

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 16, 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; Josh Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the September 18, 2023 minutes. Secretary McShane seconded.

Minutes

Treasurer McMillan asked about the bomb threat arrest in Illinois. Library Director Adamowski stated the FBI was involved with an arrest involving someone who was sending bomb threats at other libraries. The person was from the northern suburbs.

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

Tessa Werden

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 9/19/2023-10/16/2023. Secretary McShane seconded.

Payment of Bills

Treasurer McMillan asked about the payments to OPPL and ClientFirst Consultant group. Finance Manager Kimmey stated a wire transfer was done and a check was written from the Capital Campaign fund to the general account to pay for interactive outdoor play items for The Backyard due to the company location being overseas. IT Manager Degner stated ClientFirst is the consultant group helping the library transition to VoIP. Trustee Healy stated Best Buy is planning to stop selling DVDs at the beginning of 2024. Trustee Healy asked about the payments to Midwest Tape. Adult Services Manager Allan stated payments for the Midwest Tape Hoopla database and audio-visual materials were made. Trustee Healy asked about the payment to WGN Flag. Assistant Library Director Andros stated 12 new flags were purchased at a 10% quantity discount. The flags are replaced when wear and tear is noticeable.

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 September 2023. Secretary McShane seconded.

Treasurer's Report

Treasurer McMillan asked about the Replacement Taxes revenue that was received. Finance Manager Kimmey stated personal property tax that is received by the Village is allocated to the various government entities. This was the first time in 2023 Replacement Taxes revenue has been received. Secretary McShane asked about the Water & Sewer expenditure line being up so much. Assistant Library Director Andros stated the library water meter was replaced and the next bill should better reflect typical usage.

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 September.

Departmental Board Report

On Friday, October 6, the Library held its annual Staff Engagement Day. Library Director Adamowski thanked co-chairs Youth Service Manager Smits and Communications Manager Boyd and their committee members for the excellent coordination and planning of this day-long event for 60+ staff members. Staff were treated to a day filled with learning, networking, teamwork, laughs, and good food! It was also noted that many of the day's events were led by OPPL staff members.

Librarians' Report

Library Director Adamowski and Assistant Library Director Andros gave a brief introduction highlighting the year in review and what the staff could look forward to in the New Year. New staff members were introduced, each department was thanked for their accomplishments, and the Staff Engagement Day committee was thanked for all of their hard work.

A recap of the day is as follows:

Keynote Speaker—South Holland PL Youth Services Manager Regina Townsend presented a workshop on Customer Service. Staff had high praises for her thoughtful approach to serving our patrons and fellow staff members with the best customer service possible.

Sexual Harassment—HR Generalist Boreham and Youth Services Assistant Manager McCormack gave a detailed, yet relatable presentation on harassment in the workplace and in their private life. Trustees will be required to view the training by year's end.

Book Challenge Overview—Youth Services Manager Smits and School Liaison DeCarlo did a wonderful job of informing staff of the various challenges facing libraries and librarians in Illinois and across the country. It was also emphasized that OPPL has a very strong Collection Development Policy and Request for Reconsideration for Library Resources policy, as well.

Lunch—Buffet from Hienie's McCarthy

Library Family Feud—Youth Services Manager Smits and IT II Assistant Matt Montalvo led the group in a game of Family Feud featuring questions all about libraries. It was quite competitive!

Cybersecurity Training—IT Manager Josh Degner gave a thorough look into the threats of cybersecurity that face libraries and staff each day.

Choose Your Own Adventure—Mental health breaks for staff included silent reading, Gong Bath and Arts & Crafts.

Staff Awards—Thirteen staff members received recognition for their years of loyal service, ranging from five to fifteen years.

Department meetings—This time allowed staff to meet within their own departments and catch up on the upcoming programs and services they will be offering in the fall. It was also a time to discuss any issues or questions they may have. All departments are required to have four meetings per year.

Staff Engagement Day was adjourned at 5 p.m.

Library Director Adamowski, Assistant Library Director Andros, Finance Manager Kimmey, Adult Services Manager Allan, and HR Generalist Boreham have been meeting regularly throughout the year to conduct a review of the library's Employee Handbook. The goals of this taskforce is to make the handbook more easily accessible for staff to know their benefits and responsibilities to the organization through consistent language, improved formatting, and up-to-date legal requirements.

Library Director Adamowski reminded the Trustees that the library's annual OPPLCon will be held on Saturday, October 21 from 10 a.m.-3 p.m. This pop culture event is popular with patrons of all ages. Adamowski thanked Youth Services Librarian Vanessa Melody and her committee for their dedicated work into making this a successful event for all.

Library Director Adamowski informed Trustees that the Public Library Association Conference will be held in Columbus, Ohio, April 3-5, 2024. She requested that Trustees let her know if they are interested in attending. The approval for conference fees and hotel accommodations will be on the November board meeting agenda.

Adamowski announced that a Holiday Gathering will be held at the library on Sunday, December 3 from 5-8 p.m. in Room 104. Adamowski spoke with Library Board President Leafblad to receive permission to do an after-hours event for staff. Trustees are welcome to join staff as we all wish each other a joyful holiday.

Assistant Library Director Andros stated two small drip leaks were recently discovered, one above the Teen Desk and one in the Technical Services office. Malcor was easily reached, and they fixed both areas the next business day. One area was Phase I and one area was Phase II. Maintenance Superintendent Steve Newman accompanied the crew and reported there will likely be a charge for the Phase I work.

The library is still pursuing an outside signage project to replace the monument-style sign near Ravinia Avenue, as well as build an identical sign at the south entrance. The library is inquiring about placing the logo on the chimney, as well as building a more modest sign near 149th Street to identify the library, as well as better delineate staff parking. In order to obtain an estimate for the budget next year, the library is currently working with the general contractor who built The Backyard.

As mentioned at the previous meeting, the library is pursuing noise abatement solutions in the Multipurpose Room upstairs as a priority, and perhaps the Teen Loft and Computer Classroom. An additional quote is being pursued.

The library is still pursuing quotes from competitors of Wingren Landscape.

On September 28, the library signed a waiver with ComEd to allow work on the far southwest tree line. The library was informed the work was related to the construction of a loading dock and a grease pit for the new Pete's Market opening next year. The library was told the work would entail a power line moving 2-3 feet west, and the waiver was to grant permission for this minor encroachment. The work was supposed to involve brush clearing and potentially the removal of one of the old pines that was

here before the library building was built. Last week, the agreed work was done, but Maintenance Superintendent Newman and Assistant Library Director Andros were informed by a worker that the encroachment was going to be closer to 10 feet. The workers were asked to pause the work, and Andros spoke with Public Works Director, Joel Van Essen, as well as Economic Development Manager, Ed Lelo. Lelo was going to investigate the originally approved plans, speak with the engineers on the project, and contact the library with more information.

A promising connection with the local Tesla dealership was recently made by Community Engagement Manager Sarah Kleiva, as well as Matthew Montalvo, full-time IT II. Kleiva and Montalvo visited a Chamber of Commerce-sponsored after-hours event at the Tesla dealership. Assistant Library Director Andros is now in contact with Tesla staff regarding a possible partnership for charging stations at the library. Andros completed an online form to pursue the next steps in these very early phases of the process.

The Friends of the Library had a recent transition in leadership whereby Donna Boddy resigned her post as President. Donna has been a very faithful and valuable leader of the Friends, having first served as the Board's Secretary, she became President in 2019. Her service was crucial during the pandemic and ultimately to help reignite the Friends' annual sale. As a former teacher, Donna's specialty was children's literature, something unique and valuable on the Board in recent years. The newly elected President is Pattie Goble. Goble is a most capable successor, and the library is looking forward to the continued growth and success of the Friends.

Last month, there were 22 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

- a. Approval of the minutes from the September 25, 2023 Personnel Committee meeting – For Action

Personnel

Secretary McShane motioned to approve the minutes from the September 25, 2023 Personnel Committee meeting. Treasurer McMillan seconded.

No discussion.

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

- b. Recommendation(s) to the Board of Library Trustees for the 2024 Salary

Schedule – For Discussion

Treasurer McMillan stated the 2024 Salary Schedule was discussed at the Personnel Committee meeting on September 25. Library Director Adamowski stated the Salary Schedule was moved 3% in accordance with the recommendation from HR Source. Finance Manager Kimmey stated some adjustments were made to bring the minimum rate for some positions up to \$14 per hour to prepare for the upcoming required 2024 minimum wage increase in Illinois.

- c. Recommendation(s) to the Board of Library Trustees for the staff benefit (health insurance) cost allocation for 2024 – For Discussion

Secretary McShane asked if rates had been received from Marsh and McLennan Assurance (MMA). Finance Manager Kimmey stated the library is still waiting to hear back from MMA.

- d. Recommendation(s) to the Board of Library Trustees for the staff merit raises (1—7%) for 2024 - For Discussion

Treasurer McMillan stated the staff merit raises were talked about at the Personnel Committee meeting in relation to the 2024 Salary Schedule, and it was agreed upon that the 1-7% range would give good flexibility. Last year, the range was 1-8% due to inflation being elevated. Library Director Adamowski stated the raises are strictly merit based.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

None

Unfinished Business

FY2024 Budget and Levy – For Discussion

New Business

Library Director Adamowski stated this is the first draft of the budget that Administration has put together. Treasurer McMillan asked what the levy percentage was last year. Finance Manager Kimmey stated the levy in 2023 was 4.6%. McMillan asked if 4.5% was the amount the library needs to operate. Kimmey stated 4.5% would allow the library to function and have the necessary funds to be transferred to the Special Reserve account. Secretary McShane asked about the IT Equipment budget line increase. IT Manager Degner stated half of the computers in the library need to be replaced since they are from 2011 and will not run the latest operating system. Patron computers will be replaced first. A firewall upgrade is needed and the SAN should be replaced. Kimmey stated the new accounts for 2024 are highlighted in light green on the handout. Digital Media is one of the new accounts and will replace all of the other Ebook and digital media accounts for all departments. Adamowski stated the library is going to continue to focus on all-age events in 2024. Special Events will be a new budget line in 2024 and will account for such activities such as the Winter Wonderfest and the Summer Reading Challenge. It has been determined through participation and feedback that the community wants family-oriented events. McMillan thinks the Village may not agree with any levy over 4%.

Approval of transfer from Marquette Bank Construction Fund to Marquette Bank Operating Fund in the amount of \$7000 – For Action

Secretary McShane motioned to approve wire transfer from Marquette Bank Construction Fund to Marquette Bank Operating fund in the amount of \$7000. Treasurer McMillan seconded.

Finance Manager Kimmey stated the leftover funds from the Construction account will be transferred to the Operating account.

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 Trane Contract for the replacement of the 17.5-ton Packaged Precedent Rooftop Unit in the amount of \$93,000, subject to revisions by counsel for the Library – For Action

Secretary McShane motioned to approve the Trane Contract for the replacement of the 17.5-ton Packaged Precedent Rooftop Unit in the amount of \$93,000 subject to revisions by counsel for the Library. Trustee Fassler seconded.

Assistant Library Director Andros stated attorney Ken Friker of Klein, Thorpe, and Jenkins reviewed the contract and made changes after reviewing the Terms and Conditions. The rooftop unit will be a complete rebuild with a two year warranty. The project should take one week and will likely commence in fall 2024.

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 2024 Salary Schedule – For Action

Treasurer McMillan motioned to approve 2024 Salary Schedule. Trustee Lindbloom seconded.

No discussion.

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 staff benefit (health insurance) cost allocation for 2024 – For Action

Secretary McShane motioned to approve staff benefit (health insurance) cost allocation for 2024. Trustee Fassler seconded.

Finance Manager Kimmey stated Finance Manager Kevin Wachtel from the Village provided the percentages their employees pay for health insurance premiums. Kimmey compared the Village numbers to the library as follows: HMO Plan: Village 10% vs. 15% Library; PPO Plan: Village 25% vs. 17% Library; High Deductible Plan: Village 8% vs. Library 10%. Treasurer McMillan did not see much disparity and thought the numbers were mostly comparable. Trustee Healy agreed.

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 staff merit raises for 2024 – For Action

Treasurer McMillan motioned to approve staff merit raises for 2024. Trustee Lindbloom seconded.

No discussion.

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

Klein, Thorpe, and Jenkins services – For Discussion

Trustee Lindbloom asked Library Director Adamowski if there would be representation from Klein, Thorpe, and Jenkins (KTJ) during the Inter-governmental Agreement (IGA) meeting with the Village and as it turned out, and possibly due to the fact that KTJ also represents the Village, an attorney from KTJ was only at the meeting representing the Village. Lindbloom stated School District 135 utilizes KTJ exclusively for PTABs, which could be an option for the library to consider. Lindbloom also was surprised there was no apparent review or agreement on what KTJ's hourly rates are. President Leafblad stated KTJ made the decision to only have one lawyer at the IGA meeting, and she would like to know why they decided not to show up for the library. Leafblad also stated there should be a retainer agreement and a conflict letter agreement that defines conflict of interest between government entities. Finance Manager Kimmey thought KTJ has done a great job on PTABs. Treasurer McMillan thought their rates were quite reasonable from the monthly statements he reviews.

Treasurer McMillan recognized all staff members with anniversary milestones and highlighted the fact that the staff members' combined years of service for the month of October totaled up to 155 years, showing again that the library culture makes it a great place to work and a great place for patrons to visit.

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