

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 18, 2024

The meeting was officially called to order by Vice President Barcelona at 7:05 p.m.

Call To Order

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

Roll Call

Members absent: Joanna Leafblad, President; Dan McMillan, Treasurer

Staff present: Mary Adamowski, Library Director; Anthony Andros, Assistant Library Director; Ross Kimmey, Finance Manager; Steve Newman, Maintenance Superintendent; Aaron Peterson, Senior Administrative Coordinator

Secretary McShane motioned to approve the February 19, 2024 minutes. Trustee Lindbloom seconded.

Minutes

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Steve Newman, Maintenance Superintendent

Introduction of Visitors

None

Public Comment

None

Executive Session

Trustee Healy motioned to accept the payment of bills listing from 2/20/2024-3/18/2024. Trustee Fassler seconded.

Payment of Bills

Trustee Healy asked if the new telephone VoIP service had launched. Assistant Library Director Andros stated the VoIP was launching on March 20. Healy asked about the pricing for static IP's vs. analogue. Secretary McShane stated there will likely be two separate accounts and invoices and that one static IP will be split out with local IP addresses. Healy asked about the payment to Today's Business Solutions, Inc. Andros stated the amount appeared to be for the annual agreement for print and PC software.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Lindbloom motioned to accept the Treasurer's Report for February 2024. Trustee Fassler

Treasurer's

seconded.

Report

Trustee Lindbloom expressed positive feedback on the new financial summaries relating to the Explanation of Variances for General Fund Activity. Library Director Adamowski stated the current threshold variance is \$1,000. Finance Manager Kimmey stated 1095C reports are being processed via Paycor for 2023, however, 2019-2022 1095C reports are also now required and Kimmey is now researching on how best to have them produced. Kimmey stated the financial audit with Lauterbach and Amen began in February and all of their field work has been completed. Lauterbach and Amen is working with the previous auditors and the Village to determine the percentage of unfunded IMRF liability, so there is a slight chance the audit may not be completed in time for the April Board Meeting.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

**Departmental
Board Report**

After numerous interviews and a round of second round of interviews, the library has hired Nicole Pellegrino as the new Human Resources Generalist. Pellegrino will begin her duties on April 1. In this IMRF 24-hour a week position, Ms. Pellegrino will assist Administration and staff with recruitment, onboarding, keeping current with legal responsibilities and more.

**Librarians’
Report**

Library Director Adamowski informed trustees that their Statement of Economics notification email should have arrived earlier in March. The form should be electronically submitted to Cook County’s Office of Ethics. All trustees are to forward a copy of the confirmation email to Adamowski upon completion.

Adamowski stated that the Illinois Public Library Annual Report (IPLAR) was submitted to the Illinois State Library at the end of February.

The Youth Services Department was highlighted in *Chicago Parent* magazine as one of the best children’s libraries to visit in the Chicagoland area. Congratulations to the creative and engaging YS staff!

Dr. Stephen Nold and his family donated an oil painting to the library last month. The painting was created by artist Laverne Ray Fromberg and is titled *Red Interior*. The painting has been appraised at \$6500 and has found a home on the second floor near the fireplace. Staff and patrons alike have commented on the beauty of the artwork and how it adds color to the area.

The library has received many compliments on the Veteran’s Parking sign/spot in the parking lot, thus the library will be adding an additional designated spot. Tentative plans are underway to host a dedication ceremony for the two spots on Saturday, May 18 at 12:30 p.m. Mayor Keith Pekau has tentatively said he will attend. Communications Manager Boyd will reach out to the Orland Park Veteran’s Commission to see if they would like to participate.

The LACONI Trustee Banquet will be held on Friday, May 3 in the evening at the Nineteenth Century Club in Oak Park. Some trustees attended last year’s gathering and commented on what an enjoyable and informative event it was. Trustees were asked to let Library Director Adamowski know if they are able to attend.

ATLAS Trustee Training Day will be held Saturday, May 18 from 10-noon at Orland Park Public Library. Library Director Kate Buckson from St. Charles Public Library will speak to the attendees

about Director/Trustee relationships and how to form and solidify connections that benefit all involved including staff and community.

Maintenance Superintendent Newman discussed how Trane will be providing two newly rebuilt chiller compressors that should last over 10 years. The installation should take approximately two weeks, and Newman suggested having the compressors cleaned twice a year. Newman would like to have the compressors installed early in the spring to avoid the air temperature inside the library getting too warm. Newman recommended the \$28,124 additional amount to include: a new CH530 panel, transducer, temperature sensors, liquid level sensors, and wiring upgrade.

Assistant Library Director Andros stated that planning is still underway regarding the rendering of the new outside entrance monument signs.

The library is continuing to work with ComEd to ensure planting in the southwest tree line is replaced once construction related to Pete's Market is complete. Aspen Tree and Turf Care has supplied some tree options to the library and will share more soon.

In April, Sebert Landscape will conduct a walkthrough with staff to ensure a high-level of service during their first season with the library.

The library received a commercial FOIA request from SmartProcure seeking approximately eight months of general purchasing records. The library annually receives this request.

The library's new Comcast VoIP system installation should occur within the next week or two. Inbound and outbound calls will not be possible at least for part of installation day. The expertise of Marcia Struwing and Tom Weiman at Client First remains valuable. Marcia will be onsite during installation day, as will Vince Kerner, the library's long-time CTC systems engineer.

All staff will be offered CPR/AED training on Sunday, March 24. This is an annual training facilitated by Lt. Chris Smith and Bob Palermo of Orland Fire Protection District. The training will be preceded by a safety meeting with all our Persons-in-Charge.

The Friends of the Library are still planning details about their upcoming annual sale to be held on Saturday, April 13 at 9 a.m. - 3 p.m. and on Sunday, April 14 at 1:00 p.m. - 4:00 p.m. Patrons will once again be able to pay with a credit card if they choose.

There were 34 maintenance tickets opened and there is one open.

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 PMA 2024 Investment Plan- For Action

New Business

Secretary McShane motioned to approve the PMA 2024 Investment Plan. Trustee Lindbloom seconded.

Finance Manager Kimmey referred to the PMA Aggregated Analysis document. Kimmey explained the Revenue and Expenditure Budget Analysis pie and bar charts, discussed the Monthly Fund Projections and a trend line of Fund Balance from October 2021 through June 2026. A chart of Cash and Investment Balances through December 2026 was highlighted showing how PMA recommended to invest the Operational funds in short term investments and up to \$2,000,000 in laddered CDs with various maturity dates for diversification. Each CD will be invested up to \$250,000 and insured by the FDIC. The last three pages showed proposed investments. Trustee Healy asked about some of the proposed investments that had 730 day maturity dates. Finance Manager Kimmey stated the majority of the investments ranged between 6-24 month time periods. Healy asked how PMA was paid. Kimmey stated PMA's yields are slightly higher than what they offer the library and that PMA represents many libraries, townships, school districts and park districts. Kimmey stated February Real Estate tax revenue brought in over \$1.8 million bringing the month end total to \$1,899,008, over 50% of the total levy.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the costs for additional equipment necessary for the TRANE HVAC project in the amount of \$28,124 – For Action

Secretary McShane motioned to approve the costs for additional equipment necessary for the TRANE HVAC project in the amount of \$28,124. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the registration fees and travel costs for Mary Adamowski, Katie Allan, Kelli Adams, Natalie Finlon, Theresa Hildebrand, Yuliia Kulyk, Dianna Mackowiak, Alice Grabowski, Kristen

Holding, Ella Omi, Vanessa Melody, Stacie Pendleton, and Patrick Deitche to attend Reaching Forward Conference on Friday, May 10, 2024 at the Donald E. Stephens Convention Center, Rosemont, Illinois in an amount not to exceed \$1500 – For Action

Trustee Lindbloom motioned to approve the registration fees and travel costs for Mary Adamowski, Katie Allan, Kelli Adams, Natalie Finlon, Theresa Hildebrand, Yuliia Kulyk, Dianna Mackowiak, Alice Grabowski, Kristen Holding, Ella Omi, Vanessa Melody, Stacie Pendleton, and Patrick Deitche to attend Reaching Forward Conference on Friday, May 10, 2024 at the Donald E. Stephens Convention Center, Rosemont, Illinois in an amount not to exceed \$1500. Secretary McShane seconded.

Library Director Adamowski stated Reaching Forward is a conference mainly for support staff that is organized by the Illinois Library Association. Adamowski also noted that five of the attendees are presenting at the conference, thus, they do not have to pay registration fees.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

Announcements

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

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:01 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson