

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 17, 2022

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

Call To Order

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

Roll Call

Members absent: Charles McShane, Secretary

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; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager

Treasurer McMillan motioned to approve the September 19, 2022 minutes. Trustee Lindbloom seconded.

Minutes

Treasurer McMillan followed up on the court hearing on October 6 that Library Director Adamowski and Assistant Library Director Andros attended as complaining witnesses for a disorderly conduct charge for a patron incident on August 18. Andros stated they were present with the defendant and his mother and shared that the case was extended out to December 28 due to the defendant being belligerent towards the judge. Adamowski stated the gentleman is banned for life from entering the building. Trustee Healy followed up on the overall collection budget amount. Adamowski stated, according to *Serving Our Public 4.0 Standards for Illinois Public Libraries*, it should be between 8-12% of the overall budget and the library is currently at 10.5%. Healy asked for clarification on the implications of the bond being paid off. Finance Manager Kimmey stated it was correct that approximately \$500,000 would be made available after the bond is paid off and added that the levy would decrease.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Introduction of Visitors

None

Public Comment

Trustee Lindbloom motioned to move into closed session at 7:18 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body and approval of minutes from prior closed sessions. Vice President Barcelona seconded.

Executive Session

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Lindbloom motioned to resume regular session at 7:58 p m. President Leafblad seconded.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer McMillan motioned to accept the payment of bills listing from 9/20/2022-10/17/2022. Trustee Lindbloom seconded.

Payment of Bills

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Treasurer’s Report

Trustee Healy asked about the contribution to the FICA expense account being over budget. Finance Manager Kimmey stated the library received a letter from the Internal Revenue Service stating a change was made due to the COVID-19 employer credits claimed on Form 941, Employer’s Quarterly Federal Tax Return, and that the Sick and Family Leave Credit amounts were being disallowed. Treasurer McMillan asked about Debt Service. Kimmey stated no bonds will be issued in the near future and Klein Thorpe and Jenkins will be contacted in regards to moving funds from Debt Service to the operating account before transferring the funds into the special reserve account, amounting to approximately \$500,000.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Departmental Board Report

Library Director Adamowski mentioned the library hosted the Black Lives Matter: A Child’s Vision Panel Discussion on Sept. 29. Natalie Moore of WBEZ led the panel discussion, which included Nathan Epperson, the 9-year-old who had the idea to protest peacefully; Geoff Epperson, co-organizer of the protest and Nathan’s father; Tresha Miller, protester, and Aisha Scott, co-organizer of the protest and creator of the exhibit. Nearly 50 patrons attended the very powerful evening, and most walked away with a feeling of pride in that Orland Park was one of the few communities that had a peaceful and thoughtful show of unity. Library Director Adamowski thanked President Leafblad and Trustee Lindbloom for attending the panel discussion. The exhibit will leave the library on Oct. 31 and may be

Librarian’s Report

hosted next at Oak Park Public Library.

Tomorrow, Oct. 18 is the start of the Illinois Library Association Conference, which will run through Thursday, and is being held at the Rosemont Convention Center. Ten staff members will attend the conference, some for the full three days, while some will attend one day only. The library will be showcased as Adult Services Manager Allan, Adult Services Assistant Manager Finlon, and HR Generalist Boreham will present *I'm the Manager?* on Tuesday afternoon. Sarah Kleiva will offer a presentation entitled *Building a Trauma-Informed Workforce* with librarians from other libraries on Wednesday. IT Manager Degner will be attending the conference on Thursday to visit the exhibits and learn about new tech trends for libraries.

Adult Services is hosting local author Kevin Patrick Kenealy on Thursday evening. Kenealy is an Orland Park resident who will discuss his latest book, the critically acclaimed psychological thriller *Neighborhood Watch*. Books will be available for purchase and signing.

OPPLcon Fan Fest is back this Saturday! The fun will run from 10 a.m. - 3 p.m., and is sure to attract kids, teens, and adults as they immerse themselves in pop culture! This year's theme is Toy Story, so be on the lookout for Woody, Buzz, Little Bo Peep, plus more. The Pizza Planet car will be out in the plaza for everyone to see. Local artists will once again be selling their pop culture art in Artists' Alley, and adults and teens can join the *Dungeon and Dragons* panel. Kudos to Youth Services Librarian Vanessa Fernandez and her committee who have put many hours into planning this upcoming event. It never fails!

The patrons have been enjoying the many pop-up concerts provided by pianist Richard Sladek. Youth Services Manager Smits's sister will be showcasing her talent on Oct. 25.

Assistant Library Director Andros and Library Director Adamowski attended Mayor Pekau and Police Chief Rossi's Safe-T Act presentation on Oct. 11 at the Civic Center.

Library Director Adamowski mentioned that three trustees are up for reelection in April 2023: Trustee Kleis, Treasurer McMillan, and Trustee Healy. Assistant Library Director Andros and Adamowski met with Deputy Village Clerk Alexandra Snodsmith to discuss the steps the trustees will need to take in order to be placed on the ballot. Library Director Adamowski mentioned that the Candidates Guide, as well as important dates, have been provided by the library. President Leafblad and Trustee Lindbloom also offered information about the timing of dropping off the necessary documents.

Assistant Director Andros stated the two new boilers were activated the week of October 3. Maintenance staff received training this week and the boilers were officially commissioned by the manufacturer. The natural gas usage will be closely monitored going forward for potential cost savings. The rebate process is still ongoing since the final invoices must be paid before the rebate can be submitted.

The LED lights on the lobby's ceiling are currently failing one by one. The official estimates came back today, and the estimate from the installer is \$9500 labor, and the three choices of lighting that will fit the library's cosmetic and functional needs are \$37,800, \$40,300, and \$25,700.

George Gardner has started investigating the initial steps for Wight and Company to facilitate the library's Request For Proposal process for replacement of the second half of the roof.

One of the circuit boards on the rooftop heat exchanger had a circuit board fail, and a replacement is due to arrive in approximately two weeks.

A FEMA grant was submitted for a reimbursement of all Covid-related expenses. The amount total was just over \$87,000. The final approval and receipt of funds will likely not occur until the first quarter of 2023.

Assistant Director Andros attended a gathering at the Orland Park History Museum with Curator Sarah Stasukewicz, Library Trustee Healy, and other stakeholders. The discussion revolved about how the two organizations can partner going forward.

The library participated in a very successful Staff Engagement Day on Oct 7. In addition to other activities, there were dynamic customer service presentations by Michelle Petersen and Cathy Braxton. HR Generalist Boreham and Adult Services Librarian Helen Kametas presented on sexual harassment prevention, and HR Generalist Boreham facilitated a Whistleblower Policy training.

Last month, there were 28 maintenance tickets opened and 27 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

Capital Needs Assessment – For Discussion

Unfinished Business

Assistant Library Director Andros referred to the Capital Reserves Schedule spreadsheet found on page six of the Facility Condition Assessment by AEI Consultants for Wight Construction Services. It was confirmed that Asphalt Pavement Seal Coat, Restripe, and Crack Seal is recommended in Year 1 and Year 6 due to the Asphalt having been recently redone. A minimum of \$240,000 will be required in Year 2 or sooner for the replacement of the second half of the roof and accompanying rooftop fireplace repairs. \$220,000 will be required for the Chiller replacement in Year 4. Under the Cycle Replace column, Energy Management System totals \$382,700, and the Curtain Wall, metal framing on the large glass windows, will total \$128,000. Treasurer McMillan thought it was great calculated planning and asked if the carpeting amount included labor and material. Andros confirmed the \$401,500 carpet replacement in Year 6 did include both labor and material, as did all estimates. President Leafblad mentioned that the padding selection is very important in order to get the most life out of carpeting and is an added cost. Finance Manager Kimmey stated the report was very detailed and shows that \$1,581,831 (uninflated) will be required over the next 10 years to maintain the library building.

FY2023 Budget and Levy – For Discussion

New Business

Finance Manager Kimmey referred to the 1st Draft of the Budget, Levy, Appropriation FY2023 and stated there is a strong need to have a sufficient amount in the Special Reserve for building improvements throughout the upcoming years. Assistant Library Director Andros stated the building could use various technology improvements. Library Director Adamowski stated it is necessary for the library to keep up with digital content due to strong patron usage. Finance Manager Kimmey stated the levy was 4.25% in 2021, however because the bond levy added .6%, the proposed 2022 levy of 4.75% levy is effectively less than 2021. Treasurer McMillan thought 4.75% may be too high and pointed out

there are some budget lines that are under budget. However, McMillan agreed that budgets can be hit with unknown amounts and thought the 4.75% levy would allow the library to be on solid financial footing. Kimmey stated it is prudent to have sufficient Special Reserves. McMillan reminded everyone that the Cook County tax bills are still being delayed and may not be received until January, which adds to the case for having sufficient Special Reserves. President Leafblad thought the library is experiencing the results from good planning and being fiscally responsible. Adamowski stated a lot of libraries in ATLAS are asking for assistance and grants in order to keep operating as usual. Leafblad added that the library levy percentage is only a small percentage of the Village of Orland Park levy. Trustee Healy would prefer the levy be 4.25%. McMillan brought up the idea of the library installing Electric Vehicle chargers at some point in the future and thought it may be a good idea to include in a future Strategic Plan. Andros will investigate available energy grants coming from the Inflation Reduction Act. Treasurer McMillan thought solar panels could possibly be utilized to offset cost and ease usage on the electric grid. Andros stated the lighting in the lobby was an unexpected expense which will cost at least \$40,000 to replace and next year the library phones are being upgraded to Voice Over IP. Kimmey stated the library business and cyber insurance may double in cost from the previous year and he was just informed that Blue Cross Blue Shield is coming in with a 14.6% increase. Adamowski stated next month there will be a motion to approve the levy.

Motion to approve the Library Director's 2023 salary with a merit increase of 6% - For Action

Trustee Kleis motioned to approve the Library Director's 2023 salary with a merit increase of 6%. 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 – absent

Motion passed. 6 ayes, 0 nays, 1 absent

President Leafblad acknowledged all staff members with October anniversary milestones and highlighted Library Director Adamowski with 35 years and Finance Manager Kimmey with 7 years.

Announcements

Trustee Lindbloom motioned to adjourn the meeting and it was seconded by Vice President Barcelona.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:27 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

