

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

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

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Treasurer; 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; 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 February 20, 2023 minutes. Vice President Barcelona seconded.

Minutes

Treasurer McMillan followed up on the Unemployment expenses being reclassified. Finance Manager Kimmey stated the auditors from ATA Group have been asked to reclassify the Unemployment expenses. McMillan also followed up on if KTJ had been contacted in regards to moving funds from Debt Service to the operating account before transferring funds into the special reserve account. Kimmey stated KTJ had been contacted, and they asked for more information from when the bond was originally voted on in order to learn how the funds were intended to be used. Village of Orland Park Finance Director Kevin Wachtel is reviewing the archives.

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

George Gardner, Wight & Company

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 2/21/2023-3/20/2023. Secretary McShane seconded.

Payment of Bills

Treasurer McMillan asked about the payments to vendors as follows: Current Technologies, Information Technology Manager Degner stated annual subscription renewals for maintenance software were paid; IDES, Finance Manager Kimmey stated payment for a previous employee through 12/31/22 were paid; Aquamist Plumbing, Assistant Library Director Andros stated the RPZ valve failed due to sediment build up, even though it is inspected annually. The leak was contained by Maintenance Superintendent Newman, but the valve needed to be repaired. Next month the valve will

need to be replaced for approximately \$7,000; Chicagoland Plumbing, Andros stated the final payment was made for the water fountain stations, and that they have had nearly 3,000 uses within the first two months; Granicus, Library Director Adamowski stated the annual payment was made for the library's FOIA software portal, GovQA. Secretary McShane asked about Innovative Interfaces. Andros stated the payment for the library software Polaris was made. Finance Manager Kimmey stated a couple of wire transfers appear on the last page and were required for the purchasing of The National Endowment for the Arts (NEA) Big Read books.

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

Trustee Lindbloom motioned to accept the Treasurer's Report for February 2023. Vice President Barcelona seconded.

Treasurer's Report

Treasurer McMillan asked about tax revenues. Finance Manager Kimmey stated some Real Estate taxes will start coming in at the end of March and most will be received in April. Kimmey stated the Personal Property Replacement Taxes owed by the Village of approximately \$32,000 was received in the month of March.

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 February.

Departmental Board Report

There was a lot of creativity, collaboration, and inventiveness as the managers and their staff prepared their various programs and events for all ages that will be featured in the May—August newsletter. Many of the programs will feature the statewide summer reading challenge theme of Find Your Voice. The newsletter will reach Orland Park homes by May 1.

Librarians' Report

Administration and trustees should have received an email from the Cook County Ethics Clerk's Office reminding them that your Statement of Economic Interest must be filed no later than May 1. Library Director Adamowski explained that this requirement still needs to be completed even though three of the trustees recently filed when preparing for their re-election bid. Once the filing has been completed, trustees need to forward a copy of the receipt to Adamowski for the library's Administrative records.

The library's Preschool Fair was held on Saturday, March 11. Representatives from 10 local preschools met with parents to offer information so they can learn which schools fit their child's educational needs. Over 145 children and parents attended this worthwhile event. Thank you to Preschool Coordinator Stephanie Thomas for her extensive planning.

A reminder that the LACONI Trustee Banquet is scheduled for Friday, May 19 at The Nineteenth Century Charitable Association in Oak Park beginning at 6 p.m. The featured speakers will be Cyndi Robinson, the Executive Director of ILA, and Joe Filapek, ILA Trustee of the Year 2022. They will be speaking about the latest issues facing public libraries. President Leafblad and Vice-President Barcelona have expressed interest in attending. Library Director Adamowski asked that trustees let her know if they would like to attend so she may register them.

On May 20, ATLAS will hold its annual Trustee Training Day. The event will be held at the Alsip-Merrionette Public Library and Alex Todd, Prospect Heights Public Library Director, and Jim Deiters, Assistant Library Director of the Joliet Public Library, will be leading a mock board meeting featuring the ATLAS board members. Registration is open and trustees are encouraged to let Library Director Adamowski know if they would like to attend.

Library Director Adamowski updated the board on the status of the Cook County Tax Exempt Affidavit status. The County contacted libraries letting them know that they should receive a filing email within the next few weeks.

Library Director Adamowski shared the news that the lobby has taken on a new look recently. Thanks to the efforts of Adult Services Manager Allan and Patron Services Manager Hildebrand, the very popular “Former Favorites” books have found a new home in the area that most recently housed the Library of Things collection. The Former Favorites kiosk will now be used to display materials focusing on current events, holidays, and library-themed commemorations. The LOT collection has moved to the area where the Lucky Day magazines and AV lived. The Lucky Day materials have been thinned out for more browsability for the patrons. Patrons have received the changes quite well, and the lobby offers a more “bookstore” atmosphere.

Assistant Library Director Andros stated the library received the two rebates for the two new boilers. The total amount is \$15,000. Andros credits Maintenance Superintendent Newman for discovering the opportunity. Therm usage with the two new boilers continues to be very low historically. In terms of lowering the price per therm, we are continuing to explore two utility brokers/coops, both of whom have several library clients who recommend them. We are communicating with KTJ attorney Ken Friker about their terms and conditions.

The library is still waiting on grant funds from FEMA for pandemic-related expenses. The total expected amount is \$84,285.70. Communication via email and post has been received with final steps to certify the project.

In terms of the server room ventilation project, the library is still pursuing quotes for solutions.

Quotes are also being pursued for the parking lot’s seal coat project. KTJ attorney Friker confirmed the library is not required to conduct a formal RFP process, since it is maintenance and does not qualify as a public works project.

Thus far in total, our three water fountains have saved nearly 3,000 plastic water bottles in 2 months.

A new part-time Custodian begins work this Friday.

Last month, there were 32 maintenance tickets opened, and all of them have been closed.

The Friends of the Library continues preparations for their first large-scale sale since 2019. The sale will take place on Saturday, May 6 at 9:00 a.m. - 3:00 p.m.

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 PMA 2023 Financial Investment Plan and Cash Flow Projection 2023 – For Action

New Business

Secretary McShane motioned to approve the PMA 2023 Financial Investment Plan and Cash Flow Projection 2023. Vice President Barcelona seconded.

Finance Manager Kimmey referred to the PMA Aggregated Analysis document. He explained the Revenue and Expenditure Budget Analysis pie and bar charts, and he also discussed the Monthly Fund Projections and a trend line of Fund Balance from October 2020 through June 2025. A chart of Cash and Investment Balances through December 2025 was highlighted on the second page. The last three pages showed proposed investments. CDs are insured by the FDIC up to \$250,000. Laddered CDs were recommended as an investment option by PMA for diversification now that interest rates have been rising. Each CD will be invested up to \$250,000 and insured by the FDIC. Trustee Healy asked if the library still utilized Marquette Bank. Kimmey stated Marquette Bank is used for payroll and payment of library bills. Healy asked how PMA was paid. Kimmey stated PMA takes a percentage from the yield on the CDs. Healy asked if PMA worked with other libraries. Kimmey stated PMA works with many of other governing agencies, municipalities, and libraries and is also expanding outside of Illinois.

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 Finance Manager and Library Director to make appropriate investments within the 2023 PMA Plan in order for the investments to be diversified as recommended by the Library’s investment advisor to the extent permitted by the Illinois Public Funds Investment Act – For Action

Treasurer McMillan motioned to approve the Finance Manager and Library Director to make appropriate investments within the 2023 PMA Plan in order for the investments to be diversified as recommended by the Library’s investment advisor to the extent permitted by the Illinois Public Funds Investment Act. 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 conference registration fees, parking costs, and travel reimbursement for the following staff: Alice Grabowski, Vanessa Fernandez, Erin Cady, Abby Kearns, Amani Rashid, Yuliia Kulyk, Kevin Carroll, and Patrick Deitche to attend the 2023 Reaching Forward Conference on May 5, 2023 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,500 – For Action

Treasurer McMillan motioned to approve conference registration fees, parking costs, and travel reimbursement for the following staff: Alice Grabowski, Vanessa Fernandez, Erin Cady, Abby Kearns, Amani Rashid, Yuliia Kulyk, Kevin Carroll and Patrick Deitche to attend the Reaching Forward Conference on May 5, 2023 at the Donald E. Stephens Convention Center in an amount not to exceed \$,1500. 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 conference registration fees, travel, accommodations, and meals for Theresa Hildebrand and Wendy Xie to attend the 2023 IUG Conference in Phoenix, Arizona from May 10-13, in an amount not to exceed \$4,600 – For Action

Trustee Lindbloom motioned to approve the conference registration fees, travel, accommodations, and meals for Theresa Hildebrand and Wendy Xie to attend the 2023 IUG Conference in Phoenix, Arizona from May 10-13, 2023 in an amount not to exceed \$4,600. 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

ClientFirst Proposal for Telephone System Selection Consulting Services – For Discussion

Assistant Library Director Andros stated the library is in need of a new phone system, and it was recommended by the Village of Orland Park’s IT Dept. to seek a proposal from ClientFirst Technology Consulting. On page 27 of the report, Thomas Weiman of ClientFirst outlined a business analysis in order to choose a VOIP system. IT Manager Degner thought the library infrastructure is up to date and that the library E-Rate will not transfer if the library switches to a fiber-optic internet connection. One of the main benefits of fiber is a higher upload speed. Secretary McShane thought the proposal looked good. Andros stated if the library can get a higher upload speed with the current co-ax cable, fiber may be able to be delayed. Degner stated the E-Rate savings is approximately \$200 per month, and if E-Rate was applied for in July 2023 it would not take effect until July 2024.

The trustees discussed the SWOT marketing analysis highlighted in Communication Manager Boyd’s updated Marketing Plan. President Leafblad suggesting rotating food trucks to appease patrons who would like to have a café in the library.

President Leafblad acknowledged all staff members with anniversary milestones.

Announcements

Treasurer McMillan motioned to adjourn the meeting and it was seconded by Secretary McShane.

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