

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 22, 2024

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

Call To Order

Members present: Joanna Leafblad, President (7:18); 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; Jackie Boyd, Communications Manager

Trustee McMillan motioned to approve the December 18, 2023 minutes. Trustee Lindbloom seconded.

Minutes

No discussion.

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

Ken Friker, Attorney, Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 12/19/2023-1/15/2024. Secretary McShane seconded.

Payment of Bills

Treasurer McMillan asked about the payments made to Trane and Granicus. Assistant Library Director Andros stated the engine fans and motor for the air handler were replaced by Trane. Library Director Adamowski stated Granicus is the library's GovQA FOIA portal. Trustee Healy asked about the dates on the Check Detail report. Finance Manager Kimmey stated for consistency, a month's worth of invoices are being captured and rolled forward each month. The Check Detail report is a check register and not showing what is being accrued. 12/19/23-1/15/24 are the correct dates of the information of the Check Detail report.

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

Secretary McShane motioned to accept the Treasurer's Report for December 2023. Trustee Lindbloom seconded.

Treasurer's Report

Treasurer McMillan asked where the excess operational budget funds are being invested. Finance Manager Kimmey stated the funds are being invested with PMA. McMillan would like to have the Capital Campaign funds invested as well, interest rates are close to 5% currently. President Leafblad asked about the Operating Expenditures being under budget by over \$700,000. Treasurer McMillan stated Life and Health insurance costs could have been much higher. Trustee Healy would like to have harder numbers before the budget is approved next year. Kimmey stated extra capital is available from a variety of budget lines and this year's amount is in line with previous years. McMillan stated the Salary and Insurance budgets are approximately \$300,000 of the savings. Leafblad understood how difficult the Salary and Insurance budgets are to predict and due to the library budget being due to the Village at a certain date an estimated budget is necessary. Kimmey agreed the Salary and Insurance budgets typically have a surplus at the end of the year and that October/November is when harder numbers are available for insurance costs. Healy suggested a special meeting could be done in October to approve the library budget. Director Adamowski stated the Village requires the library budget to be provided to them by the first Monday in December. Kimmey would like to do two transfers to the Special Reserve account throughout the year with an estimate of \$300,000-\$400,000 deposited each year. Adamowski stated the deposits will be done in February and July in 2024 and going forward they will be done in January and July. Trustee Lindbloom stated the Salary and Insurance budget lines are the bulk of the savings and it is important to have excess funds due to the age of the library building. Leafblad stated costs in general are going up and there are always unexpected events so it makes sense that there is a surplus which is very good and the library is obviously being very thoughtful with expenditures. Adamowski stated the library salary increases are based strictly on merit and will be finalized in September this year which will help in preparing the budget. Kimmey stated if something happens to the library, no one else is going to step in and help out with expenses so it is very important to maintain special reserve funds. Healy asked about the Periodicals being over budget for December. Adamowski stated magazine costs have been increasing and that Adult Services Manager Katie Allan is monitoring them. Adamowski stated many periodicals are ceasing publication, but those still in publication are costing more. Andros stated the 2023 Periodical expense was less than 2022.

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

Departmental Board Report

Library Director Adamowski reminded trustees that January is the time in which state and federal reports are due for public libraries. Adamowski updated the filers' contact information for the Statement of Economic Interest. This annual report must be completed by all elected and appointed officials and local government employees who have authority to authorize the expenditure of public funds, execute contracts, and issue licenses and permits. This will include all trustees, Administration, and department managers. A reminder was given to look for the form in your emails within the next few weeks. The deadline for filing is May 1, 2024.

Librarians' Report

The annual certification was completed last week and sent to the Illinois State Library. This is required of all library system members in order to retain system membership and be eligible for grants administered by the Illinois State Library.

The Illinois Public Library Annual Report (IPLAR) is being completed by Administration and managers and is very comprehensive as the library must report information such as trustees contact information, population, collection numbers and expenditures, library visits, internet usage, e-rate

information, and more. It takes the work of all managers and Administration to gather the information and make sure that is it correct. The report is due to the State Library by March 1 and will be on the February agenda to review and approve. The report is sent to ISL and then forwarded to the Institute of Libraries and Museums. Once approved by the two agencies, the library will be eligible for grant funding.

As the New Year approached, the access system was reviewed to make sure that staff have the proper swipe access to the library building. The trustees' access to the building is 8:45 a.m. to 9:15 p.m.

Adamowski happily reported that two proposals that were submitted to the ILA Reaching Forward Conference 2024 have been accepted. Kelli Adams and Natalie Finlon will be presenting their array of tea parties that they have hosted at the library, and Theresa Hildebrand, Katie Allan, and Mary Adamowski will be letting library staff know about the very successful OPPL LOT collection. The conference will be held in Rosemont on May 10.

Library Director Adamowski, Finance Manager Kimmey, and Assistant Library Director Andros will attend the TIF meeting on January 30 at 6 p.m. to hear information for the purposes of reducing the size of the Main Street Triangle TIF District.

Finance Manager Kimmey gave the trustees introductory information about the library's new auditing firm Lauterbach & Amen.

Library Director Adamowski mentioned the job posting for the Human Resources Generalist position will be posted within the next few days. The library will post on RAILS, ILA, and LinkedIn. Currently, Adamowski, Andros and Kimmey are stepping in the HR role to assist staff on FMLA and other matters.

Assistant Library Director Andros stated that according to Trane, the estimated ship date for the rooftop unit is April 12. The larger chiller's two compressors are also still on track to be replaced this year, likely in the fall. Trane recently shared there are a few items that are highly recommended for replacement in addition to the compressors. Pricing will soon be received. These items are meant to ensure optimal performance and longevity, which include new ribbon cables, any sensors that haven't been upgraded up until now, and perhaps the main control screen which is very difficult to read. Beyond replacing any of these smaller components, Trane also highly recommended insulating the chiller. They suggested outsourcing that project and would coordinate with one of their partners. We are awaiting more details from them to further discuss moving forward with some or all of their recommendations.

Andros, Adamowski, and Maintenance Superintendent Steve Newman are in touch with Wight & Company about proceeding with a Request for Proposal regarding outside library signage.

The library has received a new 3-year proposal from Wingren landscape, and new quotes from other companies are being solicited.

On Jan 10, there were about five or six trucks lined up on the west end of the parking lot connected with ComEd and the Pete's Market project. The library granted ComEd permission to park in the south and west ends of the parking lot as needed during Q1 of 2024. Andros continues to be in touch with a ComEd representative throughout this process.

The library received a FOIA request relating to the recent dismissal of the HR Generalist.

The Friends of the Library January meeting was cancelled, and the next one will be in February. The annual sale is still scheduled for 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**

Klein Thorpe & Jenkins legal services – For Discussion

**Unfinished
Business**

Trustee Lindbloom began the discussion expressing concern over the lack of representation from Klein Thorpe & Jenkins during the Intergovernmental Agreement meeting with the Village. Lindbloom asked why KTJ was only present to represent the Village. Attorney Ken Friker of KTJ stated there was no conflict of interest in the IGA matter. Friker also stated because the bonds were already paid off and were essentially controlled by the Village, by creating an IGA he felt strongly that the library would be able to use the proceeds from the bond funds. KTJ will recuse themselves if there was ever a conflict of interest, and that the Library and the Village would need to obtain separate attorneys. KTJ has no contracts with any other libraries and represents villages along with libraries including: Oak Lawn, Palos Park and Western Springs. Friker offered to put together an engagement letter with rates and verbiage for what would happen if there ever was a legal conflict of interest. President Leafblad asked if there should be a retainer agreement. Friker stated there typically is no retainer agreement, but one could be produced upon request. Leafblad expressed concern about how the IGA approval was determined by a vote from the Village Trustees when the terms of the IGA stated the decision was to be between the Library and the Village Finance Manager. Trustee Lindbloom was satisfied with the reasoning behind Friker not attending the IGA meeting at the Village, and the board members thanked him for attending the meeting.

Approval of the revised Study Room Policy – For Action

New Business

Secretary McShane motioned to approve the revised Study Room Policy. Trustee Lindbloom seconded.

Trustee Healy thought the Study Room Policy was very succinctly written. Library Director Adamowski would like access to study rooms to be as easy as possible, as well as inclusive.

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 the registration fees, hotel costs, airfare, meals, and incidentals for the Innovative Users Group Conference 24 (IUG) in Detroit, Michigan from March 24-27, 2024 for Theresa Hildebrand and Wendy Xie in an amount not to exceed \$5200 - For Action

Treasurer McMillan motioned to approve the registration fees, hotel costs, airfare, meals, and incidentals for the Innovative Users Group Conference 24 (IUG) in Detroit, Michigan from March 24-28, 2024 for Theresa Hildebrand and Wendy Xie in an amount not to exceed \$5200. Trustee Lindbloom seconded.

Library Director Adamowski stated Polaris will be the focus of the Innovative Users Group Conference.

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 airfare, meals, and incidental costs for the 2024 Public Library Association Conference in Columbus, Ohio from April 2-6, 2024 for Katie Allan, Brandi Smits, and Sarah Kleiva in an amount not to exceed \$3000 – For Action

President Leafblad motioned to approve airfare, meals, and incidental costs for the 2024 Public Library Association Conference in Columbus, Ohio from April 2-6, 2024 for Katie Allan, Brandi Smits, and Sarah Kleiva in an amount not to exceed \$3000. Trustee Lindbloom seconded.

Library Director Adamowski stated she will not be able to attend the 2024 Public Library Association Conference.

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 airfare, meals, and incidental 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 \$1000 – For Action

President Leafblad motioned to approve airfare, meals, and incidental 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 \$1000. Secretary McShane seconded.

No discussion.

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 the FY 2024 Public Library Per Capita and Equalization Grant application – For Action

President Leafblad motioned to approve the FY2024 Public Library Per Capita and Equalization Grant application. Secretary McShane seconded.

Library Director Adamowski stated the library managers and Administration updated their

departments' progress as it pertains to the Standards 4.0.

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 the wire transfers to pay bills for Fiscal Year 2024 – For Action

Vice President Barcelona motioned to approve wire transfers to pay bills for Fiscal Year 2024. Treasurer McMillan seconded.

No discussion.

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

2023-2024 Strategic Plan 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 such as the development of a reoccurring Polish storytime, exploring new ways to connect resources with local veterans, and establishing contact with the new Orland Park Heritage Sites.

Vice President Barcelona recognized the staff member with an anniversary milestone.

Announcements

President Leafblad motioned to adjourn the meeting and it was seconded by Secretary McShane.

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 9:24 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson