

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 21, 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; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

## Roll Call

Members absent: Kristine Fassler, 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; Joshua Degner, IT Manager; Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Steve Newman, Maintenance Superintendent; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the July 24, 2023 minutes. Trustee Healy seconded.

## Minutes

Trustee Healy asked about the specific tenses used in the minutes regarding Industrial Appraisal Co. Assistant Director Andros will correct the tenses in his Librarian Report section. The minutes were approved as amended.

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

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 7/18/2023-8/21/2023. Treasurer McMillan seconded.

## Payment of Bills

Treasurer McMillan asked about the payments to Trane, AmeriScan, ClientFirst, and Neviol. The annual contract with Trane was paid; the down payment was made for an additional Youth Services desk, the consultant for the transition to VoIP was discussed and the nurazzo floor tile was stripped and re-waxed. Trustee Healy asked about the food being in the Building Maintenance budget, the payment to Fun Express, and Sherwin Williams. Library Director Adamowski stated going forward in FY2024 food items will appear in the Social Committee budget. Taste of Orland Park branded giveaways were purchased from Fun Express, and Maintenance Superintendent Newman purchased paint at Sherwin Williams on three separate occasions at a discount.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

**Treasurer's Report**

Trustee McMillan stated the spike in interest rates is helping organizations with fixed income. Trustee Healy asked if PMA was contacted to ladder new Certificates of Deposit. Finance Manager Kimmey stated the library has not been laddering CDs recently due to the inconsistent delayed payments from Cook County. PMA will provide different proposals with different lengths upon request. Kimmey stated PMA reversed the deposit that was supposed to go from Operations to Special Reserve so next month financials will show the corrected amounts. Trustee Healy asked about Outreach Services being over budget for the month. Outreach Services Manager Kleiva stated the summer is their busiest time and includes purchasing of giveaways for the Taste of Orland Park.

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

Motion passed. 6 ayes, 0 nays, 1 absent

No report at this time.

**Departmental Board Report**

Library Director Adamowski reminded the trustees that the library was awarded its Fiscal Year 2023 Public Library Per Capita Grant in the amount of \$86,586.93. The funds were received and deposited into the Grants line item of the budget. The monies will be used to purchase materials, as was stipulated in the grant application. The library has until December 31, 2024 to expend the funds.

**Librarians' Report**

The Intergovernmental Agreement between the Village of Orland Park and the Library Board of Trustees providing for the expenditure of the library debt service fund balance was signed by Mayor Pekau and returned to the library. The Village and the library both have signed copies for future reference.

In September 2019, the library conducted a successful campaign for its annual National Library Card Sign-up Month, in which patrons were encouraged to sign up for a new OPPL library card or renew their current one. In doing so, patrons were given a pamphlet in which they could go to the various local area businesses that were listed, show them their library card, and receive an incentive such as 20% off, free fries, and so much more. Library Director Adamowski reported that this great incentive is back beginning September 1. Patrons from all communities will be able to participate, as the library would like the businesses to get more exposure and to thank them for supporting the library. During her report, Communications Manager Boyd read a list of the local area businesses that are joining in this initiative.

In fall 2022, the library switched its payroll services from ADP to Paycor. This step was taken after much research by Finance Manager Ross Kimmey. At this time, the payroll services modules are well underway and being used by the staff. Paycor also offers robust HR modules that Kimmey, Senior Administrative Coordinator Peterson, and HR Generalist Boreham are preparing to implement. Kimmey gave an explanation of the various HR modules the library has available to them for implementation. Trustee Healy questioned if the modules have been paid for even though they are not currently being utilized. Finance Manager Kimmey stated the modules are part of a bundle package paid directly through Paycor.

Communications Manager Boyd began her fall semester MLIS classes last week. These classes are number 7 & 8 in her studies, which she plans to finish and graduate in December 2024. Adult Services Assistant Amani Rashid is completing her Library Technical Assistant certificate this semester through

College of DuPage. The library's tuition reimbursement policy is helpful to both of the students, and the library is proud of their accomplishments.

Tessa Werden, the Joliet Junior College Practicum Student will begin her internship on Wednesday, August 23. Tessa will rotate through all of the departments during her 80-hour/5-week on-site practicum, and will have as much hands-on experience as the managers are comfortable with so that she leaves the library with a general knowledge of important tasks and responsibilities.

The managers have submitted their draft FY2024 departmental budgets. Finance Manager Kimmey, Assistant Library Director Andros and Library Director Adamowski will begin reviewing them this week so a preliminary first draft of the library budget can be produced for the October 2023 board meeting.

Library Director Adamowski mentioned that a meeting of the Personnel Committee needs to be scheduled so Administration can discuss preliminary budget numbers pertaining to staff merit raises. Committee members include Treasurer McMillan as Chair, President Leafblad, Vice-President Barcelona, and Secretary McShane. Available meeting dates include Monday, September 25 or October 2. After a brief discussion, the committee agreed on Monday, September 25 at 7 p.m. Adamowski reminded all trustees that they are welcome to attend the meeting, as well.

Library Director Adamowski and Assistant Library Director Andros will return to Bridgeview Court House tomorrow morning for the court date of the patron who was arrested for disorderly conduct in August 2022 after a physical and verbal altercation with another patron.

At the July 24 board meeting, a discussion was held concerning how to increase the library's presence within the community so patrons realize the importance of the library and all of the various services and programs that OPPL offers. Library Director Adamowski mentioned that Communications Manager Boyd had spoken to her about possibly transitioning to a 6-cycle newsletter as compared to the current 3-cycle newsletter. Adamowski mentioned that it was decided the cost factor was restrictive, and Treasurer McMillan asked that cost proposals be brought to the August meeting. There are many pros and cons with this change, and Boyd has created a comparison chart so the trustees can review the physical changes and costs. After trustees reviewed the chart, a brief discussion followed with a decision to keep the 3-cycle, 16-page newsletter going forward for the future. Administration and managers will discuss staggering registration dates so there is more opportunity for patrons to attend programs.

Assistant Library Director Andros stated 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. There were no observable leaks during and after heavy rainfall once the work was completed. Wight & Company produced a brief change order to acknowledge the cost-saving adjustment from the original stated amount in the contract, which President Leafblad will sign after the meeting. The grand total of the project is now approximately \$493,405.

The library's contract with Wingren Landscape expires this November. The library is considering eliciting quotes from competitors of Wingren Landscape or modifying contract terms for next year.

The library's capital needs assessment report has been uploaded to the website.

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

Attorney Ken Fricker from KTJ advised the library to respond in full to a FOIA request from SmartProcure, who requested any digitized invoices from the last five years. For several consecutive years prior to the pandemic, this exact request had been received, and the library had responded. A QuickBooks report was easily generated with the qualifying information.

The new parking space reserved for veterans now has a dedicated sign.

Industrial Appraisal was onsite in order to produce an appraisal report for fixed asset accounting control and insurance valuation purposes. The most recent one was conducted approximately 10 years ago. The report might not be generated until year's end.

Andros has finalized FEMA's documentation needed for potential grant funds available for the time taken by library staff to submit last year's grant for pandemic-related expenses. The potential reimbursement amount is up to approximately \$4,200. This reimbursement submission will not be reviewed until November or December, whereby the funds will likely not be received until 2024.

The library's new water meter was installed.

One of the most dedicated and tenured volunteers of the Friends of the Library, Anita Morgan, recently passed away. The library and the Friends of the Library are dedicating memorials in Anita's name. The Morgan family had generously asked that donations be sent to the library in lieu of flowers, and thus far, the library has received \$1,490.

Last month, there were 27 maintenance tickets opened and they were all 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**

Approval of the Trane RTAC Compressor R'Newal proposal in the amount of \$115,780 – For Action

**New Business**

Vice President Barcelona motioned to approve the Trane RTAC Compressor R'Newal proposal in the amount of \$115,780. Secretary McShane seconded.

Maintenance Superintendent Newman stated that the library compressors are 10 years old and have a significant amount of starts on them both and recommended replacing them with Trane. Treasurer McMillan stated that they will be rebuilt compressors with a 5 year warranty. Library Director Adamowski stated Trane recommended ordering the compressors soon due to the 6-8 month lead time to get them in order to be ready to install them in the spring of 2024. Finance Manager Kimmey stated no money is required by Trane until 2024.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of conference registration fees, meals, travel expenses, and hotel accommodations for Mary Adamowski, Brandi Smits, Katie Allan, Theresa Hildebrand, Jill Boreham, and Kara DeCarlo to attend the Illinois Library Association 2023 Annual Conference, October 24-26, 2023, in Springfield, Illinois in an amount not to exceed \$5700 - For Action

Treasurer McMillan motioned to approve the conference registration fees, meals, travel expenses, and hotel accommodations for Mary Adamowski, Brandi Smits, Katie Allan, Theresa Hildebrand, Jill Boreham, and Kara DeCarlo to attend the Illinois Library Association 2023 Annual Conference, October 24-26, 2023, in Springfield, Illinois in an amount not to exceed \$5700. Trustee Lindbloom seconded.

Library Director Adamowski mentioned that six staff members will be attending the ILA Conference this fall because of their interest in the various learning opportunities, as well as their involvement in the conference. Library Director Adamowski, Adult Services Manager Allan, Patron Services Manager Hildebrand, and HR Generalist Boreham will all be presenting at the conference. Youth Services Manager Smits will be representing the Youth Services Forum by staffing their booth during exhibit hours, as well as presenting at the ILA Awards Luncheon. School Liaison Kara DeCarlo, iREAD's Program Manual Coordinator will, be highlighting next year's summer reading theme to conference attendees.

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

Motion passed. 6 ayes, 0 nays, 1 absent

President Leafblad read a thank you card from Adult Services Manager Allan thanking the Library Board of Trustees for sending her to the Digipalooza Conference, along with an email from Susi Murphy questioning why unincorporated residents of Orland Park are required to pay for a library card. Treasurer McMillan asked if the library is prepared for threats. Assistant Director Andros stated authorities are contacted as needed in such situations. Also, at the upcoming Staff Engagement Day, Youth Services Manager Smits will be providing information in regards to banned books and First Amendment rights. Library Director Adamowski reminded the Board about the Libraries are for Everyone mural that the Graphics department put up on the wall outside of the second floor bathrooms. Adamowski mentioned the Secretary of State is an advocate for libraries. Leafblad offered to have someone from the Illinois State's Attorney's office visit the library to speak about human trafficking. Treasurer McMillan recognized all staff members with anniversary milestones.

## **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 – absent; Healy – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:46 p.m.

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

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

Minutes prepared by Aaron Peterson