

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 17, 2023

The meeting was officially called to order by Vice President Barcelona at 7:07 p.m.

Call To Order

Members present: Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Treasurer; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Joanna Leafblad, President; 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 March 20, 2023 minutes. Trustee Lindbloom seconded.

Minutes

Treasurer McMillan stated he was not receiving library emails on his library email address and would like IT Manager Degner to try and fix it after the meeting.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Kristine Fassler, Orland Park Public Library Board of Library Trustee-elect
Raj Nagaraja, ATA Group, LLP

Introduction of Visitors

Raj Nagaraja presented highlights from the 2022 audit of the library’s financials. A brief overview of the independent auditor’s report stated the library received a clean opinion. Mr. Nagaraja reviewed some highlights of the audited financial statements and the Revenues and Expenses breakdown on page 5. Treasurer McMillan asked about the Net Position in the Restricted for Retirement category being zero for 2021. Mr. Nagaraja thought the amount was classified differently in 2021 vs 2022 and will research last year’s report and follow through with McMillan. The trustees thanked Mr. Nagaraja for presenting a 2022 audit report.

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 3/21/2023-4/17/2023. Secretary McShane seconded.

Payment of Bills

Trustee Healy asked about the payment to SWANK Movie Licensing USA. Community Engagement Manager Kleiva stated the library received a discounted membership rate and the Outreach Department is planning on showing several movies such as Apollo 11. Adult Services Manager Allan also has upcoming movie events. Healy asked about the payment to Elan Financial Services. Senior

Administrative Coordinator Peterson stated this was a new address to one of the library credit cards. Library Director Adamowski stated the charge was for the Costco annual membership renewal. Finance Manager Kimmey stated that since Costco doesn't accept MasterCard, the Visa was used. Treasurer McMillan asked about the payment to Aspen Tree and Turf Care. Assistant Library Director Andros stated this was the second half of the payment for the seasonal trimming and disease control. Wingren Landscape, Inc. is also utilized, and they provide mulch and upkeep of the grounds. McMillan asked about Lauterbach and Amen LLP. Kimmey stated this year was a full actuarial reporting year, therefore, next year's cost will be lower. McMillan asked about the payment to Demco. Andros stated the library was in need of new book carts and that Senior Administrative Coordinator was able to receive an over \$60 discount per cart equating to over \$700 in savings. The library staff is very happy with how well the carts function. The carts are in a variety of colors and will be the subject of a naming contest with patrons and staff.

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

Motion passed. 5 ayes, 0 nays, 2 absent

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

Treasurer's Report

Treasurer McMillan commended Finance Manager Kimmey for doing a great job of being under budget. Kimmey stated the library now has approximately 13 months of operating cash on hand.

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

Motion passed. 5 ayes, 0 nays, 2 absent

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

Departmental Board Report

Library Director Adamowski stated that she completed the filing of the 2023 Annual Tax Exempt Property Affidavit on March 28, 2023. Normally, the Cook County Assessor's Office requires this filing be completed by January 31 each year, but due to some glitches with their new online filing system, an extension was given.

Librarians' Report

Library Director Adamowski informed the Board that she signed the Will County Tax Rate Levy Calculation Certification and it was received by the Will County Clerk's Office on March 30.

Library Director Adamowski thanked the trustees for allowing her to attend the ATLAS Director's Retreat March 26-28 in Rockford, Illinois. The networking gathering was well attended by 30 public library directors from across the northern part of Illinois. Activities that weekend included meditation, tai chi, and a session focusing on affirmation of being a library director and how to cope with the many different hats directors wear throughout the day. The session was led by Regina Townsend, Youth Services Manager of the South Holland Public Library. Regina will be speaking about Customer Service at the library's October Staff Engagement Day.

On April 11, ATLAS held its Spring workshop here at OPPL. The topic was Building Your Manager's Toolkit and was presented by Adult Services Manager Katie Allan, Adult Services Assistant Manager Natalie Finlon, and HR Generalist Jill Boreham. The 75 attendees listened as the panel discussed

various topics such as the importance of documentation, transitioning to being a new manager, and having difficult conversations with staff. Library Director Adamowski said she was quite proud of her staff who were able to help new managers as they begin their new roles. Adult Services Manager Allan thanked Adamowski for giving them the chance to present.

Library Director Adamowski reminded the trustees that May 1 is the deadline to file their Statement of Economic Interest to the Cook County Clerk's Office. An email should have been sent to the OPPL email. When the filing is completed, Adamowski asked that the confirmation email be sent to her for Administrative records.

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 as soon as possible.

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. President Leafblad and Treasurer McMillan will be attending this morning session.

The American Library Association Conference will be held in Chicago June 22-27 at McCormick Place. Registration has begun, and if any trustees are interested in attending, please let Library Director Adamowski know. Adamowski will send a link for trustees to review to see if any programs and/or events are of interest. RAILS is also offering discounted "Exhibits Only" passes if trustees prefer to move around the exhibits floor and meet library vendors and authors.

Library Director Adamowski let trustees know that the library's newest Capital Campaign initiative will be featured in the upcoming May-August newsletter. After discussing the idea with Capital Campaign Chair Lindbloom, the Garden Stone fundraiser will feature three different styles of stones that can be engraved with names of those who patrons would like to commemorate. The stones will be placed in the Backyard. Adamowski mentioned that Communications Manager Boyd located a company that operates out of Bolingbrook, and they offer consistently quality work. Library Director Adamowski stated she has used the company, Personalizationmall.com for personal orders in the past, and the library did purchase some stones in the fall to test their durability in the winter weather. Happily, the stones held up well with no sign of fading or cracking. Adamowski continued that the library is looking forward to launching this new initiative, and the funds will be used for future capital improvements.

Assistant Library Director Andros stated representatives from the Village of Orland Park recently visited to conduct an impromptu building inspection of public and staff areas. Andros and Maintenance Superintendent Steve Newman accompanied the inspectors, and no violations were noted.

The library received FEMA grant funds for pandemic-related expenses in the amount of \$84,285.70. Andros has learned the library may be entitled to additional funds proportionate to how much staff time the grant application had required to complete. Based on the documentation of staff hours worked, FEMA will award up to 5% of the amount of grant-awarded funds.

With guidance from attorney Ken Fricker, the library has contracted with IGS Energy (Interstate Gas Supply) to lock in a fixed rate of natural gas at no extra cost from June 2023 – September 2024.

In the next two months, the library will be renewing the service agreements of Neviol Cleaning Company, Wingren Landscape, Colley Elevator, Solitude Lake Management, and Alternative Energy Solutions.

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

A new part-time Custodian began work late last month and is doing very well.

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.

Last month, there were 24 maintenance tickets opened and all of them 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

None

Unfinished Business

Accept the 2022 Orland Park Public Library Audit by ATA Group, LLP and the Actuarial Report by Lauterbach & Amen, LLP – For Action

New Business

Treasurer McMillan motioned to accept the 2022 Orland Park Public Library Audit by ATA Group, LLC and the Actuarial Report by Lauterbach & Amen, LLP. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the HUB International Midwest West Commercial Insurance Proposal for May 1, 2023 through May 1, 2024 in the amount of \$78,580 - For Action

Secretary McShane motioned to approve the HUB International Midwest West Commercial Insurance Proposal for May 1, 2023 through May 1, 2024 in the amount of \$78,580. Trustee Healy seconded.

Finance Manager Kimmey, referring to the Premium Summary document from HUB, reviewed the current and proposed pricing for the various liability insurance with Hanover. There is a 4% overall rate increase. Treasurer McMillan asked if there was a Safety Committee at the library. Library Director Adamowski confirmed there was a Safety Committee, and that there is a corresponding 78 page Safety Manual that each employee is given. Assistant Library Director Andros is the Chair of the Safety Committee and stated there are a lot of new safety initiatives being implemented and new supplies being ordered. Two new AED machines were recently purchased to replace the older versions, and an active shooting training class for staff will be held in May. McMillan commended Finance Manager Kimmey for keeping the insurance amounts in line, even with the total insured property value amount rising by 17%.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Revision of B. 7 Collection Development Policy – For Action

Secretary McShane motioned to approve the Revision of the B. 7 Collection Development Policy. Treasurer McMillan seconded.

Library Director Adamowski stated it is library law to have the Collection Development Policy reviewed every two years. The word ‘computer’ was removed, and other grammatical edits were made. The B. 7 Collection Development Policy was approved as amended.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of conference registration fees and travel expenses for Sarah Kleiva to attend HR Source Evolving Manager Boot Camp April 26-28, 2023 at HR Source Headquarters in Downers Grove, Illinois in an amount not to exceed \$1,125.00 – For Action

Trustee Lindbloom motioned to approve conference registration fees and travel expenses for Sarah Kleiva to attend HR Source Evolving Manager Boot Camp April 26-28, 2023 at HR Source Headquarters in Downers Grove, Illinois in an amount not to exceed \$1,125.00. Treasurer McMillan seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of conference registration fees, travel, accommodations, and meals for Katie Allan to attend Digipalooza 2023 August 9-11, 2023 in Cleveland, Ohio in an amount not to exceed \$1,350.00 – For Action

Treasurer McMillan motioned to approve conference registration fees, travel, accommodations, and meals for Katie Allan to attend Digipalooza 2023 August 9-11, 2023 in Cleveland, Ohio in an amount not to exceed \$1,350.00. Secretary McShane seconded.

Library Director Adamowski stated the Digipalooza conference is being hosted by the e-resource vendor that the library frequently purchases materials from named OverDrive and that they also provide the Libby app.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Orland Park Public Library Phase II Roof Replacement Proposal from Malcor Roofing of Illinois, Inc. in an amount not to exceed \$517,950 – For Action

Treasurer McMillan motioned to approve the Orland Park Public Library Phase II Roof Replacement Proposal from Malcor Roofing of Illinois, Inc. in an amount not to exceed \$517,950. Secretary McShane seconded.

Assistant Library Director Andros stated this is the final contract package with all terms, conditions, and riders as reviewed by Ken Friker of KTJ. Also, there will be an immediate change order carried out in the amount of a \$22K deduct. This is due to an agreement between Wight & Co. and the subcontractor to perform the work using a liquid membrane on all areas, thus reducing labor time.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Strategic Plan 2023-2024 Update – For Discussion

Assistant Library Director Andros, Strategic Plan Committee Chair, gave an update on the progress of the 2023-2024 Strategic Plan by highlighting a few of the action steps throughout the five different Goals. Referring to Goal 1 Objective 1 Action Step 1, the library has partnered with the Village of Orland Park with the Veterans Commission, History Museum, town hall forum, and Market at the Park. Trustee Healy and Vice President Barcelona mentioned the Village recently announced the Orland Park History Museum would be closing. Healy would also like to have the Police Department added onto Action Step 12 under Goal 1 Objective 1. Healy asked about the library becoming a Passport Office. Community Engagement Manager Kleiva stated that the library is ineligible to become a Passport Office due to there being two other offices so nearby, the Village of Orland Park and the Post Office.

Treasurer McMillan asked about a College Fair being held at the library. Andros stated a College Fair is being looked into by partnering with local schools. McMillan thought a fair featuring the different trades would be good. Youth Services Manager Smits stated she had looked into incorporating the trades into the College Fair. Healy asked about the Human Library, referring to Goal 2, Objective 3, Action Step 2. Patron Services Manager Hildebrand stated the Human Library originated from Denmark and is where humans are available to talk to patrons about different areas of interest. McMillan asked about electric vehicle chargers. Andros stated this falls under Goal 4, Objective 2, Action Step 4, and library staff will soon reach out to the new Tesla location in Orland Park regarding a potential partnership. McMillan asked about the library getting a café. Andros stated there are many options being considered since libraries manage food and beverages in many different ways. One notable challenge is the enforcement of where items might be consumed, particularly considering different age groups on each level. Occasional food trucks was an idea recently suggested by President Leafblad.

Vice President Barcelona congratulated the reelected trustees and trustee-elect, read a summary of service for Trustee Kleis in his absence, and acknowledged all staff members with anniversary milestones.

Announcements

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

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 9:40 p.m.

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson