

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 15, 2023

The meeting was officially called to order by President Leafblad at 7:56 p m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Treasurer; Kristine Fassler, Trustee; Nancy Healy, Trustee; 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; 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

Election of President

Elections

Trustee Barcelona nominated Trustee Leafblad to continue her role as President. Trustee McMillan seconded Trustee Leafblad as President and stated she has been doing a great job. No other nominations were offered. President Leafblad accepted the nomination for President. A roll call vote as follows: Barcelona – Leafblad; Fassler – Leafblad; Healy – Leafblad; Leafblad – Leafblad; Lindbloom – Leafblad; McMillan – Leafblad; McShane – Leafblad.

President Joanna Leafblad re-elected President.

Election of Vice President

Trustee Leafblad nominated Trustee Barcelona to continue his role as Vice President. Trustee McMillan seconded Trustee Barcelona as Vice President. No other nominations were offered. Trustee Barcelona accepted the nomination for Vice President. No further discussion. A roll call vote as follows: Barcelona – Barcelona; Fassler – Barcelona; Healy – Barcelona; Leafblad – Barcelona; Lindbloom – Barcelona; McMillan – Barcelona; McShane – Barcelona.

Trustee Barcelona re-elected Vice President

Election of Treasurer

Trustee Healy nominated Trustee McMillan to continue his role as Treasurer. President Leafblad seconded Trustee McMillan as Treasurer. Trustee McMillan expressed how he would be very pleased to continue as Treasurer and stated he really enjoys working with the Administration staff. No other nominations were offered. Trustee McMillan accepted the nomination for Treasurer. A roll call vote as follows: Barcelona – McMillan; Fassler – McMillan; Healy – McMillan; Leafblad – McMillan; Lindbloom – McMillan; McMillan – McMillan; McShane – McMillan.

Trustee McMillan re-elected Treasurer.

Election of Secretary

Treasurer McMillan nominated Trustee McShane to continue his role as Secretary. President Leafblad seconded Trustee McShane as Secretary. Trustee McShane accepted the nomination for Secretary. No other nominations were offered. A roll call vote as follows: Barcelona – McShane; Fassler – McShane; Healy – McShane; Leafblad – McShane; Lindbloom – McShane; McMillan – McShane; McShane – McShane.

Trustee McShane re-elected Secretary.

After a brief discussion, Trustee Healy accepted the role of Chair of the By-Laws Committee and Trustee Fassler joined the Law and By-Laws committees.

Treasurer McMillan motioned to approve the April 17, 2023 minutes. Secretary McShane seconded.

Minutes

Treasurer McMillan asked about the upcoming active shooter training session for library staff. Assistant Library Director Andros stated the training will be held Sunday May 21, over 50 staff members have signed up, and RJM Strategy Group will deliver the presentation. McMillan asked Community Engagement Manager Kleiva about the HR Source Evolving Manager Boot Camp. Kleiva stated she enjoyed the course very much and learned a lot. McMillan commended Library Director Adamowski and Assistant Director Andros on how well they foster an atmosphere that encourages staff training.

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

Motion passed. 7 ayes, 0 nays, 0 absent

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 4/18/2023-5/15/2023. Vice President Barcelona seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Unique Management Services, Inc. Patron Services Manager Hildebrand stated that payment was for the new residents’ postcards service. Trustee Healy asked about the payment to April Henry and if any of it will be reimbursed. Youth Services Manager Smits stated the payment was the library’s portion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer McMillan motioned to accept the Treasurer's Report for April 2023. Secretary McShane seconded.

Treasurer's Report

Treasurer McMillan asked about the VoIP progress. IT Manager Degner stated he met with the consultant from ClientFirst, and everything is on course to be completed this year. Trustee Healy asked about the funds in the Capital Campaign account. Library Director Adamowski stated Backyard materials are being purchased, such as musical instruments along with plants and herbs for the various planters. McMillan asked about the Library Consultant budget. Finance Manger Kimmey stated the VoIP consultant fee will be paid out of that budget, and Assistant Library Director Andros clarified Wight and Co.'s consulting fees will be paid from the Special Reserve budget. Kimmey stated the April financials have the end of year adjustments incorporated into them, and April tax revenues have steadily increased during April and now stand at 58.1% of the budget.

A roll call vote as follows: Barcelona – aye; Fassler – aye; Healy – 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 April.

Departmental Board Report

Library Director Adamowski mentioned that the library's May-August newsletter was received in over 26,000 Orland Park homes during the last week in April. Registration began on May 1 and eager patrons physically came to the library, registered online, or called staff to register on the phone for a wide range of programs and events.

Librarians' Report

The library received many phone calls of interest for the new Capital Campaign Garden Stone initiative, which was featured on the front page of the newsletter. The Garden Stones are personalized with people's names who patrons wish to commemorate. In just two weeks, four patrons have purchased stones, which will be placed in The Backyard. Thank you to Trustee Healy for making one of the first purchases. Information Clerk Chris Schultz is handling the orders, as she also does with the library pavers, which greet patrons at the main entrance of the library.

The library is gearing up for its annual Summer Reading Challenge, which runs from June 1 - July 31. The theme Find Your Voice will resonate with many of our patrons as it refers to the words we write, the art we create, and the actions we take that impact our world. Enjoy the display in the lobby that showcase famous people from Illinois who found their voice: Betty White, L. Frank Baum, Ray Bradbury, Jennifer Hudson, Jason Sudeikis, and George Wendt. Many thanks to the Decorating Committee Chair Kara DeCarlo and her team for creating this great display.

On Sunday, May 6, the library hosted its annual Magazine Giveaway. Adult Services Assistant Manager Natalie Finlon decided to change things up a bit this year by holding the giveaway in the large meeting room to allow for extra room to put all of the magazines out at once, which allowed for easier browsing by patrons. For the past several years, the giveaway was held in the lobby, where magazines were replenished as they were taken. Finlon arranged the thousands of 2022 magazine issues by genre, which patrons really enjoyed. The two-day event began at 1 p m. on Sunday and ended at 5 p m. Monday. With just a few dozen issues left, the rest of the magazines were then moved into the lobby to be picked up by patrons.

On May 1, the library's staff walking challenge began. This annual incentive will run through October 31, and all staff are encouraged to join and walk 500 miles to earn 4 hours paid time off or walk 250 miles to earn 2 hours of paid time off. The library's Health Works committee has organized the challenge for the past several years, and it is a great way for staff to get their steps in and benefit their physical health.

Library Director Adamowski informed the board that she and Assistant Library Director Andros have met with Parks & Recreation Director Ray Piattoni and Orland Park History Museum Curator Sarah Stasukewicz in March and April about partnership opportunities. Stasukewicz announced at the April meeting that the Village is closing down the Museum and will be moving the office and the archives to the old police station. Adamowski stated the library may be interested in partnering with the Stasukewicz on future programming, but the library will not charge patrons for programs and events, which is what the Museum tends to do. It was also stated that the Library is not able to house the 35,000 items from the Museum, but could still do scheduled displays.

Library Director Adamowski announced that the library's ILA program proposal has been accepted. Library Director Adamowski, Adult Services Manager Allan, and Patron Services Manager Hildebrand will speak about the Library of Things collection launched in May 2022. The presentation will be done jointly with staff from the Normal Public Library. The ILA conference will be held in late October in Springfield. Adamowski expressed how proud she was of this collection and the hard work Allan and Hildebrand have put into its creation and upkeep.

The library is happy to report that Communications Manager Boyd has completed her fourth class for her Master's in Library and Information Science from Indiana University Purdue University – Indiana. The library wishes her well as she continues her studies. The Trustees congratulated Boyd on her accomplishments thus far.

Assistant Library Director Andros reported the roofing project is ahead of schedule. Wight & Co. and Maintenance Superintendent Newman are very pleased thus far with the contractor's work and communication. The contractor will soon conduct a water test for the primary active leak near the fireplace. The contract demonstrates there are ample funds serving as an allowance for the diagnosis and remedying of this specific part of the roof project.

The library has received three responsible, competitive quotes for the parking lot's seal coat project, and a contractor has been engaged. This project will begin the Monday after summer reading kickoff weekend on Monday, June 12. The parking lot will be cordoned off in phases, and library staff will do their best to ensure patrons can safely access the entrances and book drops as much as possible.

In terms of the server room ventilation project, the library is still pursuing quotes for solutions. George from Wight & Co. recently provided three recommended companies.

Andros shared two notable building-related expenses. Earlier in the day, the motor failed for the rooftop Aeon unit, which controls the heat and A/C for the meeting room, nearby bathrooms, and the board room. The motor and some wiring need to be replaced. Maintenance Superintendent Newman ordered a new motor and can replace it when it arrives, and Trane would need to be called in regarding the wiring. A new floor scrubber was purchased to replace the old one. The motor and gears had been rebuilt multiple times and even though its life expectancy was 7 years, the library has used it well for 10 years.

On May 6, the Friends of the Library facilitated their first large-scale sale since 2019. Credit card payment was accepted for the first time. Sales were not as high as in years' past. Several teen volunteers contributed valuable work before, during, and after the sale.

Last month, there were 22 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**

None

**Unfinished
Business**

Adoption of Resolution Number 2023-02 regarding the 2023 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

New Business

Treasurer McMillan motioned to adopt Resolution Number 2023-02 regarding the 2023 Annual Resolution Authorizing Public Library Non-Resident Cards. Trustee Lindbloom seconded.

Library Director Adamowski stated this is an annual resolution done every May allowing individuals who live beyond the jurisdictional boundaries of the Orland Park Public Library and who do not live within the boundaries of another public library to receive library service. The library uses the Tax Bill Method when determining the fee for a non-resident library card. Adamowski confirmed with Patron Services Manager Hildebrand that the library has issued over 50 non-resident cards since May 2022.

Adamowski continued that she, along with Youth Services Manager Smits and School Liaison DeCarlo, will be meeting to discuss the instituting of the Cards for Kids program in which students from District 135 and District 230 would receive a library card as long as they are enrolled in the districts' schools. This card could be used all year long. Smits mentioned that DeCarlo has received negative comments from teachers and parents after she has gone to the schools to booktalk to the students throughout the year that some students cannot take advantage of the library's offerings due to the lack of a library card. The Illinois State Library encourages all public libraries to participate in the Cards for Kids initiative.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of conference registration fees, meals, and travel expenses for staff members Brandi Smits, Katie Allan, DeAnna DeHoff, Helen Kametas, Wendy Xie, Carrie Jourdan, John Burke, Anthony Andros, and Theresa Hildebrand to the American Library Association Conference June 24-26, 2023 at McCormick Place in Chicago, Illinois in an amount not to exceed \$2500 – For Action

Trustee Lindbloom motioned to approve conference registration fees, meals, and travel expenses for staff members Brandi Smits, Katie Allan, DeAnna DeHoff, Helen Kametas, Wendy Xie, Carrie Jourdan, John Burke, Anthony Andros, and Theresa Hildebrand to the American Library Association Conference June 24-26, 2023 at McCormick Place in Chicago, Illinois in an amount not to exceed \$2500. Secretary McShane seconded.

Library Director Adamowski stated the motion should read Theresa Marketti instead of Theresa Hildebrand. The motion was approved as amended.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of conference registration fees, meals, and travel expenses for Library Trustee Nancy Healy to attend the American Library Association Conference June 24-26 at McCormick Place in Chicago, Illinois in an amount not to exceed \$380 – For Action

Treasurer McMillan motioned to approve conference registration fees, meals, and travel expenses for Library Trustee Nancy Healy to attend the American Library Association Conference June 24-26 at McCormick Place in Chicago, Illinois in an amount not to exceed \$380.00. Trustee Lindbloom seconded.

Vice President Barcelona, Treasurer McMillan, and Trustee Lindbloom expressed interest in attending the Conference, and they will check their schedules and get back to Library Director Adamowski by Friday May 19.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of registration fees and travel expenses for Library Trustees Joanna Leafblad, Christian Barcelona, Nancy Healy to attend the LACONI Trustee Banquet May 19, 2023 at The Nineteenth Century Charitable Association in Oak Park, Illinois in an amount not to exceed \$300 – For Action

Secretary McShane motioned to approve registration fees and travel expenses for Library Trustees Joanna Leafblad, Christian Barcelona, Nancy Healy to attend the LACONI Trustee Banquet May 19, 2023 at The Nineteenth Century Charitable Association in Oak Park, Illinois in an amount not to exceed \$300. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of registration fees and travel expenses for Library Director Adamowski and Assistant Library Director Andros to attend the LACONI Trustee Banquet on May 19, 2023 at The Nineteenth Century Charitable Association in Oak Park, Illinois in an amount not to exceed \$165 – For Action

Treasurer McMillan motioned to approve registration fees and travel expenses for Library Director Adamowski and Assistant Library Director Andros to attend the LACONI Trustee Banquet on May 19, 2023 at The Nineteenth Century Charitable Association in Oak Park, Illinois in an amount not to exceed \$165. Trustee Lindbloom seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Fassler – aye; Healy – aye; Leafblad – aye; Lindbloom –

aye; McMillan – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of registration fees and travel expenses for Library Trustees Joanna Leafblad, Dan McMillan, and Kris Fassler to attend the ATLAS Trustee Training Day on May 20, 2023 at the Alsip-Merrionette Public Library District in Alsip, Illinois in an amount not to exceed \$105 - For Action

Secretary McShane motioned to approve registration fees and travel expenses for Library Trustees Joanna Leafblad, Dan McMillan, and Kris Fassler to attend the ATLAS Trustee Training Day on May 20, 2023 at the Alsip-Merrionette Public Library District in Alsip, Illinois in an amount not to exceed \$105. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

President Leafblad acknowledged Senior Administrative Coordinator Peterson’s seventh year anniversary and all other staff with anniversaries who were not in attendance. Thank you cards were received from Youth Services Manager Smits and Library Director Adamowski. Trustee Lindbloom congratulated the Trustees on their elections.

Announcements

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

Adjournment

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

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:28 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson