

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

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

Call To Order

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

Roll Call

Members absent: Joanna Leafblad, President; Charles McShane, Secretary

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; HR Generalist, Jill Boreham; Jackie Boyd, Communications Manager; Josh Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Wendy Xie, Technical Services Manager

Trustee Lindbloom motioned to approve the November 20, 2023 minutes. Trustee Fassler seconded.

Minutes

Trustee McMillan asked if there was an update on the new library signs. Assistant Library Director Andros stated Wight and Company will be contacted in early 2024 to manage the RFP process for new library signs. McMillan asked if there was an update on Klein Thorpe & Jenkins. Library Director Adamowski stated KTJ provided a price list and said it would be updated in 2024. Adamowski will ask for an engagement/agreement letter in January. It was also mentioned that Attorney Ken Friker will attend the January meeting.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

Introduction of Visitors

None

Public Comment

Trustee Lindbloom motioned to move into closed session at 7:07 p.m. to discuss the approval of closed session minutes and semi-annual review of minutes from prior closed sessions. Vice President Barcelona seconded.

Executive Session

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Lindbloom motioned to resume regular session at 7:32 p.m. Vice President Barcelona seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan motioned to accept the payment of bills listing from 11/21/2023-12/18/2023.

Payment of Bills

Trustee Lindbloom seconded.

Treasurer McMillan asked about the payments made to Current Technologies Corporation and Inside Looks. IT Manager Degner stated a 200 hour retainer was paid to Current Technologies. Library Director Adamowski stated Inside Looks decorated the three library holiday trees. Trustee Healy asked about the program done by Terry Lynch. Adult Services Manager Allan stated Terry Lynch did a reading of A Christmas Carol.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan motioned to accept the Treasurer’s Report for November 2023. Trustee Lindbloom seconded.

**Treasurer’s
Report**

Treasurer McMillan stated the tax receipts were at 72% of the annual budgeted amount. Finance Manager Kimmey was hopeful 100% of the budget would be received in 2023, however, some of the receipts may be received in 2024. Trustee Healy asked if there had been any recent PTABs. Kimmey stated there had been one large real estate tax collection adjustment recently for approximately \$500,000. Kimmey will contact KTJ to gain more detail on this item.

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

Motion passed. 5 ayes, 0 nays, 2 absent

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

**Departmental
Board Report**

Library Director Adamowski and Finance Manager Kimmey attended the Village’s TIF meeting on November 27. The meeting was to share an update about the Main Street Triangle project. The project’s groundbreaking will be June 2024, and will include no new residential housing. High-end stores and restaurants, as well as a park dedicated to veterans will encompass the Triangle.

**Librarians’
Report**

Library Director Adamowski, Assistant Library Director Andros, Community Engagement Manager Kleiva, and Trustee Barcelona attended the Illinois Library Association Library Legislative Meetup on Wednesday, December 6 in Alsip. Although no Orland Park representatives were able to attend, the meetup was very useful as information was shared concerning upcoming legislation that the representatives will be pushing for in the Illinois General Assembly and the U.S. Congress. Adamowski referred trustees to the fact sheet in their folders for the upcoming legislation regarding libraries.

Administration and Finance Manager Kimmey worked with MMA to offer three separate health plan benefits for the full-time staff for 2024. At the January meeting, Kimmey will give a cost analysis to the board.

The library staff helped the Orland Park community ring in the holidays this year with a variety of events and programs: Village Holiday parade, Winter Wonderfest, Glowforge Holiday ornaments, Frozen Hot Chocolate program, lobby concerts including Clarence Goodman, You’re a Snowman program, and a dramatic reading for the 180th anniversary of A Christmas Carol. Local actor Terry

Lynch had portrayed Charles Dickens. A special thank you to Treasurer McMillan, AKA Santa Claus, for bringing so many smiles to the faces of the children and grownups!

Over 60 staff members enjoyed a lovely Holiday Gathering on December 3. Trustees Barcelona, Fassler, and Leafblad enjoyed themselves as well.

Library Director Adamowski reminded trustees the Sexual Harassment Prevention video needs to be viewed by December 31. A completion certificate was included in the trustees' folders.

Adamowski mentioned this is the last meeting that all of the managers will be attending as a collective team. In January, the board meetings will be held in Room 104A, and beginning in February the managers will rotate each month and give a presentation about each of their departments.

Assistant Library Director stated he will seek an estimated delivery date for the two chiller compressors in January. This project is set to occur in late spring of 2024.

Regarding the FEMA grant for reimbursable administrative costs, they recently created a specific template for submission, as well as required additional documentation. Updated documentation will be submitted.

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

The Friends of the Library held their annual public check presentation ceremony at the recent Winter Wonderfest. Library Director Adamowski and Assistant Library Director Andros attended with Friends President Pattie Goble, Vice President Eileen Yates, Secretary Diane Gallagher, and Friends Board members Cathi Flaherty and Shirley Haiduk. The Friends of the Library generously donated \$7,000 for the use of library programming and events. Trustee Healy asked for a photo of the Friends board with their names for easy identification.

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**

None

**Unfinished
Business**

Approval of the Closed Session Minutes from November 20, 2023 - For Action

New Business

Treasurer McMillan motioned to approve the Closed Session Minutes from November 20, 2023. Trustee Lindbloom seconded.

Library Director Adamowski stated there is a new requirement of OMA that any closed session minutes that are approved in closed session need to also be approved in the regular session.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Closed Session Minutes from June 19, 2023 – For Action

Trustee Lindbloom motioned to approve the Closed Session Minutes from June 19, 2023. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of Audit Engagement letter from Lauterbach & Amen, LLC in the amount of \$17,660 for fiscal year ended in 12/31/23; \$18,370 for fiscal year ended in 12/31/24; \$19,105 for fiscal year ended in 12/31/25; with projected 3% increase over 12/31/25 fees for fiscal year ended in 12/31/26 and projected 3% increase over 12/31/26 fee for fiscal year ended in 12/31/27 - For Action

Treasurer McMillan motioned to approve the Audit Engagement letter from Lauterbach & Amen, LLC in the amount of \$17,660 for fiscal year ended in 12/31/23; \$18,370 for fiscal year ended in 12/31/24; \$19,105 for fiscal year ended in 12/31/25; with projected 3% increase over 12/31/25 fees for fiscal year ended in 12/31/26 and projected 3% increase over 12/31/26 fee for fiscal year ended in 12/31/27. Trustee Lindbloom seconded.

Treasurer McMillan asked the cost of the 2022 Financial Audit. Finance Manager Kimmey stated ATA Group charged approximately \$15,000 for the 2022 Financial Audit. The spelling that Lauterbach & Amen used as “Orland Park Library” will be replaced with “Orland Park Public Library.” Lauterbach & Amen currently conducts the library Actuarial analysis, and the Financial Audit will be done by a separate team. Trustee Fassler asked the value of locking in five years if the rates continuously rise 3% each year. Kimmey stated the knowledge of what the pricing will be over the next five years and having those prices be locked in is valuable. Also, since there has been a lot of fluctuations in the accounting field, along with quite a bit of related staffing turnover, this is causing fees to vary greatly from firm to firm.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Current Technologies Corporation contract for IT services in 2024 in the annual amount of \$39,312 – For Action

Trustee Lindbloom motioned to Approve the Current Technologies Corporation contract for IT services in 2024 in the annual amount of \$39,312. Vice President Barcelona seconded.

IT Manager Degner stated there are a lot of big projects coming up in 2024 such as a new SAN and updating all of the public computers. The CTC technician that works with the library, Vince, is very knowledgeable.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Orland Park Public Library’s Paid Leave for All Workers Act policy – For Action

Treasurer McMillan motioned to approve the Orland Park Public Library’s Paid Leave for All Workers Act policy. Trustee Lindbloom seconded.

HR Generalist Boreham stated the IL Governor signed the new Paid Leave for All Workers Act in March of 2023 to take effect on January 1, 2024. The new Policy, as well as edits to the Personal Time Policy (formerly Personal Business Days) will ensure compliance with the new Act. Attorney Tom Melody of KTJ revised and approved the Personal Time Policy.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Barcelona recognized the staff member with an anniversary milestone and thanked everyone that was involved with organizing the staff holiday party. Treasurer McMillan thanked the managers for attending all of the past meetings and stated he was looking forward to having a different manager attend each meeting going forward. Trustee Lindbloom said that she regularly hears great things about the library, the wonderful events, and thanked the staff for doing such a great job.

Announcements

Trustee Lindbloom 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 – absent; Lindbloom – aye; McMillan – aye; McShane – absent

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:53 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson