

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 18, 2023

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

Call To Order

Members present: Joanna Leafblad, President; Dan McMillan, Treasurer; Charles McShane, Secretary; Kristine Fassler, Trustee; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Christian Barcelona, Vice President

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; Jill Boreham HR Generalist; 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 August 21, 2023 minutes. Trustee Lindbloom seconded.

Minutes

Treasurer McMillan asked if there was a time limit to spend the funds from the Intergovernmental Agreement. Finance Manager Kimmey stated there was no time limit and the funds have been transferred out of the operational account into a separate account per the agreement. McMillan asked what came of the FOIA from last month. Assistant Library Director Andros stated the library provided a similar document via QuickBooks as was previously provided when the same company sent a similar FOIA request a few years ago. Trustee Healy asked if it was correct that the compressors will be rebuilt. Andros confirmed it is correct that the compressors will be made of refurbished galvanized steel shells, but that the internal components will be new. Healy asked that Library Director Adamowski send out a reminder to the Trustees about the upcoming Personnel Committee meeting.

A roll call vote as follows: Barcelona – absent; Fassler – aye; 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

Treasurer McMillan motioned to accept the payment of bills listing from 8/22/2023-9/18/2023. Secretary McShane seconded.

Payment of Bills

Treasurer McMillan asked about the payments to Current Technology and Grasso Graphics. Assistant Library Director Andros stated multiple license renewal payments were made. Communications Manager Boyd stated three library newsletters are currently being mailed out per year and there will continue to be three next year. Boyd is getting quotes for different newsletter options. President Leafblad asked about the payment to LinkedIn. Assistant Library Director Andros stated the annual payment for LinkedIn Learning, formerly known as Lynda.com, had been made. Trustee Healy asked about the payment to Midwest Office Interiors, Zoo Bean, and Margie Gainer. Library Director

Adamowski stated the Adult Services staff workstation area was reconfigured. Youth Services Manager Smits stated the annual payment for the Beanstack database was made. Adult Services Manager Allan stated Margie Owens-Klotz will be hosting a program on Public Speaking.

A roll call vote as follows: Barcelona – absent; Fassler – aye; 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 August 2023. Trustee Lindbloom seconded.

Treasurer’s Report

Trustee McMillan stated Impact Fees have been received well over the budgeted amount. Finance Manager Kimmey stated Finance Manager Kevin Watchel at the Village has been doing some catch up recently. Trustee Healy asked about the Nonspendable Fund. Kimmey stated the Nonspendable Fund is for prepaid expenses. Trustee Lindbloom asked about the Public Information budget line. Communications Manager Boyd stated the library newsletter and e-blasts are paid from the Public Information budget line.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Departmental Board Report

Joliet Junior College practicum student Tessa Werden began her internship in late August. So far, she has had hands-on experience in Graphics, Youth Services, and Patron Services. Tessa meets each week with Administration to discuss her work and to ask any questions she may have. Tessa will be attending a board meeting, most likely in October, as well as the upcoming Staff Engagement Day.

Librarians’ Report

Staff Engagement Day will be held on Friday, October 6 for all staff. Communications Manager Jackie Boyd and Youth Services Manager Brandi Smits, co-chairs of this training day, gave a summary of the event that they and their committee have planned: Staff will have a session on Customer Service facilitated by Regina Townsend, South Holland PL Youth Services Manager, Sexual Harassment Training conducted by HR Generalist Jill Boreham and Youth Services Assistant Manager Becky McCormack, Youth Services Manager Brandi Smits and School Liaison Kara DeCarlo will speak about challenges to library materials, and IT Manager Josh Degner will present cyber security training. Library Director Adamowski let the trustees know the library will be closed to the public that day and notices will soon go out to alert them of the closure.

The September – December newsletter was mailed and received by Orland Park residents during the last week of August. September 1 was the first day of registration and everything ran smoothly as patrons are becoming familiar with the library’s online registration process powered by Library Market. The majority of the registered programs did fill and the staff is looking forward to providing a good time for all.

Library Director Adamowski notified the trustees that numerous local area public libraries have received bomb threats over the past few weeks, with several of them occurring last week. As Adamowski mentioned to the trustees in her September 15 email to them, none of the threats were viable and Orland Park Public Library did not receive any threats. Library Director Adamowski did communicate with Orland Park Police Department Sergeant Rich Whalen about protocol if a threat did

happen. He said the department cannot tell the library if they should evacuate or not, and that it is up to library administration to make the decision. The library has a thorough checklist within its Safety Manual that staff should follow if a threat is called in via telephone. Communications Manager Boyd monitors the library's AskOPPL email.

Finance Manager Kimmey explained that he has sent 18 letters to various auditing firms in order to receive cost proposals for their services. The library has been with its current auditing firm, ATA Group, for several years and would like to do its due diligence in acquiring competitive quotes.

Library Director Adamowski, along with Acorn Public Library District Director Dorothy Koll presented at the September 12 ATLAS training workshop to 60 attendees. The title of the presentation was Libraries Are for Everyone, and topics covered included the ALA Bill of Rights and Freedom to Read Statement, organizations that are targeting libraries, as well as those that support libraries, the passing of House Bill 2789 and implicit biases. Adamowski and Koll have been asked to present their workshop at ILA's Reaching Forward 2024 conference.

Library Director Adamowski reminded the trustees of the Personnel Committee meeting which will be held on Monday, September 25 at 7 p.m. The meeting will focus on the merit raise projection for staff for FY 2024. All trustees are invited to attend.

Adamowski shared that a Westmont patron delivered a lemon fluff sheet cake from Wolf Bakery to the library in celebration of its anniversaries: 86 years as a public library and 19 years since the new library opened its doors. The staff enjoyed this special treat. Adamowski mentioned she has tried to reach the gentleman who purchased the cake, but has been unable to do so.

Assistant Library Director Andros stated the Phase II roof replacement work continues to withstand the rain without any leaks. There was a leak identified in the boiler room two weeks ago that was determined to be Phase I metalwork and was immediately repaired. Library staff has approved the final payment for the grand total of the project, which is \$493,405.

Library staff conducted a safe and efficient fire drill. On Tuesday, September 12 most of the staff did not know the fire drill was going to occur. Orland Fire Protection District had been made aware, witnessed the drill, and shared positive feedback.

The library is pursuing noise abatement solutions in the Multipurpose Room, the Teen Loft, and the Computer Classroom. Two contacts from Wight & Co were received to pursue quotes for this work. The work would entail applying a clear epoxy sealant in between the glass panel walls of these rooms. Seals would be applied on both sides. The first quote was given by 3F Corp in Alsip was for \$16,680 for only two of the three rooms. A second quote from a different company is being pursued.

Adult Services staff is designing and creating new uses for patrons in the area just outside the Multipurpose Room. Adult Services staff completed a deselection and shifting project that allowed empty stacks to be removed. This created an open space for new study carrels with power and other items to soon be added.

The library's contract with Wingren Landscape expires this November, and Administration will be soliciting quotes from competitors of Wingren.

Last month, there were 41 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**

Capital Needs Projects FY 2024 – For Discussion

New Business

Assistant Library Director Andros reviewed upcoming project recommendations drawn from the Facility Condition Assessment report. The three capital projects being pursued for 2024 are two HVAC projects with Trane and replacement of outside signage. Treasurer McMillan agreed that signage is very important and that a second sign should be considered. Every July an annual report will be provided to the Village by Finance Manager Kimmey stating how funds from the Capital Projects fund had been utilized. The funds have been deposited into a PMA Capital Project account.

Approval of the Amendment of the Victims’ Economic and Security Safety Act (VESSA) – For Action

Trustee Healy motioned to Approve the Amendment of the Victims’ Economic and Security Safety Act (VESSA). Secretary McShane seconded.

HR Generalist Boreham stated an updated Victims’ Economic and Security Safety Act was passed on July 28 and was amended to state eligible employees may use up to 10 days of unpaid leave for newly-approved reasons.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the cost proposal in the amount of \$3,954.75 for holiday tree decorating by debi Ross of Inside Looks – For Action

Treasurer McMillan motioned to approve the cost proposal in the amount of \$3,954.75 for holiday tree decorating by debi Ross of Inside Looks. Secretary McShane seconded.

Treasurer McMillan asked what the cost was in 2022. Library Director Adamowski stated the cost to decorate three trees in 2022 was \$4,500. Since no new ornaments are needed and a discount was provided for doing three trees, the current amount is less. Adamowski stated the estimate is for 39.50 hours at \$125 per hour which is too many hours for the library Decorating Committee to take on in addition to their normal work duties. Also, debi Ross and her business are local area and she is an avid library user. Her talent and accomplishments are quite noted. Assistant Director Andros stated a quote from Dramatix Decor were priced at a comparable rate per hour.

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

Motion passed. 6 ayes, 0 nays, 1 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. Treasurer McMillan commended Andros and the Committee on doing a great job with the Strategic Plan. Trustee Healy wanted to make sure that the materials distributed at local medical centers and the Orland Park Police Department would be enjoyable for children to read. Youth Services Manager Smits confirmed that branded bibs and bags will be part of the early literacy information, and literature will be kept to a minimum. McMillan asked about the College Fair. Smits stated College Fair ideas are being looked into, and she is weighing pros and cons of having it be virtual vs. in-person. She stated Youth Services Librarian Vanessa Melody is looking into options to rework the millwork area in The In-Between area to make it more inviting and compact in order to enhance engagement of second through fifth graders.

Andros stated HDMI outlets will be installed under the current displays in the adult study rooms, and the whiteboards will be secured to the opposite wall instead of being placed on an easel. Andros is looking into having a more detailed and formalized onboarding process for new hires with HR Generalist Boreham. Boreham stated the Paycor Enrollment module is being looked into and utilized by end of year. Finance Manager Kimmey stated due to the lack of assistance from Paycor, the different HR modules have not been implemented yet. Secretary McShane asked if there were any third party training companies that the library could partner with. Kimmey was pleased with the payroll aspect of the Paycor software and also stated that time-off requests have been streamlined and staff are now able to view their remaining time-off amounts. Andros stated that OPPL is being well represented at conferences. Library Director Adamowski would like to host a Local Author Fair in the near future.

Treasurer McMillan recognized all staff members with anniversary milestones and highlighted the fact that the 7 staff members’ combined years of service totaled up to 60 years, showing that the library culture makes it a great place to work and a great place for patrons to visit. Trustee Lindbloom asked that the Klein Thorpe and Jenkins contract be placed on the agenda for the October board meeting and mentioned that School District 135 uses KTJ for PTABs only. Treasurer McMillan asked that the library showcase an article of an Orland Park preschooler, who is featured in New York City’s Times Square jumbo-trons.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:10 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson