

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 20, 2023

The meeting was officially called to order by Vice President Barcelona at 7:04 p.m.

## Call To Order

Members present: Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Treasurer; Nancy Healy, Trustee; Elan Kleis, Trustee; 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; Jackie Boyd, Communications Manager; Joshua Degner, IT Manager; Natalie Finlon, Adult Services Assistant 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 January 16, 2023 minutes. Trustee Kleis seconded.

## Minutes

Treasurer McMillan followed up on the Chamber of Commerce fees. Communications Manager Boyd stated that she had negotiated for the library to be able to attend the Community Expo for free, as well as take part in the Community Guide without having to pay for an ad.

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

Terry Paggi, U.S. Coast Guard Auxiliary  
Eddie Olawinski, U.S. Coast Guard Auxiliary  
Kara DeCarlo, Youth Services School Liaison

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 1/17/2023-2/20/2023. Secretary McShane seconded.

## Payment of Bills

Treasurer McMillan asked about the payments to vendors as follows: Aspen Tree & Turf Care, Assistant Library Director Andros stated a prepayment was made for the entire year and a 10% discount was received; Current Technologies Corporation, IT Manager Degner stated payment was made for the yearly contract and increased their hourly rate from \$120 to \$126/hour; Inside Looks, Andros stated the balance from the holiday decorating was paid; Chicagoland Plumbing Services, Inc., Andros stated three stations for refrigerated, filtered water had been installed, with one more invoice coming; Today's Business Solutions, Inc., Degner stated cost per fax, PaperCut, MyPC, Kiosks, Magna Lease, and the tower maintenance agreement was included in that payment; M.T. Kelley Electric LLC, Andros stated that payment covered the balance of the ceiling light project in the lobby. Trustee Healy asked what the current Joe Promotions item was. Patron Services Manager Hildebrand

showed the new blue library card holders. Healy asked about the payment to Blue Cross Blue Shield. Finance Manager Kimmey stated the health insurance premium was paid for January and February and included a \$12,500 discount.

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

Secretary McShane motioned to accept the Treasurer’s Report for January 2023. Trustee Lindbloom seconded.

**Treasurer’s Report**

Trustee Healy asked about the Building Maintenance budget being over budget for the month. Assistant Library Director Andros stated the three new filtered water fountains were recently installed and needed new compressors, as well as the new lobby lights and the labor costs to install them. Library Director Adamowski stated the lobby lights expense was an unexpected cost, and the water stations were budgeted for. Trustee Healy asked about the Unemployment Compensation budget line. Finance Manger Kimmey stated a former library employee filed for unemployment and the library pays out on a claims made basis. Healy would like to have that budget line reclassified. Kimmey will have the auditors reclassify it. Treasurer McMillan asked about tax revenues. Kimmey stated that Cook County is trying to collect taxes for previous years and that the 2022 Second installment real estate taxes have continued to come in strong during January and now have exceeded 100% of the 2022 budget amounts. Kimmey has received a few PTABs. 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 he is planning to contact KTJ.

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 January.

**Departmental Board Report**

Library Director Adamowski submitted the board approved FY2023 Public Library Per Capita Grant application and FY2021 Expenditure report on January 17, 2023. The State Library emailed the library to say, “The descriptions clearly show the value of the good work you are doing!” Grant funds should be received by June, 2023.

**Librarians’ Report**

On February 1, the Management Team attended an all-day workshop entitled Instant Impact: Supervisory Fundamentals. The session was provided by HR Source and facilitated by HR Specialist Candice Fisher. The eight-hour session helped the Management Team define their roles and responsibilities as supervisors, as well as understanding the key components of team dynamics and effective communication. The workshop allowed the staff to work individually and in groups throughout the day which allowed for great teambuilding.

On February 12, Persons-in-Charge (PICs) attended a mandatory CPR/AED/First Aid Training offered by Orland Fire Protection District instructors Lt. Chris Smith and Bob Palermo. All staff were invited to attend as well. PICs are required to attend this training every two years. The two-hour session highlighted the newest techniques in these life-saving measures, as well as training the staff on the

library's newest AED machines. Currently the library has two AED machines, one on each floor.

The library is collaborating with District 135 Jerling Junior High and Century Junior High to bring young adult author April Henry to Orland Park on May 2. April Henry is a New York Times bestselling author of over a dozen mysteries and thrillers for teens and adults. Ms. Henry will give three presentations during the day, one at each school, and then will speak at the library at 7 p.m. that evening. The Youth Services Department is very happy that this partnership has been created and the library hopes to continue it in the future.

Information about the upcoming LACONI Trustee Banquet was included in the trustees' folders. The event will be held on Friday, May 19 from 6:00 p.m.-11:00 p.m. at the Nineteenth Century Charitable Association in Oak Park. This event allows for an evening of networking, and will feature a conversation between Cyndi Robinson, Executive Director of ILA and Joe Filapek, 2022 ILA Trustee of the Year about the latest issues facing libraries. If interested in attending, please let Library Director Adamowski know. The deadline for ticket purchase is May 14.

On May 20, ATLAS will be hosting its annual Trustee Training Day from 9:00 a.m.-noon and will be held at the Orland Park Public Library. Currently, the ATLAS board and Library Director Adamowski are planning the event, which may be geared toward legal issues facing public libraries.

Also in the folders, trustees will find the library's current Organizational Chart which was requested by Treasurer McMillan at the January, 2023 board meeting. Library Director Adamowski will annually give this document, as well as the current staff listing to the trustees each January.

Library Director Adamowski mentioned that the auditors have begun their field work as of February 14, and they will return on March 1. Finance Manager Kimmey stated the library auditors from ATA Group were recently at the library for their initial visit to collect information, and they discovered that the Replacement Tax line was lower than last year. The Village is required to pay approximately \$32,000 to the library for past due Replacement Taxes.

Assistant Library Director stated 25 new tables have been in use for nearly a month in the large Meeting Room 104.

The library did not yet receive the rebate from Nicor for the two new boilers. The library's Nicor bill continues to trend downward in terms of therm use, especially when compared to the same 30-day period last year. The library is still exploring a potential partnership with a direct energy supplier or an organization brokering prices for government bodies, IGS and NIMEC, respectively. Both companies have each been highly recommended by multiple public libraries in the Chicagoland area.

FEMA accepted \$84,285.70 of the public assistance grant submitted for the reimbursement for pandemic-related supplies. \$2,982.78 was denied for materials seen as increased operating costs.

The roof replacement project spearheaded by Wight & Co. is on pace. Wight recommended engaging specialists to conduct a moisture test to ascertain as much information as possible about what the project will entail. Thus far, quotes for this moisture test have arrived in the range of \$1300 - \$4500.

Library Director Adamowski, Assistant Library Director Andros, and Architect Joseph Burnell from Wight & Co. will soon meet with representatives of the Village of Orland Park, including Ed Lelo, Economic Development Manager. They will discuss the scope of work to be done regarding the partial roof replacement since permits will soon be required. On a separate visit, Adamowski, Andros, and IT Manager Degner met with David Buwick, Director of IT at the Village of Orland Park. Discussion topics included the library's need for a fiber-optic internet connection to support a new VoIP telephone system, since the current system is no longer supported. Buwick highly recommended ClientFirst Technology Consultant, who closely assisted the Village of Orland Park with activation of fiber and their VoIP system. The library will soon reach out for a consultation and quote of services.

Ever since the renovation was completed, the server room temperature has been consistently high. Many inexpensive measures have either been tried or considered. It has been deemed necessary to properly ventilate the server room to the outside of the building, a collective conclusion made by

Degner, Andros, Maintenance Superintendent Steve Newman, and the library's onsite technician from Current Technologies. Newman is getting quotes for the most efficient and economical approach to ventilating the server room.

Waste Management has replaced Nuway-Homewood Disposal, which charges half the price to do twice as many pickups. Also, they accept more materials for recycling purposes.

Newman is currently gathering quotes to sealcoat the parking lot. Ken Fricker from KTJ stated this project is not necessary to go out to bid because it is maintenance, not a public works project necessitating prevailing wage.

One month ago, the 3 new water filling stations were installed, and between them, they have been used approximately 1,800 times thus far. Patrons and staff continue to be very grateful.

Last month, there were 40 maintenance tickets opened and one of them remains open.

Assistant Library Director Andros filed the 990-N form for the Friends of the Library, as well as their tax-exempt renewal. Andros went to the bank with Library Director Adamowski and the Friends' Treasurer to switch signatories. The Friends are working very hard to plan their big sale on Saturday, May 6.

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**

None

**Unfinished Business**

Approval of the Illinois Public Library Annual Report (IPLAR) FY2022-2023 – For Action

**New Business**

Secretary McShane motioned to approve the Illinois Public Library Annual Report (IPLAR) FY2022-2023. Trustee Kleis seconded.

Library Director Adamowski informed the trustees that the FY2022 IPLAR has been completed and is ready for their approval. Adamowski mentioned there was a significant increase in programming attendance numbers from the ones submitted for FY2021. She also pointed out the number of non-resident library cards saw a rise last year. Adamowski explained the report would be sent to the Illinois

State Library on Tuesday, February 21 where they will compile and analyze the statistical information. The State Library will forward the information so it is included in the national Public Library Survey, which is administered annually by the Institute of Museum and Library Services. The purpose of this survey is to provide statistics on the status of public libraries in the United States. Treasurer McMillan commended Adamowski for the fine work she did in completing the lengthy report.

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 closing(s) of the Library for Sunday, May 28, 2023 for Memorial Day; Sunday, September 3, 2023 for Labor Day; and Friday, October 6, 2023 for Staff Engagement Day – For Action

Treasurer McMillan motioned to approve the closing(s) of the Library for Sunday, May 28, 2023 for Memorial Day; Sunday, September 3, 2023 for Labor Day; and Friday, October 6, 2023 for Staff Engagement Day. Secretary McShane seconded.

Treasurer McMillan asked if the library would be closed for the Taste of Orland Park. Library Director Adamowski stated the library remained open last year during the Taste of Orland Park and will be open this year.

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 registration and travel costs for Mary Adamowski to attend the ATLAS 2023 Director's Retreat to be held at the Embassy Suites by Hilton-Rockford Riverfront in Rockford, Illinois on March 24-26, 2023 in an amount not to exceed \$500.00 – For Action

Secretary McShane motioned to approve the registration and travel costs for Mary Adamowski to attend the ATLAS 2023 Director's Retreat to be held at the Embassy Suites by Hilton-Rockford Riverfront in Rockford, Illinois on March 24-26, 2023 in an amount not to exceed \$500.00. Bridget Lindbloom seconded.

Library Director Adamowski stated as an ATLAS board member, she would like to attend the very valuable ATLAS 2023 Director's Retreat.

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 conference fees, travel, accommodations, and meals for Kara DeCarlo and Becky McCormack to attend the Illinois Youth Services Institute from March 15-17, 2023 at the Marriott Bloomington-Normal Hotel & Conference Center in Bloomington, Illinois in an amount not to exceed \$1200.00

Treasurer McMillan motioned to approve the conference fees, travel, accommodations, and meals for Kara DeCarlo and Becky McCormack to attend the Illinois Youth Services Institute from March 15-17, 2023 at the Marriott Bloomington-Normal Hotel & Conference Center in Bloomington, Illinois in an amount not to exceed \$1200.00. Secretary McShane seconded.

Youth Services Manager Smits stated Youth Services School Liaison Kara DeCarlo is presenting at the Illinois Youth Services Institute.

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

Resolution No. 2023 – 01 A Resolution of the Board of Library Trustees of the Village of Orland Park Authorizing the Bid Documents for the Phase II Roof Replacement Project to Include a Proprietary Product for Installation – For Action

Secretary McShane motioned to adopt Resolution No. 2023 – 01 Resolution of the Library Trustees of the Village of Orland Park Authorizing the Bid Documents for the Phase II Roof Replacement Project to Include a Proprietary Product for Installation. Trustee Lindbloom seconded.

Assistant Library Director Andros stated attorney Ken Friker from KTJ recommended doing a resolution to authorize bid documents for the Phase II Roof Replacement Project to include a proprietary product for installation. Wight and Co. will certify the installer.

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 Barcelona thanked Youth Services School Liaison Kara DeCarlo for all of her hard work and acknowledged all staff members with February anniversary milestones.

**Announcements**

Secretary McShane motioned to adjourn the meeting and it was seconded by Trustee Kleis.

**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 8:35 p.m.

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

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

Minutes prepared by Aaron Peterson