

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

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

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Kristine Fassler, 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; Jackie Boyd, Communications Manager; Nicole Pellegrino, Human Resources Generalist

Vice President Barcelona motioned to approve the October 21, 2024 minutes. Secretary McShane 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

Nicole Pellegrino, Human Resources Generalist

Introduction of Visitors

None

Public Comment

Secretary McShane 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

Trustee Healy motioned to resume regular session at 7:59 p.m. Secretary McShane 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 move into closed session at 8:02 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.

Secretary McShane 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

Trustee Healy motioned to resume regular session at 8:11 p.m. Treasurer McMillan 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 10/22/2024-11/18/2024. Secretary McShane seconded.

Payment of Bills

Trustee Healy asked about the payment to Garvey's for copy paper. Senior Administrative Coordinator Peterson stated the previous copy paper vendor, Impact Networking, raised their prices and Garvey's was sourced to have the best pricing. They are local, and the library-wide copy paper is now being purchased on more of an as-needed basis rather than a yearly contract, as it was in the past. Healy asked about the Xerox copy machine contract and the free toner that was included. Library Director Adamowski stated the library is almost done with the second year of a five year contract with Xerox and IT Manager Joshua Degner is overall very happy with them.

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 2024. Secretary McShane seconded.

Treasurer's Report

Trustee Healy asked about the Nonspendable Fund Balance. Finance Manager Kimmey stated this is for pre-paid monthly expenses on an accrual basis. Healy asked about the increased income in the Fines revenue line. Communications Manager Boyd thought patrons not returning Library of Things items has contributed to an increase in the amount of fines being collected recently. Healy asked about the Life & Health Insurance budget. Kimmey stated he has projected out the Life & Health Insurance budget at \$560,000 for 2024. Healy requested that the October Minutes be revised to state a 'qualifying event' to specify when an employee who is not currently taking the library coverage may be permitted to join.

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

Human Resources Generalist Nicole Pellegrino updated the Board about the new upcoming employment law changes for 2025. The topics that Pellegrino covered were: Amendments to the Illinois Human Rights Act, Amendments to the Illinois Wage Payment and Collection Act, Amendments to the Personnel Records Review Act, and Amendments to the Illinois Equal Pay Act.

Departmental Board Report

**Librarians’
Report**

Library Director Adamowski let the trustees know the Library will be participating in the Village’s annual Holiday Parade on Sunday, December 1. Over 15 staff members have signed up to walk in the parade, and Snowflake and the Library van will be decked out in holiday décor. The Library and Village have agreed that the Library will remain open during the parade, but the Library’s Ravinia Avenue entrance accesses will be blocked off beginning at 3:30 p.m. that day. The 149th Street entrance will remain accessible to patrons throughout the day. Staff will be handing out two-sided fliers announcing the Library’s December 7 Winter Wonderfest event, as well as Santa’s visit on December 15. The Village has also requested that the Library be a warming shelter in case of cold temperatures during open hours.

Staff have been notified they must complete the annual sexual harassment training before the end of the year. Adamowski reminded trustees they must also complete the training, and a link has been sent to them. The deadline is December 31.

Next month’s board packet will include the *Serving Our Public 4.0: Standards for Illinois Public Libraries* report, which will be a compilation of the managers’ and Administration’s updates of their progress in maintaining and improving services to patrons. This mandatory report to the board is a requirement for the Per Capita Grant application.

Adamowski directed the trustees to their folders to see letters to two patrons who have been banned for violating the Patron Behavior Policy. Also included in the folder is a letter of agreement between the Library and the Rotary Club of Orland Park regarding the Rotary’s sponsorship of a Little Free Library which will be located at Quintana Park in Orland Park.

Assistant Library Director Andros stated the letters and logos are overdue for installation. The materials have been received by the contractor, and Wight & Company is requesting an installation date as soon as possible.

The library has purchased new tables for the Computer Classroom. The classroom was recently refreshed with new laptops replacing the soon-to-be unsupported, out of date desktops. This combination of nesting tables and mobile PCs will ensure this space can easily flex for new collaborative uses by both patrons and staff.

The library received a commercial FOIA request, routinely received either annual or biannually. The request is from SmartProcure seeking a list of vendors, how much they were paid, and last asked for this information 3 months ago. This information is typically produced with a custom report in QuickBooks. However, since the library recently migrated from QuickBooks desktop to the online version, the report will need to be rebuilt.

The Multipurpose Room door has finally been repaired. It ultimately required a specific technician from Tyco/Johnson Controls to perform specific wire programming on the mechanism’s older components. Maintenance Superintendent Steve Newman had first installed the magnetic lock. Not including staff time, the library spent \$2,009.30 for materials and contractors in pursuit of a permanent repair. The administration staff is seeking direction from the board on next steps.

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

Review and Approval of the FY 2025 Budget and Levy – For Action

**Unfinished
Business**

Treasurer McMillan motioned to approve the FY2025 Budget and Levy at a 4.25% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2025 and Ending December 31, 2025.” Vice President Barcelona seconded.

Treasurer McMillan would like The Finance Committee (Committee of the Whole) to meet with Finance Manager Kimmey and Administration in 2025 to discuss the 2026 Budget and Levy Appropriations. McMillan noted there are a few budget lines that are under budget for the year. Trustee Healy asked about the large increase in Insurance. Kimmey stated over the past 2-3 years commercial insurance rates have increased significantly so the Insurance budget line was increased to reflect that along with some cushion. Healy asked about the funding of the Contribution to FICA Operating Expense. Kimmey explained about the amount to be levied, the amount from other sources, and the amount to be appropriated. The other sources from the revenue lines are allocated to various budget expense lines in order to balance the total revenue amount with the total amount of expenses. Part of the other source amounts was allocated to the contribution to FICA Operating Expense line.

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

Approval of the Library Director’s salary for 2025 with a merit raise of 4.5 % - For Action

New Business

Treasurer McMillan motioned to approve the Library Director’s salary for 2025 with a merit raise of 4.5 %. Secretary McShane seconded.

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

Approval of the NobleTec 260 Hour Retainer agreement 2025 in the amount of \$32,760 – For Action

Secretary McShane motioned to approve the NobleTec 260 Hour Retainer agreement 2025 in the amount of \$32,760. Vice President Barcelona seconded.

Secretary McShane thought the hourly rate of \$126 per hour was very good.

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 thought it was great to see patron attendance increasing and congratulated all staff with anniversary milestones, highlighting there was a total of 36 years.

Announcements

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

Adjournment

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

The meeting was adjourned at 9:04 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson