

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 19, 2024

The meeting was officially called to order by President Leafblad at 7:02 p.m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Charles McShane, Secretary; Nancy Healy, Trustee; Kristine Fassler, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Dan McMillan, Treasurer

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 Healy motioned to approve the January 15, 2024 minutes. Secretary McShane seconded.

Minutes

Trustee Healy mentioned a few grammatical edits.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Secretary McShane motioned to accept the payment of bills listing from 1/16/2024-2/19/2024. Vice President Barcelona seconded.

Payment of Bills

Trustee Healy asked about the payments made to Adult Services Assistant Amani Rashid and Communications Manager Jackie Boyd. Library Director Adamowski stated tuition reimbursements were paid to Rashid and Boyd. Rashid is working toward her LTA Certification, while Boyd is nearing the end of her MLIS degree. President Leafblad asked about the payment to Illinois State Services Fund. Adamowski stated background checks were completed. Secretary McShane asked about the payment to Current Technologies. Assistant Library Director Andros stated this was the first payment for the Storage Area Network (SAN) server. Trustee Lindbloom asked about the payment to Innovative Interfaces. Andros stated the annual payment for Polaris was done and there was a graduated 4% increase. Trustee Fassler asked about the payment to School District 135. Adamowski stated the library purchases salt from District 135 so maintenance can salt the library's parking lot. Healy asked if the payment to CuraLinc should be categorized under the Legal budget. Andros stated CuraLinc offers a variety of elements including legal and financial consulting. Healy asked about the payment to Aspen, Joe Promotions, and National Heat and Power. Andros stated an annual payment was made to Aspen with a 10% discount; Communications Manager Boyd stated green OPPL tote bags were purchased; and Andros stated this company, who originally worked on the boiler project, repaired old fittings and valves to prevent glycol leaks and prevent oxygen from building up in the piping.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Barcelona motioned to accept the Treasurer’s Report for January 2024. Trustee Lindbloom seconded.

Treasurer’s Report

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Departmental Board Report

The job ad for the HR Generalist position expired as of 5 p.m. this evening, February 19, 2024. Thus far, four promising application packages were received, and Library Director Adamowski, Assistant Library Director Andros, and Finance Manager Kimmey will conduct the interviews beginning February 20 through next Tuesday. Those candidates that the team feels are viable contenders will have a second interview with the Management Team. It is the hope of Administration to have the position filled by mid to late March. In the meantime, Adamowski, Andros, and Kimmey are handling HR matters.

Librarians’ Report

The auditors of Lauterbach & Amen came to the library on February 15 and 16 to begin the auditing process for FY2023. The three auditors were very pleasant and questioned Kimmey and Adamowski about the practices and procedures the library follows concerning finances. Finance Manager Kimmey explained the auditing process and detailed how it is has been transitioning from the former firm to the new one.

Adamowski and Kimmey will make an initial call to Marquette Bank to set up an in-person meeting to discuss the probability of increasing the interest rates on the library’s various accounts.

Within the next quarter, Finance Manager Kimmey and Senior Administrative Coordinator Peterson will input purchasing descriptions into each of the Accounts Payable entries that are part of the monthly Financial Report.

Library Director Adamowski and Community Engagement Manager Kleiva will attend the Special Club Rotary Dinner on February 22, which will be held at Moraine Valley Community College. The MVCC Culinary students will prepare the meal. This networking event will allow Kleiva and Adamowski to network with various Rotarians to enlighten them on the services and programs the library has to offer the community, as well as discuss ways in which the organization can partner with the library. Kleiva serves on the Rotary Board and attends the monthly luncheon and dinner events representing the library, as well as volunteer on her own time at monthly Bingo or garden clean-ups.

Adamowski, Andros, Kleiva, and Outreach Services Assistant Ella Omi will meet with the Village’s Director of Parks & Recreation Ray Piattoni on February 23 to discuss the possibility of the library adopting a park, as well as installing a Little Free Library in a designated park whose residents have a low number of library cards. Library IQ is a software product that the library’s subscribes to and is able to pull the necessary information for staff to make a determination.

IT Manager Josh Degner is now certified as a CISSP (Certified Information Systems Security Professional). It is administered by the ISC2 (I.S.C. squared) (International Information System Security Certification Consortium). The CISSP is a globally recognized, vendor-neutral certification that assesses cybersecurity professionals with the knowledge, skills and abilities to lead an organization's information security program. The exam is 175 questions long and has a 4 hour allotted time limit. While Josh did pass the certification exam, he is not considered to be fully certified yet. ISC2 needs to evaluate his work experience and verify that he has had 5 years of experience in at least 2 of the 8 domains evaluated by the CISSP. This processes can take 4-6 weeks. There are only 150,000 certified professionals in the world.

Library Director Adamowski and Dorothy Koll, Director of Acorn PLD, have been selected to present at the upcoming Reaching Forward Conference in May. The topic is Libraries Are For Everyone and the presentation will touch on issues such as book banning, implicit biases, ILA's Freedom to Read and Freedom to View statements and more. This presentation was recently given at an ATLAS workshop and was well received. Adult Services Manager Allan and Patron Services Manager Hildebrand will present the library's very popular Library of Things collection, while Assistant Adult Manager Finlon and Programming Coordinator Adams will highlight their many successful tea party programs for adults.

Library Director Adamowski told the trustees that the mother of Olga Nestsiarovich, owner of Neviol, Inc., recently passed away. Often times, Nina would come with Olga in the mornings to assist with cleaning tasks. She would be seen dusting the bookshelves. Adamowski sent flowers to the memorial service on behalf of the Board of Library Trustees and Staff.

Assistant Library Director Andros stated the Trane chiller compressors replacement project is still on track to be conducted this spring. In addition to the two compressors, the library is pursuing the replacement of several additional components within the chiller. With the full support of Maintenance Superintendent Steve Newman, the components will total \$28,124, and Newman will be present at the March board meeting to share further details. The chiller has very little insulation and Newman also supports Trane's recommendation to properly insulate it. The insulation proposal is \$14,825 and was received from Trane's preferred partner. Trane is also still on track to replace the rooftop heat exchanger unit in the fall.

Adamowski and Andros met with Ed Lelo and Associate Planner Allison Izguerra at the Village's Development Services office to discuss the library's outside signage project. Some of the confirmed details include the maximum on one side of the sign would be 40 sq. ft., a maximum height of 10 sq. ft., and a required 5 ft. perimeter of landscaping around the sign. The library's Graphics Services Department will create an initial rendering to present to the Board. Once aesthetics and specs have been finalized, Wight and Co. will be engaged to manage the RFP process and construction project itself.

The library provided ComEd permission to remove two pine trees on the southeast side of the property, due to the Pete's Market construction project. ComEd made assurances to the library that some monetary compensation will be provided so that the library can replant trees and/or bushes. The library will soon receive estimates from Aspen Tree & Turf Care on replacement options.

The library had been seeking proposals in consideration of a new landscaping company. Three service proposals were received, and the library is strongly recommending Sebert Landscape, as noted on the meeting's agenda.

The library's new Comcast VoIP system installation should occur within the next week or two. Inbound and outbound calls will not be possible during at least part of installation day. The expertise and commitment of Marcia and Tom at ClientFirst remain invaluable

The Friends are working very hard to plan their annual sale to be held on Saturday, April 13 & Sunday, April 14.

Last month, there were 34 maintenance tickets opened and they are 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

Approval of the Klein, Thorpe & Jenkins Engagement Letter and Fee Arrangement for Representation of the Orland Park Public Library – For Action

New Business

Trustee Lindbloom motioned to approve the Klein, Thorpe & Jenkins Engagement Letter and Fee Arrangement for representation of the Orland Park Public Library. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of Sebert Landscape three-year contract for Landscape Maintenance Program in the amount of \$11,600 for April 1, 2024 through November 15, 2024; \$11,600 for April 1, 2025 through November 15, 2025; and \$11,600 for April 1, 2026 through November 15, 2026 – For Action

Trustee Lindbloom motioned to approve the Sebert Landscape three-year contract for Landscape Maintenance Program in the amount of \$11,600 for April 1, 2024 through November 15, 2024; \$11,600 for April 1, 2025 through November 15, 2025; and \$11,600 for April 1, 2026 through November 15, 2026. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Illinois Public Library Annual Report (IPLAR) FY2023-2024 – For Action

Secretary McShane motioned to approve the Illinois Public Library Annual Report (IPLAR) FY2023-2024. Trustee Lindbloom seconded.

Library Director Adamowski stated the Illinois Public Library Annual Report has been finalized.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the closing(s) of the Library on Sunday, March 31, 2024 for Easter Sunday; Sunday, May 26, 2024 for Memorial Day; and Sunday, September 1, 2024 for Labor Day – For Action

Trustee Lindbloom motioned to approve the closing(s) of the Library on Sunday, March 31, 2024 for Easter Sunday; Sunday, May 26, 2024 for Memorial Day; and Sunday, September 1, 2024 for Labor Day. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the closing of the Library on Friday, October 4, 2024 for Staff Engagement Day – For Action

Trustee Lindbloom motioned to approve the closing of the Library on Friday, October 4, 2024 for Staff Engagement Day. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Gifts to the Library Policy – For Action

Trustee Lindbloom motioned to approve the Gifts to the Library Policy. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Adoption of Resolution 2024- 01 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the Operational Account to the Special Reserve account in the amount of \$250,000 – For Action

Trustee Lindbloom motioned to adopt Resolution No. 2024- 01 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the Operational Account to the Special Reserve account in the amount of \$250,000. Vice President Barcelona seconded.

Library Director Adamowski stated the transfer of funds from the Operational Account to the Special Reserve account will occur in February and July in 2024 and January and July in 2025.

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

Motion passed. 6 ayes, 0 nays, 1 absent

President Leafblad recognized the staff members with anniversary milestones.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 7:56 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson