

# **Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 20, 2023**

The meeting was officially called to order by President Leafblad at 7:03 p.m.

## **Call To Order**

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; 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; Jackie Boyd, Communications Manager; Josh 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 October 16, 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 – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

None

## **Introduction of Visitors**

None

## **Public Comment**

Treasurer McMillan motioned to move into closed session at 7:05 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body and approval 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 – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer McMillan motioned to resume regular session at 8:29 p.m. Trustee Lindbloom seconded.

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 motioned to accept the payment of bills listing from 10/17/2023-11/20/2023.

## **Payment of Bills**

Trustee Lindbloom seconded.

Treasurer McMillan asked about the payments made to Neviol, Aspen Tree & Turf Care, Colley Elevator Co., Envisionware Inc. and Bayscan Technologies. Assistant Library Director Andros stated Neviol, in addition to the monthly janitorial work, completed periodic carpet cleaning; Aspen completed preventative work including: disease control, winter cleanup, tree trimming, and stump grinding; Colley Elevator did annual elevator inspection tests. IT Manager Degner stated the annual maintenance agreement was paid for Envisionware. Technical Services Manager Xie stated RFID tags were purchased from Bayscan. Trustee Healy asked about the payments to Quadient. Finance Manager Kimmey stated postage was purchased for the postage machine along with the machine rental fee and a new ink cartridge.

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 motioned to accept the Treasurer’s Report for October 2023. Trustee Fassler seconded.

**Treasurer’s  
Report**

Treasurer McMillan commended Finance Manager Kimmey for his work on the financials. McMillan noticed tax revenues were low for October but stated property taxes should start arriving in November. McMillan stated it is nice to see higher interest revenue being received.

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

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

**Departmental  
Board Report**

Library Director Adamowski mentioned that the 2022 Cook County Final Multiplier was recently announced. These figures will affect non-residents of the Village when they purchase a library card. Adamowski stated that the amount decreased from 0.315% to 0.291%, a reduction of 7.62%. The library is hoping this will attract more non-residents to come to the library and invest in their library card.

**Librarians’  
Report**

Library Director Adamowski, Assistant Library Director Andros, and Finance Manager Kimmey will attend the Main Street Triangle TIF meeting on Monday, November 27 at 1p.m. at Village Hall. This Annual Review Joint Board meeting is being held to review the effectiveness of the redevelopment project from January 1, 2021 through December 31, 2021.

The Illinois Library Association Legislative Meetups will be held in the next few weeks across the state. The South Suburban and Chicago meetup will be held on Wednesday, December 6 at the Double Tree Hotel in Alsip. These meetups provide an opportunity for librarians, directors, and trustees to discuss important legislative issues that are facing public libraries today, such as raising the current competitive bidding threshold (\$25,000), amend the Local Records Act to streamline disposal of records (seeking a general schedule for libraries that would allow for automatic permanent destruction of some records after a set period of time), and equitable access to electronic literary materials (restrictions placed on libraries accessing digital content have posed a challenge in acquiring and

providing access to eBooks. These restrictions are imposed by publishers as they enforce restrictive licensing and contractual terms). Library Director Adamowski mentioned that if any trustees are interested in attending the December 6th meetup, to let Adamowski know so she may register. Trustee Healy voiced that she was surprised by the amount of the registration fee, and believed that many legislators do not appear at the meetups.

On Thursday afternoon, Assistant Library Director Andros, IT Manager Degner, and Library Director Adamowski attended an informative meeting at the Orland Park Police Station about the FUSUS security system. This system is a permission-based system that allows conditional sharing of the library's security cameras with the police so they may access the cameras if there is an instance that the police have been called for a dangerous situation. It enhances the investigative capabilities of our local authorities. The library has some follow up questions to discuss with the company and the board will be updated.

Library Director Adamowski, Assistant Library Director Andros, Finance Manager Kimmey, and HR Generalist Boreham attended the ATLAS program *Ask an Attorney* which was hosted at OPPL. Klein, Thorpe and Jenkins attorneys Ken Friker and Scott Uhler fielded questions from the many attendees. The majority of the discussion revolved about the upcoming Paid Leave for All Workers Act which begins January 1.

Finance Manager Kimmey discussed the auditing firms that expressed interest in taking the library on as a client. Although several companies were sent letters of interest from the library, only four responded. Kimmey stated the library will contract with Lauterbach & Amen, and their Letter of Engagement will be on the December agenda. Library Director Adamowski mentioned that ATA, the library's recent auditor called her and said they were withdrawing as the library's auditing firm.

Adamowski reminded the trustees that the Sexual Harassment training video created by HR Generalist Boreham and Youth Services Assistant Manager Becky McCormack must be viewed no later than December 31. Adamowski sent the link to the trustees' OPPL email accounts, as well as an attached certificate that needs to be completed and given to Administration.

The library is gearing up for some special events during the next few weeks: Village of Orland Park Holiday Parade on Sunday, November 26; Santa Claus's visit on December 2; and the Winter Wonderfest on December 9. Library Director Adamowski reminded trustees that the OPPL Holiday Gathering is scheduled for December 3 after the library closes. The trustees are invited and the staff would enjoy celebrating together.

Assistant Library Director Andros stated a motor failed in one of the two main air handlers in the boiler room. This extremely large replacement motor had already been purchased with Superintendent Newman's recommendation in 2008 for \$2,500. This same motor would have cost the library nearly \$6,000 today with 9–12-month lead time. Trane responded very fast to this major service call, and it required a two-day installation.

Malcor Roofing stated there may be warranty protection for future Phase I leaks. If leaks are noticed in Phase I work, Malcor will be contacted to explore this option.

After consulting Ken Fricker at KTJ, it is best the library conducts a formal RFP process for the two monument-style signs to be constructed at the entrances near Ravinia Ave. The library has budgeted special reserve funds accordingly. The library is still pursuing renewed signage on the chimney, as well as investing in a sign near 149th Street to identify the library and delineate staff parking.

There are no updates regarding the work to Pete's Market near the library's southeast tree line.

The newly elected Friends of the Library President is Pattie Goble. Pattie is a most capable successor, and we are looking forward to the continued growth and success of our Friends. The annual Friends Book Sale will be on Saturday, April 13 and Sunday, April 14.

Last month, there were 29 maintenance tickets opened, and 28 were 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**

Review and Approval of the 2024 Budget and Levy – For Action

**Unfinished  
Business**

Vice President Barcelona motioned to approve the 2024 Budget and Levy at a 4.50% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024”. Secretary McShane seconded.

Treasurer McMillan asked to have a recap of how the 4.5% levy amount was determined. Finance Manager Kimmey stated after working together with the department managers and summarizing the numbers, 4.5% was the necessary amount to levy. Library Director Adamowski also stated the library is trying to build the reserves account. Health insurance rising rates were also discussed with the trustees.

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

Klein, Thorpe and Jenkins services – For Discussion

Library Director Adamowski referred to the email from Ken Friker of Klein, Thorpe and Jenkins from November 12, 2023 where he stated that there has never been a contract with the library for legal services. Trustee Healy thought that the rates on the attached rate schedule were very reasonable. Trustee Lindbloom stated concern about the conflict of interest between the library and the Village. President Leafblad stated the library can refer back to the IGA meeting where the library was not represented and the village was. Director Adamowski will ask for an engagement/agreement letter in January. Secretary McShane left the meeting at 9:35 p.m.

Approval of the revisions of Appendix A Organization Chart – For Action

**New Business**

Treasurer McMillan motioned to approve the revisions of Appendix A Organization Chart. Trustee

Lindbloom seconded.

Library Director Adamowski stated the Adult Program Coordinator position was added. Treasurer McMillan would like to have an updated staff listing.

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 revisions to Governance Policy A 13.1 Freedom of Information Act Practices and Procedures – For Action

Vice President Barcelona motioned to approve the revisions to Governance Policy A 13.1 Freedom of Information Act Practices and Procedures. Trustee Lindbloom seconded.

Library Director Adamowski stated former Trustee Elan Kleis was removed and Trustee Kristine Fassler was added.

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 Library Director's salary for 2024 with a merit raise of 4 % - For Action

Trustee Lindbloom motioned to approve the Library Director's salary for 2024 with a merit raise of 4 %. 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

Approval for the registration fees and hotel costs for the 2024 Public Library Association Conference in Columbus, Ohio from April 2-6, 2024 for Mary Adamowski, Katie Allan, Brandi Smits, and Sarah Kleiva in an amount not to exceed \$5200.00 – For Action

Treasurer McMillan motioned to approve the registration fees and hotel costs for the 2024 Public Library Association Conference in Columbus, Ohio from April 2-6, 2024 for Mary Adamowski, Katie Allan, Brandi Smits, and Sarah Kleiva in an amount not to exceed \$5200.00. 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

Approval for the registration fees and hotel costs for the 2024 Public Library Association Conference

in Columbus, Ohio from April 2-6, 2024 for Trustee Nancy Healy in an amount not to exceed \$1300.00  
– For Action

Treasurer McMillan motioned to approve the registration fees and hotel costs for the 2024 Public Library Association Conference in Columbus, Ohio from April 2-6, 2024 for Trustee Nancy Healy in an amount not to exceed \$1300.00. 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

Review of Serving Our Public 4.0: Standards for Illinois Public Libraries as a requirement for the 2024 Per Capita Grant application – for Discussion

Library Director Adamowski mentioned that as a requirement of the Per Capita Grant application, each library must review the Standards to reconfirm that they are compliant with the requirements set forth by the Illinois State Library. Adamowski explained that Administration and managers reviewed the Standards' checklist and updated the information to let the state library know what improvements to the Standards have been made and which need to be worked on. Adamowski will complete the application using the 150-word synopsis of each of the chapters the managers have created. The application is due by January 29, 2024.

Treasurer McMillan recognized all staff members with anniversary milestones. Trustee Healy asked about maintenance starting to work on a weekend day. Assistant Library Director Andros stated a maintenance worker will have a day off during the week to enable maintenance to be available on the weekend.

#### **Announcements**

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

#### **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 9:48 p.m.

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

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

Minutes prepared by Aaron Peterson