyd stated it was the annual payment for the online library calendar. McMillan asked about the payment to Michele Apps. Community Engagement Manager Kleiva stated it was for the Goat Yoga program. Trustee Healy asked about the payment to Wight and Company. Assistant Director Andros stated it was the initial payment for the boiler project. President Leafblad asked about the payments to Trane. Andros stated annual maintenance was done and sensors on the air handlers were replaced.

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

aye; McMillan – aye; McShane – aye

Motion passed. 6 ayes, 0 nays, 1 absent

Each manager gave a summary of their departmental highlights for August.

**Departmental  
Board Report**

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

**Treasurer’s  
Report**

Treasurer McMillan asked for an update on the debt service schedule and when the bond would be paid off. Finance Manager Kimmey stated the final payment would be in November. McMillan praised Kimmey for doing a great job of keeping expenses under control. Trustee Healy asked if the total collection budget needed to be at a certain amount by the end of the year. Library Director Adamowski stated it should be 12% at most of the overall budget. Finance Manager Kimmey stated the biggest purchases of AV and other collections happen in the spring and fall. Trustee Lindbloom asked what made up the Public Information category. Communications Manager Boyd stated the Newsletter is in that category and the cost of the special paper that is used has gone up in price. Director Adamowski stated the Newsletter has had its pages increased from 12 to 16. This allows for more information and more white space.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Library Director Adamowski spoke about the Black Lives Matter: A Child’s Vision Opening Reception that was held on September 9. Over 110 people attended and viewed the photographs, portraits, artwork, and digital narratives that portrayed the peaceful protest held in Orland Park in June 2020. Adamowski thanked President Leafblad for attending, and let the trustees know that a panel discussion led by Natalie Moore of WBEZ will be held at the library on September 29.

**Librarian’s  
Report**

Library Director Adamowski notified the trustees that the renovation dedication plaque has been installed outside of the Large Meeting Room corridor. She will email future dates to the Board so they may select a date for a Renovation Completion Reception.

Library Director Adamowski mentioned the passing of former staff member Judy Brannigan. Judy was on staff as an Adult Services Reference Librarian for nearly 16 years when she retired in 2021. She led many book discussion groups, such as the Romance Literature group and was instrumental in conducting the library’s Veteran’s History Project. Judy was a favorite of many of the library’s long-time patrons and will be missed.

During the month of September, three patron focus groups were conducted, which were led by Administration and managers. The library received over 600 survey responses and many respondents replied they would like to participate in a focus group so they could offer more feedback about the library and its services and programs. Library Director Adamowski stated the groups answered questions about the library’s offerings and how it could improve. The participants gave constructive feedback, compliments and solid ideas that will be used when the Strategic Plan Committee writes the library’s next Strategic Plan 2023-2024. Adamowski continued that the library also held staff focus groups which yielded very helpful feedback.

Adult Services Assistant Manager Natalie Finlon coordinated tours of the library for interested patrons during the week of September 12. Natalie led one tour, while Library Director Adamowski and Assistant Library Director Andros led another. The groups, which had approximately 15 patrons in each, enjoyed learning about the history of the library, as well as discovering all of the offerings of

each department. The tours were so successful that it has been decided to offer them regularly in the future.

Patron Services Manager Theresa Hildebrand is eagerly preparing for her upcoming genealogy program on September 20. Hildebrand has a vast knowledge of the topic and is anxious to share with the registered attendees. Library Director Adamowski stated that the demand for this program has been popular and more events will be scheduled.

The piano donated by former Village Trustee Ed Schussler and his wife Sharon was delivered on September 15. The piano, which is located in the lobby near the In Recognition wall, will be played for scheduled concerts, as well as pop-up events in the very near future.

Assistant Library Director Andros stated the LED lights on the lobby's ceiling fixtures are currently failing one by one. Maintenance Superintendent Steve Newman has tried numerous approaches to fixing them. He rented a higher lift not only to change lights in the parking lot, but also to troubleshoot the lobby lights. He changed the drivers (ballasts), adjusted a programming control board, as well as made other modifications. An eventual visit by an electrician confirmed the suspicion that these first-generation LEDs have reached their life expectancy. After inquiring about new fixtures, it has been learned our current fixtures have been discontinued. The library has reached out to multiple suppliers about comparable replacements, as well as multiple electricians to ensure we have an installer at the ready.

Boiler replacement starts tomorrow, and the serial numbers supplied by Wight will complete the Nicor rebate application soon.

Nicor prices have risen approximately 50% since March, thus the library is preparing for the budget impact in this area during the winter months. The library is hoping to achieve cost savings with the new boilers.

Next month, Assistant Library Director Andros will engage Wight to begin the Request For Proposal process for replacing the second half of the roof.

The FEMA grant for pandemic-related expenses will soon be submitted. The library was informed it needed to remove the UV lighting wands for consideration.

Assistant Library Director Andros stated that he and Library Director Adamowski will be attending a Bridgeview court hearing on October 6 as complaining witnesses for a disorderly conduct charge for a patron incident on August 18.

The Library received a FOIA request for any email correspondence between the library and one individual, for whom the library had no documents responsive to the request.

The library is aiming to schedule a more specific risk assessment walkthrough with HUB to ensure safety for staff and patrons. The first walk-through Administration and Maintenance had scheduled a few months ago was focused only on general structures, systems, and code compliance.

The Friends of the Library are planning to have their Annual Book Sale in April 2023.

As a reminder, the library will be closed October 7 for Staff Engagement Day. The title previously was Staff In-Service Day, but it was changed to better reflect its purpose. Enhancing customer service in new ways will be a focus with outside speakers, Michelle Petersen of Helen Plum Public Library and Cathy Braxton of *Improv 4 Caregivers*. Also, HR Generalist Boreham and Adult Services Librarian will be delivering the annual sexual harassment prevention training.

There were 27 maintenance tickets opened 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**

- a. Approval of the minutes from the September 6, 2022 Personnel Committee meeting – For Action

**Personnel**

Treasurer McMillan motioned to approve September 6, 2022 Personnel Committee meeting minutes. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

- b. Recommendation(s) to the Board of Library Trustees for the 2023 Salary Schedule – For Discussion

Treasurer McMillan stated the paygrades were adjusted by 3.5% on the Salary Schedule, which is used as a range in which to establish starting pay rates for new staff. Finance Manager Kimmey stated the Salary Schedule was also adjusted to be in line with the upcoming mandatory minimum wage increase. Kimmey stated HR Source recommends having a few open pay grade levels on the Salary Schedule for flexibility in the future and they have been implemented.

- c. Recommendation(s) to the Board of Library Trustees for the staff benefit (health insurance) costs allocations for 2023 – For Discussion

Treasurer McMillan stated Finance Manager Kimmey did a great job on the Health Insurance breakdown worksheets reflecting a 6% and 10% increase. Kimmey stated Assurance said claims on average are running at 6-7% while drug claims are at 10-12%. More information should be available by next month.

- d. Recommendation(s) to the Board of Library Trustees for the staff merit raises (0 - 8%) for 2023 – For Discussion

President Leafblad stated 0-8% was the recommendation from the Personnel Meeting. Treasurer McMillan thought 8% as a ceiling was appropriate with how high inflation is. HR Generalist Boreham stated there will be a scorecard used from the performance evaluations to get the percentage. Finance Manager Kimmey stated the average will likely be between 5.5% - 6%. Library Director Adamowski reiterated that the raises will be strictly merit-based with no COLA increases included.

e. Recommendation(s) to the Board of Library Trustees for the proposed staff benefit changes for 2023 – For Discussion

Finance Manager Kimmey stated other libraries offer two or more floating holidays and since the library staff is increasingly diverse, a floating holiday would be very useful to meet their needs while avoiding closing the library for other holidays. Treasurer McMillan thought that Personal Days could be used. President Leafblad stated giving part time and full time employees a floating holiday is beneficial and giving it to only part time would not be good for retention. Secretary McShane agreed that full time employees should receive it too. Leafblad stated part time employees may have more time in some cases to complete personal commitments while full time employees need Personal Days in order to get personal things done. Director Adamowski stated many libraries typically give 12 days off. Kimmey stated instead of adding more library holidays, a floating holiday is a compromise. Trustee Healy would like to see the data showing how many holidays other libraries offer. Kimmey stated HR Source provided that information, and it will be shared. HR Generalist Boreham read the draft policy and mentioned that, as an example, the Fountaindale Public Library District offered their staff four floating holidays.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

None

Unfinished  
Business

Capital Needs Assessment - For Discussion

New Business

Assistant Director Andros stated Wight provided a Facility Condition Assessment report recently and it is very thorough. Treasurer McMillan asked about the parking lot work. Andros stated he thought it was referring to seal coating maintenance every 5-6 years. Finance Manager Kimmey referred to the Capital Reserves Schedule for 2023-2032. \$1.8 million for various capital improvements over the next ten years is projected to be necessary, so the amount deposited into the special reserves account may need to be increased. The Special Reserve account will be down to approximately \$800,000 after the boiler project this year and the roofing project next year will further deplete it. Secretary McShane asked once the bond is paid off, how much money would be made available. Kimmey stated approximately \$500,000. Kimmey stated that no funds from tax revenues have been received for the second half of the year. Trustee Lindbloom asked why the roof work was under year 2. Andros stated it was most likely just a misprint and will find out from Wight.

Approval of 2023 Salary Schedule – For Action

Secretary McShane motioned to approve 2023 Salary Schedule. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the staff benefit cost allocation for 2023 – For Action

Treasurer McMillan motioned to approve staff benefit cost allocation for 2023. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the staff merit raises for 2023 – For Action

Treasurer McMillan motioned to approve staff merit raises for 2023. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval for the proposed staff benefit changes for 2023 – For Action

Treasurer McMillan motioned to approve staff benefit changes for 2023. Secretary McShane seconded.

No discussion.

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

Motion passed. 4 ayes, 2 nays, 1 absent

Approval of the cost proposal in the amount of \$4500 for holiday tree decorating by debi Ross of Inside Looks – For Action

Secretary McShane motioned to approve the cost proposal in the amount of \$4500 for holiday tree decorating by debi Ross of Inside Looks. Vice President Barcelona seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; 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**

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

**Adjournment**

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:55 p.m.

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

Minutes prepared by Aaron Peterson