

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 19, 2023

The meeting was officially called to order by President Leafblad at 7:10 p m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Charles McShane, Secretary; Dan McMillan, Treasurer (7:49); 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; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Trustee Healy motioned to approve the May 15, 2023 minutes. Trustee Lindbloom seconded.

Minutes

No discussion

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Introduction of Visitors

None

Public Comment

Secretary McShane motioned to move into closed session at 7:12 to discuss the approval of closed session minutes and semi-annual review of minutes from prior closed sessions. Trustee Lindbloom seconded.

Executive Session

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Lindbloom motioned to resume regular session at 7:30 p m. Secretary McShane seconded.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Lindbloom motioned to accept the payment of bills listing from 5/16/2023-6/19/2023. Vice President Barcelona seconded.

Payment of Bills

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Treasurer’s Report

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Departmental Board Report

Library Director Adamowski announced that the library was awarded its Fiscal Year 2023 Public Library Per Capita Grant in the amount of \$86,586.93. As the library stipulated in the grant application, the funds will be used to purchase materials. The library has until December 31, 2024 to expend the FY2023 grant funds.

Librarians’ Report

The registration for the library’s System for Award Management is now complete and active in the U.S. Federal government’s database. Library Director Adamowski explained this allows the library to be eligible for federal grants and funding. The library recently received funding in the amount of \$10,000 from the National Endowment of the Arts in which our SAM registration allowed us to be eligible.

Library Director Adamowski referred the trustees to their board folders in which a copy of the library’s Annual Treasurer’s Report, which was published in a local newspaper on May 3, could be found. The report must be filed within the first six months after the end of the fiscal year. It is a statement of revenues and expenditures from January 1, 2022-December 31, 2022.

The Annual Treasurer’s Bond was renewed in May with HUB Insurance. A Treasurer Surety bond is a type of public official surety bond required of the person holding the treasurer office. Treasurer surety bonds help guarantee the public that the treasurer will honestly and faithfully perform their duties of their elected or appointed office.

The library is working with HUB insurance to increase the library’s cyber insurance coverage. Walter and John are working with Corvus to see if the coverage can be increased to \$3-4 million. Although the library would like to increase it to \$5-\$10 million, it can be difficult to obtain limits over revenues unless it is contractually required. Currently the library has \$2 million in cyber coverage. Finance Manager Kimmey continues to work on this project.

The library is once again represented at the Village’s Market at the Park ten-week event. Staff who have manned the table have been greeted with lots of smiling faces and great compliments about the library’s services and programs. Patrons this summer are able to get a library card, register for summer reading, and try out some items from the Library of Things collection.

Assistant Library Director Andros stated the parking lot seal coating project began on June 12 and was completed. However, there are areas which needed to be redone, and Phase 1 of the lot will be unavailable 2 days this week. The extra work will be done at no charge.

The primary work of the roof replacement project has been mostly completed. The areas still requiring attention include masonry work which should prevent further leaking in specific areas. There are also areas of high moisture in Phase 1 that will be addressed.

The server room now has a fully functioning cooling split system, and the temperature is now consistently at optimal levels.

The water table was rodded to unclog the drain. Debris had collected down the drain, and new measures will soon be in place to minimize this in the future.

We have contacted Industrial Appraisal to conduct a thorough onsite asset inventory for insurance purposes. The most recent one was conducted approximately 10 years ago.

Assistant Library Director Andros is still communicating with FEMA about documentation needed for further grant funds available for library staff’s efforts to submit the grant. The potential reimbursement amount is up to approximately \$4200.

June 1 was the beginning of the library’s contractually agreed upon natural gas rate with IGS Energy (Interstate Gas Supply). With a fixed rate of natural gas at no extra cost from June 2023 – September 2024, the Nicor bill already demonstrates significant savings. The efficiency of the new boilers is also a major factor in driving natural gas usage and cost down.

Last month, there were 29 maintenance tickets opened and one remains open.

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**

Bonds Proceeds – For Discussion

New Business

Library Director Adamowski explained the history behind the building bond. The Village of Orland Park issued the \$20,000,000 bond in 2002 for the construction of the new Library building at the request of the Board of Library Trustees of the Village of Orland Park. The funds were deposited into an account with PMA Investments, and the final building construction expense payment was made in November 2006 and no funds remained in the PMA account.

Cook County was then notified by the Library that the principal and interest levy should be included in the annual Cook County real estate tax collection process so the principal and interest due on the Library bonds could be paid. Each year the principal and interest payments due to the bond holders were included in the Village Library tax levy. Cook County then would add an additional 5% loss and cost factor to the annual payment requirements to ensure that the Library received sufficient tax receipts to make the debt payments to the bond holder.

Over the course of the years between 2003-2022 when the bonds were finally paid off, due to the 5% loss and cost factor being added onto the bond levy each year, the library had accrued more proceeds than what was needed for bond payments each year. The Library put these funds into a debt service fund with PMA Investments in 2010 in order to have funds invested in CDs to earn interest income.

The bonds were paid off in November 2022, and there was a surplus balance of over \$650,000. The Library will send a letter to the Village's Finance Manager asking that the remaining funds be moved from the Library debt service to the Library's PMA Special Reserve fund account to be used solely for its future building improvements.

Treasurer McMillan thought the letter was very good and clearly written showing that the money will be used for capital expenditures, not operations. President Leafblad stated the library is a non-profit organization and that the funds will be used to maintain the proper functioning of the building. All trustees were in agreement that the letter was accurate and appropriate.

Approval of the Neviol Cleaning Services three-year contract in the amount of \$99,708 for 2023-2024; \$103,692 for 2024-2025; and \$107,832 for 2025-2026 – For Action

No discussion.

Treasurer McMillan motioned to approve the Neviol Cleaning Services three-year contract in the amount of \$99,708 for 2023-2024; \$103,692 for 2024-2025; and \$107,832 for 2025-2026. 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

Adoption of Resolution No. 2023-03 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Secretary McShane motioned to adopt Resolution No. 2023-03 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection. 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

Adoption of Resolution No. 2023-04 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the Operational account to the Special Reserves account – For Action

Treasurer McMillan motioned to adopt Resolution No. 2023-04 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, adopting the transfer of funds from the Operational account to the Special Reserves account in the amount of \$150,000. 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

Treasurer McMillan acknowledged all staff with anniversaries.

Announcements

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

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 8:44 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

