

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

The meeting was officially called to order by President Leafblad at 7:10 p m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Treasurer; Nancy Healy Trustee; Elan Kleis, Trustee (via phone); 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; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the November 21, 2022 minutes. Trustee Lindbloom seconded.

Minutes

Treasurer McMillan inquired if Klein Thorpe and Jenkins was contacted yet in regards to moving funds from Debt Service to the operating account before transferring funds into the special reserve account. Finance Manager Kimmey stated the final bond payment had been made and he is planning to contact KTJ.

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

None

Introduction of Visitors

None

Public Comment

Trustee Lindbloom motioned to move into closed session at 7:13 to discuss the approval of closed session minutes and semi-annual review of minutes from prior closed sessions. Treasurer McShane seconded.

Executive Session

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

Motion passed. 7 ayes, 0 nays, 0 absent

Trustee Lindbloom motioned to resume regular session at 7:34 p m. Treasurer McShane seconded.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer McMillan motioned to accept the payment of bills listing from 11/22/2022-12/19/2022. Vice President Barcelona seconded.

Payment of Bills

Treasurer McMillan asked about the payments to vendors as follows: Aspen Tree & Turf Care, Assistant Library Director Andros stated various tree trimming, pruning and injections were all done; Current Technology, Information Technology Manager Degner stated end of year renewals were paid; Inside Looks, Library Director Adamowski stated decorating of the three library Holiday trees was done; Chicagoland Plumbing Services, Inc., Andros stated three stations for refrigerated, filtered water are being installed; Colley Elevator Co., Andros stated the patron elevator was out of service for 36 hours while a primary circuit board was replaced; Kruger International, Inc., Andros stated new nesting tables with casters were purchased, and \$2,500 was saved by having Maintenance staff handle the assembly. President Leafblad asked about the payment to the following vendors: Palatine Library; Adult Services Manager Allan stated this was a payment for a damaged Interlibrary Loan book; Rich Goldschmidt, Community Engagement Manager Kleiva stated Rich is the artist that did the current display case featured near the bottom of the staircase. Trustee Healy asked about the payment to Richard Sladek, Kleiva stated that Sladek has been providing lobby piano music regularly and committed to a schedule at a discounted rate. Kleiva mentioned that Sladek is a member of the Beatles cover band, American English.

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

Secretary McShane motioned to accept the Treasurer’s Report for November 2022. Trustee Lindbloom seconded.

Treasurer’s Report

Treasurer McMillan asked about the \$160,000 that was in the Revenues Other Income budget line. Finance Manager Kimmey stated that money was being appropriated for the boiler project. Kimmey mentioned revenue is starting to come in from Cook County. McMillan commended Kimmey and Senior Administrative Coordinator Peterson for keeping the library finances in such good order and functioning so well throughout the 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

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

Departmental Board Report

All Managers and Assistant Managers attended a full-day workshop presented by HR Source on December 8. HR Specialist Candace Fisher led the group in discussion and activities on Becoming the Totally Responsible Person. Although the library has a creative, knowledgeable Management team that thrives in giving the best possible service to patrons and fellow staff, there is always room for growth and more learning. Ms. Fisher spoke with Library Director Adamowski about several other exercises she can lead the team through that will further enhance the outcome.

Librarians’ Report

On November 27, several staff members participated in the Village’s Holiday Parade. The weather was mild and the rain held off so that staff could greet the community along the Ravinia Avenue parade

route. Maintenance Superintendent Newman drove the fully-decked out OPPL truck and snowplow, while Community Engagement Manager Kleiva drove the sparkling library van. Quarter sheet fliers with a candy cane attachment announcing the library's Winter Wonderfest were handed out to the hundreds of parade-goers.

Winter Wonderfest, the library's first winter reading kickoff event, was held on Saturday, December 10 with nearly 1000 patrons of all ages attending. As soon as the event began, droves of children, teens, and adults came to enjoy hot cocoa and hot apple cider, goats and bunnies in the Backyard, and various demonstrations including printing, lace making, wool spinning, woodcarving, and 3D printing. There were activities for teens and children, as well as the Candy Cane Café in which hungry patrons gobbled up the donut holes from Orland Bakery. All of the activities were stationed throughout the library on both floors so patrons could see the renovated areas. Looks like this will be an annual event. Thanks to Adult Services Manager Allan, Assistant Adult Services Manager Finlon, Youth Services Manager Smits, and Community Engagement Manager Kleiva for planning this awesome event, and to the many staff members who made the day run so smoothly.

On the next day, Santa made a special visit to the Backyard and greeted the children as they whispered to him what they wanted him to bring them on Christmas Day. On December 17, Santa once again delighted the families at the Storywalk.

The staff this year celebrated the holidays with five festive events throughout the week of December 5. Staff showed off their culinary talents on Appetizer and Dessert days. Everyone sipped hot cocoa while wrapping their holiday gifts at the wrapping station. On the Wednesday of that week, staff were treated to Hienie McCarthy's food for lunch and then again dinner for the evening staff. Thank you to President Leafblad for giving the go-ahead for this well-received event. Thank you to the Social Committee for planning a great week that got everyone into the holiday spirit.

Communications Manager Boyd finished her first two classes for her MLIS degree.

Assistant Director Andros stated the library received a Freedom of Information Request from a Jane Smith for the staff salary schedule.

The rebate process for the two new boilers is still ongoing since the final invoices must be paid before the rebate can be submitted.

Regarding natural gas consumption, the library's therm use decreased by 40% when compared to November of 2021.

Wight and Co. will be able to conduct the RFP bid process in the spring for an installation in the summer. The library will likely have Wight write the RFP such that the masonry and flashing for the roof repair is prioritized. Wight's engagement to proceed as the library's consultant is in the amount \$38,000. It will be sent to KTJ for review and then presented to the board in January.

Library staff is still waiting for the arrival and installation of new LED ceiling fixtures to replace the current ones in the lobby.

The Friends of the Library did not meet in December and will resume regular meetings in January as they prepare for their annual book sale on Saturday, May 6, 2023.

Last month, there were 32 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

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

Approval of the corrected FY2023 Budget and Levy – For Action

Unfinished Business

Secretary McShane motioned to approve the corrected FY2023 Budget and Levy resolution. Vice President Barcelona seconded.

Library Director Adamowski stated upon reviewing the resolution there were a few missed grammatical and numerical typos, and that the revised version had already been delivered to the Village of Orland Park.

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

Resolution No. 2022 – 05 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available for Public Inspection of the Board of Library Trustees of the Village of Orland Park – For Action

New Business

Treasurer McMillan motioned to adopt Resolution 2022 - 05 A Resolution Authorizing the Secretary of the Board of Library Trustees to Make Certain Closed Session Meeting Minutes Available for Public Inspection of the Board of Library Trustees of the Village of Orland Park. Trustee Lindbloom 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

Resolution No. 2022 – 06 A Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action

Treasurer McMillan motioned to Adopt Resolution No. 2022- 06 A Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees of the Village of Orland Park. Trustee Lindbloom 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 Current Technologies Corporation contract for IT services in 2023 in the annual amount of \$25,200 – For Action

Treasurer McMillan motioned to Approve the Current Technologies Corporation contract for IT services in 2023 in the annual amount of \$25,200. Trustee Lindbloom seconded.

IT Manager Degner stated he is very happy with Current Technologies Corporation. Secretary McShane asked if Request for Proposals were required since the amount is over \$25,000. Assistant Library Director Andros stated RFPs are only required for projects. Library Director Adamowski said Vince Kerner, the representative from CTC who comes to the library on a weekly basis is very knowledgeable and well respected by staff.

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 revision to B 6.1 Public Access to Electronic Information Networks Policy – For Action

Trustee Lindbloom motioned to approve the revision to B 6.1. Public Access to Electronic Information Networks Policy. 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

Revisions to B 6.2 Wired Public Access to Electronic Information Networks Procedures for the IT Commons Area – For Discussion

Library Director Adamowski would like to see the computers in the IT department utilized more by resident and non-resident patrons, and the procedures have been revised to make it more conducive for patrons to use the computers. Assistant Library Director Andros mentioned that since the DMV is a block away, a lot of people are sent from there to the library who need to use a computer to print out documentation. President Leafblad suggested a verbiage revision to the Youth Area section to clarify the Adults were Adults that were being accompanied by their children.

Approval of the revisions to B 6.6 Tech Center Policy – For Action

Treasurer McMillan motioned to approve the revisions to B 6.6 Tech Center Policy. 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 Section 100 – Recruitment and Selection – For Action

Treasurer McMillan motioned to approve the revisions to the Employee Handbook Section 100 – Recruitment and Selection. Trustee Lindbloom seconded.

Treasurer McMillan asked why the revisions were done. HR Generalist Boreham stated the CROWN Act was recently passed, which stands for Create a Respectful and Open Workplace, and is an amendment to the Illinois Human Rights Act. The amendment expands the definition of race to include traits associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists.

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 Section 400 – Hours of Work – For Action

Treasurer McMillan motioned to approve the revisions to the Employee Handbook Section 400 – Hours of Work. Secretary McShane seconded.

HR Generalist Boreham stated the One Day Rest in Seven Act applies to non-exempt employees who work more than 20 hours in a workweek and requires that employees must have at least 24 hours rest in every consecutive seven-day period. The law previously provided for 24 hours of rest in a “calendar week” which was defined as Sunday to Saturday. The law has also been amended to allow for an additional 20-minute meal period for every 4.5 hours worked in a day past the 7.5 hour mark. Boreham suggested removing the Sunday Hours section at some point in the future.

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 Section 500 – Employee Benefits and Services – For Action

Treasurer McMillan motioned to approve the revisions to the Employee Handbook Section 500 – Employee Benefits and Services. Vice President Barcelona seconded.

Treasurer McMillan thought Section 500 of the Employee Handbook was very comprehensive. HR

Generalist stated according to the Family Bereavement Leave Act, employers with over 50 employees must provide up to 10 days of unpaid bereavement leave for a covered family member. In addition, employees are eligible for the leave if they suffer the loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments, negative fertility diagnosis, or a stillbirth. Previously, employees were allowed three paid days off, and now employees are able to use paid time off for seven additional days. After discussion about the terminology of 'may' being used, there was a question whether it would be more correct to use 'must.' The approval of the revisions to the Employee Handbook Section 500 – Employee Benefits and Services was postponed until the next regularly scheduled board meeting.

Approval of the revisions to the Employee Handbook Section 500 – Employee Benefits and Services – For Action

Treasurer McMillan motioned to approve the revisions to the Employee Handbook Section 500 – Employee Benefits and Services. 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 Section 800 – Non-Discrimination and Anti-Harassment – For Action

Treasurer McMillan motioned to approve the revisions to the Employee Handbook Section 800 – Non-Discrimination and Anti-Harassment. Secretary McShane seconded.

Treasurer McMillan pointed out that in Section 800 the term Library is being used instead of Employer and that Library had been added in front of Director.

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 2023 Audit Engagement letter from ATA Group, LLP in the amount of \$14,850 – For Action

Treasurer McMillan motioned to approve 2023 Audit Engagement letter from ATA Group, LLP in the amount of \$14,850. Secretary McShane seconded.

Treasurer McMillan asked what the cost was last year. Finance Manager Kimmey stated the cost of the 2022 audit was \$13,500. Kimmey stated that Chris McClure of ATA Group told him that they needed to increase the cost this year by \$1,350 due to giving their employees raises and having to hire on new employees at a higher rate. Kimmey said he will be looking into completing a Request for Proposals for accounting firms in 2023 to see if there is a better option who may offer a multiple year contract discount.

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 Lauterbach & Amen, LLP engagement letter for preparation of the GASB 74/75 OPEB Actuarial Valuation in the amount of \$ 2,860.00 for fiscal year ended 12/31/22, \$ 910 for fiscal year ended 12/31/23, \$ 3,030 for fiscal year ended 12/31/24,\$ 960 for fiscal year ended 12/31/25

Treasurer McMillan motioned to approve Lauterbach & Amen, LLP engagement letter for preparation of the GASB 74/75 OPEB Actuarial Valuation in the amount of \$ 2,860.00 for fiscal year ended 12/31/22, \$ 910 for fiscal year ended 12/31/23, \$ 3,030 for fiscal year ended 12/31/24 and \$ 960 for fiscal year ended 12/31/25. Secretary McShane seconded.

Treasurer McMillan thought it was great to be able to lock in prices. Trustee Healy asked if GASB 74/75 needed to be done every year. Finance Manager Kimmey stated that a partial actuarial valuation is done every other year in tandem with full actuarial valuations. McMillan asked if they would be able to do the library audit as well. Kimmey stated that they do offer audit services, and he would consider them for a Request for Proposal. Kimmey mentioned the actuarial contract is able to be terminated, so if a discount rate is available for combining the library actuarial and auditing services, then a new contract could be written.

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

President Leafblad acknowledged all staff members with November anniversary milestones and thanked Outreach Services Manager Kleiva for her Holiday card to the board.

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 – aye

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:10 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson