

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 24, 2023

The meeting was officially called to order by President Leafblad at 7:09 p m.

## Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Kristine Fassler, Trustee; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

## Roll Call

Members absent: Charles McShane, Secretary

Staff present: Mary Adamowski, Library Director; Anthony Andros, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator

Treasurer McMillan motioned to approve the June 19, 2023 minutes. Trustee Healy seconded.

## Minutes

No discussion

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Vice President Barcelona motioned to accept the payment of bills listing from 6/20/2023-7/17/2023. Treasurer McMillan seconded.

## Payment of Bills

Trustee Healy remarked about the Library Equipment expense budget having \$13,000 of unused funds. Library Director Adamowski stated she will confirm this budget line's fully intended use and report back at the next meeting. Treasurer McMillan asked what was being covered under the payment to Industrial Appraisal Co. Assistant Library Director Andros stated that payment will cover the onsite appraisal field work and report in full, and the same person who conducted the project ten years ago will be conduct the project on August 1 and 2 McMillan asked about the payments to: Client First Consulting Group, Newline Paving, Trane and Amber Mechanical Contractors Inc. Andros stated Client First Consulting Group is the VOIP consulting firm that specializes in municipalities, Newline Paving performed the parking lot sealcoating, Trane provided the rooftop blower that powers the south end of the building, and Amber Mechanical Contractors Inc. worked on the IT Department server room to ensure it is properly climate controlled. Trustee Lindbloom asked about the two payments to RAILS. Library Director Adamowski stated the payments were for renewal of two different databases.

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

Motion passed. 6 ayes, 0 nays, 1 absent

**Treasurer's Report**

Treasurer McMillan motioned to accept the Treasurer's Report for June 2023. Vice President Barcelona seconded.

Treasurer McMillan noticed that the Legal, Building Maintenance and Building Custodial Supplies categories were over budget. Assistant Library Director Andros stated the Industrial Appraisal cost came out of the Legal budget and that there were unforeseen costs for the lobby lights, water stations and new floor scrubber over the past year. 12 new library carts were also purchased, due to the poor condition of older carts. McMillan stated property tax bills will not be mailed out until November or December according to an article in Crain's due to computer system upgrades. McMillan praised the library for being under budget on a year-to-date basis and stated since Finance Manager Kimmey is so prudent, even with tax bills being late again this year, the library is well positioned financially.

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

Motion passed. 6 ayes, 0 nays, 1 absent

**Departmental Board Report**

No report at this time.

**Librarians' Report**

Finance Manager Ross Kimmey successfully submitted the Worker's Comp audit in June.

The library will be welcoming a practicum student this fall from Joliet Junior College. Tessa Werden will be working with library staff for a total of 80 hours within 5 weeks in order for her to complete the Library Technical Assistant requirements. She will rotate through most of the departments so she will leave the library with a general knowledge of tasks and responsibilities. In the past, the library has had practicum students who later applied for and were hired on at OPPL: School Liaison Kara DeCarlo and Patron Services Senior Clerk Patrick Deitche.

On Saturday, July 21, the library hosted its first Hobby Fair. Over 20 exhibitors showcased their talents and interests to patrons of all ages: golf, crochet, cross stitch, antique pewter cars, musical instruments, jigsaw puzzles, Palestinian dance and Tareez Embroidery, various musical instruments, home gardening, and so much more. This event took a lot of coordination between departments to make it so successful, and the library hopes to offer it again next year. The door count for the hours that the fair took place from 11 a.m.-2 p.m. was 904.

Library Director Adamowski was contacted by the Village to see if the library would allow Taste of Orland attendees to park in the library's lot. Adamowski confirmed it would be fine, but that the library would be open for business during the majority of the hours that the Taste will be operating. The Village did submit a certificate of insurance.

Library Director Adamowski announced that the Illinois Library Association conference will be held in Springfield, Illinois from October 24-26, 2023. At this time, there will be six staff members attending, some of whom will be presenting at sessions. Trustee Day is held on Thursday, October 26 in which a majority of the programs are devoted to topics regarding Library Trustees and their responsibilities. Adamowski requested that any trustees who would like to attend the conference let her know by August 7 so it can be a part of the August board meeting agenda.

There was a discussion among Administration and the Trustees regarding the option to have department managers attend each monthly board meeting. Library Director Adamowski explained that beginning in January 2024, she would like to see one manager and their department be highlighted during the meeting. The managers would rotate throughout the year. Treasurer McMillan said he would

prefer to have all managers present at all of the board meetings. The consensus of the trustees was they prefer the rotation option. Adamowski added that Communications Manager Jackie Boyd would attend all meetings because of her role within the library and its community.

Assistant Library Director Andros stated the parking lot seal coating project is now complete. There are now eight handicap spaces instead of ten, and there is a new veteran's only parking space as well. The word VETERAN is painted on the lot for that particular space, and a new sign will soon be installed.

The full roof replacement work has been completed, which includes flashing and brickwork near the chimney, the final punch list, and areas of high moisture in Phase 1. Wight & Company and Malcor Roofing have been very responsive and professional throughout the process. Library staff awaits the next big storm to ensure no follow-up visits are required and will hold final payment as such.

Administration and Maintenance will connect with Trane this week to discuss potential projects in 2024, such as replacing compressors of the chiller.

Andros has recently communicated with the Illinois State Archives to facilitate the library's compliance with the Local Records Act.

The library responded to a FOIA request from NBC Chicago inquiring about any challenges to items in the collection.

The library received a FOIA today from SmartProcure, who seeks any and all digitized invoices from the last 5 years. As always, KTJ will be consulted on the response.

Industrial Appraisal will be onsite next week in order to produce an appraisal report for fixed asset accounting control and insurance valuation purposes. The most recent onsite visit for this purpose was approximately ten years ago.

Andros is still communicating with FEMA about documentation needed for further grant funds available for the time taken by library staff to submit the grant. The potential reimbursement amount is up to approximately \$4200. Once submitted, this reimbursement submission will not be reviewed until November or December, whereby the funds will likely not be received until 2024.

Last month, there were 30 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**

Approval of the Intergovernmental Agreement By and Between the Village of Orland Park and the Board of Library Trustees of the Village of Orland Park Providing for Expenditure of Library Debt Service Fund Balance – For Action

**Unfinished  
Business**

Treasurer McMillan motioned to approve the Intergovernmental Agreement By and Between the Village of Orland Park and the Board of Library Trustees of the Village of Orland Park Providing for Expenditure of Library Debt Service Fund Balance. Trustee Fassler seconded.

Library Director Adamowski thanked all the board members for attending the Village of Orland Park Board Meeting on July 17 and supporting the library.

In regards to the statement that Mayor Pekau put out about the library and how it inaccurately portrayed the levy, operating costs and capital needs, Trustee Lindbloom suggested Communications Manager Boyd get in touch with a public relations firm to help show the public that the library real estate tax amount is proportionately a very small amount, the library does control operating costs very well and does have a recently updated capital needs assessment. Finance Manager Kimmey explained how the Mayor came to the figure when he stated the library levy was 52% of the Village's levy. Kimmey also stated that over 95% of the library revenue comes from real estate taxes and that the Village receives sales tax and other streams of revenue in addition to real estate taxes. The library is only 3% of the overall real estate tax bill for residents of Orland Park. President Leafblad stated the library provides many free services and that the County Assessor sets property taxes, not the Village. Leadblad stressed the fact that the free services that the library offers to patrons such as databases, books, movies, the Library of Things, programs and events etc. more than make up for the relatively small amount residents pay on their tax bill. Library Director Adamowski stated the newsletter could be put out six times a year instead of three to try to keep the residents of Orland Park more up to date on current events and for public relations purposes. The cost of this would increase quite a bit. Treasurer McMillan requested that the cost proposals for a 6 issue annual newsletter be brought to the August board meeting.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Houston Casualty Company Proposal for an additional \$2 million in Excess Liability Insurance – For Action

**New Business**

Treasurer McMillan motioned to approve the Houston Casualty Company Proposal for an additional \$2 million in Excess Liability Insurance. Vice President Barcelona seconded.

Finance Manager Kimmey stated since the library now has MFA in place as an added security measure, HUB was contacted in regards to adding more cyber security insurance coverage than the initial \$2 million offering from Corvus. Treasurer McMillan agreed that a higher amount of cyber security insurance coverage would be beneficial. Kimmey stated Houston Casualty Company is offering an additional \$2 million of coverage for \$2,940 annually (prorated for the remainder of 2023). Kimmey added that the \$1 million of coverage quote he received was more expensive per million dollar of coverage, so he recommended the additional \$2 million in coverage. The board agreed with his recommendation.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of conference registration fees, meals, and travel expenses for Communications Manager Jackie Boyd to attend the Library Marketing and Communications Conference 2023 November 7-8, 2023 at the Hyatt Regency Indianapolis in Indianapolis, Indiana in an amount not to exceed \$1500 – For Action

Treasurer McMillan motioned to approve conference registration fees, meals, and travel expenses for Communications Manager Jackie Boyd to attend the Library Marketing and Communications Conference 2023 November 7-8, 2023 at the Hyatt Regency Indianapolis in Indianapolis, Indiana in an amount not to exceed \$1500. 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 – absent

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer McMillan acknowledged all staff with anniversaries and remarked about the total number of years being such a high amount of 53 years, showing the longevity of the library staff members. Library Director Adamowski announced Duke Phelps has resigned to pursue fulltime work. Adamowski passed around a copy of the June Orland Park – Homer Neighbors magazine which showcased McMillan on the cover and had a multiple page article highlighting his over two decades of service in numerous meaningful ways to the community.

**Announcements**

Vice President Barcelona 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 – absent

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:43 p.m.

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

Minutes prepared by Aaron Peterson