

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 16, 2023

The meeting was officially called to order by Vice President Barcelona at 7:05 p.m.

Call To Order

Members present: 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: Joanna Leafblad, 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; Joshua Degner, IT Manager; Laura Larson, Patron Services Assistant Manager; Sarah Kleiva, Community Engagement Manager; Becky McCormack, Youth Services Assistant Manager; Wendy Xie, Technical Services Manager

Trustee Healy motioned to approve the December 19, 2022 minutes. Trustee Lindbloom seconded.

Minutes

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – absent; 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 12/20/2022-1/16/2023. Vice President Barcelona seconded.

Payment of Bills

Treasurer McMillan asked about the payments to vendors as follows: Alternative Energy Solutions Ltd., Assistant Library Director Andros stated the library generators were serviced; Neviol, Inc., Andros stated in addition to the regular monthly janitorial service, tile scrubbing was done; HR Source, Library Director Adamowski stated the continuing education class, Totally Responsible Person, was held at the library for managers; Kruger International, Inc., Andros stated the new tables were delivered with incorrect hardware and were picked up and redelivered to be set up as soon as possible for upcoming meetings. McMillan thought the library should not be charged dues from the Chamber of Commerce especially since their meetings are held at the library. Communications Manager Boyd stated she is working with the Chamber to have the Community Expo fee waived; Trustee Healy asked about the payments to vendors as follows: Deluxe Checks, Finance Manager Kimmey stated multiple years' worth of accounts payable checks and envelopes had been ordered. Healy suggested Carousel Checks or Costco as possible alternatives; Children's Plus Inc. and Ollis

Book Corporation, Assistant Manager of Youth Services McCormack stated they are two of the book vendors that Youth Services utilizes to purchase fiction and non-fiction books.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer motioned to accept the Treasurer’s Report for December 2022. Trustee Lindbloom seconded.

Treasurer’s Report

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 just cleared and he is planning to contact KTJ. McMillan cited there may be a tax deficit for the year. Finance Manager Kimmey confirmed that the second tax installment was set up as a receivable. McMillan commended Finance Manager Kimmey, Senior Administrative Coordinator Peterson and Administration as a whole for their great work and stated due to diligent planning and being so prudent, the library is able to share great programming with the community.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Each manager gave a summary of their departmental highlights for December, and Technical Services Manager Xie gave a presentation on OCLC and how it is connected to the library website.

Departmental Board Report

Library Director Adamowski explained that the beginning of the year means many annual reports and other information must be prepared and sent to the State Library and County. Currently the managers are gathering various statistics for the Illinois Public Library Annual Report or IPLAR, which the board will approve at the February board meeting.

Librarians’ Report

Library Director Adamowski will be submitting the trustees’ names and addresses to the Cook County Clerk’s Ethics Department by February 1 in preparation of the Statement of Economic Interests filing which trustees will need to complete and file by May 1, 2023.

The library’s annual certification needs to be completed by March. Certification is required of all library system members to qualify for continuing system services and grant programs from the Illinois State Library. Library Director Adamowski will work on this filing in the next few days.

The Per Capita Grant will be reviewed by the board and approved at the January 16 meeting so the library will be eligible to receive grant funds. Grant amounts of up to \$1,475 per person, based on the population of the library’s service area, are awarded annually to qualified Illinois public libraries. The Equalization Aid Grant provides additional support to help public libraries with a low library tax base to ensure a minimum level of funding for library services. Last year, the library received \$86,586.93 in grant funding which will be used toward purchasing of materials.

School Liaison Kara DeCarlo is an accomplished artist and her artwork entitled North American Fauna in Print is on display on the second floor corridor through the month of January. Kara’s medium of choice is printmaking and features animals that are native to North America, paired with plants that

share an ecological niche.

An OPPL Staff Directory has been included in trustees' folders. This is up-to-date as of the first of the year. Treasurer McMillan requested that the Organizational chart be given to the board at the next meeting. Library Director Adamowski said she will make sure that it is, and going forward, the staff directory and library's Organizational Chart will be given to the board at the January meetings.

Assistant Library Director Andros stated the library had asked insurance broker HUB to conduct a thorough risk assessment walkthrough in all patron and staff areas to identify unusual potential hazards to health and safety. The Site Safety Report found no significant findings to address, only a few prioritized suggestions.

In compliance with the IL Local Records Act, several boxes of qualifying records were destroyed on site by Shark Shredding.

An annual report was submitted to Industrial Appraisal with library asset additions and dispositions.

The Nicor rebate for the library's two new boilers was submitted.

FEMA has not yet contacted the library regarding potential grant monies disbursed for the reimbursement of pandemic purchases.

The lobby ceiling lights will begin to be replaced tomorrow.

Three new filtered water fountains have recently been installed, but compressors still need to be added.

Twenty-five new tables for Meeting Room 104 are being assembled. They arrived with the incorrect hardware, but all of the tables should be fully assembled by the end of the week.

Last month, there were 24 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 revisions to the Employee Handbook 500 – Employee Benefits and Services (Postponed from December 19, 2022 Board Meeting) – For Action

**Unfinished
Business**

Treasurer McMillan motioned to approve the revisions to the Employee Handbook Section 500 – Employee Benefits and Services (Postponed from December 19, 2022 Board Meeting). Secretary McShane seconded.

Library Director Adamowski stated HR Generalist Jill Boreham consulted with HR Source about the usage of the word ‘may’ being used in the Section 500 – Employee Benefits and Services Bereavement Leave policy. HR Source said although it is up to the employer, they recommended keeping the policy as is with the word “may’ instead of using the word ‘must’. Boreham checked other library policies and the word ‘may’ is used in them as well.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the FY2023 Per Capita and Equalization Aid Grant Application– For Action

New Business

Vice President Barcelona motioned to approve the FY2023 Per Capita and Equalization Aid Grant Application. Trustee Lindbloom seconded.

Treasurer McMillan stated \$83,731 was received in 2021. Library Director Adamowski stated \$86,586.93 was received in 2022. McMillan thought the application was very well done. Adamowski stated each manager was assigned a chapter to review and it was a great team effort.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the wire transfers to pay bills for Fiscal Year 2023 – For Action

Secretary McShane motioned to approve the wire transfers to pay bills for Fiscal Year 2023. Trustee Healy seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Strategic Plan 2023-2024 – For Action

Treasurer McMillan motioned to approve the Strategic Plan 2023-2024. Secretary McShane seconded.

Treasurer McMillan said the Strategic Plan Committee is doing a fantastic job. Trustee Healy asked about the Goal #3 Objective #1 action step of: Employ noise abatement solutions for second floor Multipurpose Room. Library Director Adamowski stated the glass that goes around the Multipurpose Room is ‘floating glass’ which does not fully seal around the edges, so at times some noise can be heard from outside of the room. Healy also recommended not hosting a College Fair at the library.

Treasurer McMillan thought a College Fair may be a good idea and may give a few students the chance to explore different colleges. Assistant Library Director Andros and Strategic Plan Committee chair gave a presentation of the 2023-2024 Strategic Plan and reviewed the Goals and Objectives. Staff and patron focus groups and surveys were used to produce the Strategic Plan and it is a reflection of community needs.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Wight & Company Professional Services Proposal for the Orland Park Public Library Partial Roof Replacement project in the amount not to exceed \$38,000 – For Action

Treasurer McMillan motioned to Approve the Wight & Company Professional Services Proposal for the Orland Park Public Library Partial Roof Replacement project in the amount not to exceed \$38,000. Secretary McShane seconded.

Treasurer McMillan thought the proposal was very comprehensive and sighted the cost being 6% of the total cost of the partial roof replacement project. Assistant Library Director Andros stated the architectural schematic design is a major part of the scope of their services, which is a very important aspect of the project.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President acknowledged all staff members with January anniversary milestones. Trustee Healy stated the locker pickups were doing great.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:30 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson