

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 16, 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; Nancy Healy, Trustee; Kristine Fassler, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Charles McShane, Secretary

Staff present: Mary Adamowski, Library Director; Anthony Andros, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Jackie Boyd, Communications Manager; Wendy Xie, Technical Services Manager

Treasurer McMillan motioned to approve the November 18, 2024 minutes. Trustee Healy seconded.

Minutes

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Wendy Xie, Technical Services Manager

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Lindbloom motioned to resume regular session at 7:30 p.m. Vice President Barcelona seconded.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer McMillan motioned to accept the payment of bills listing from 11/19/2024-12/16/2024. Trustee Lindbloom seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Aspen Tree & Turf Care. Assistant Library Director Andros stated work that was required for the new outdoor library signage caused some damage to tree

roots near the south sign. The contractor who did the damage reimbursed the cost. McMillan has been very impressed with all of the Holiday programs at the library. McMillan and Trustee Healy asked about the monthly Comcast bills. Andros stated that IT Manager Degner informed him there was a payment made for two months of service due to how the billing dates fell for IT Fiber providing fiber internet. The IT Phones cost is for the monthly Comcast Business VoIP service and the fiber connection specifically for phones; the IT Internet is the current cable internet service. The entire building' internet connections will be completely activated with fiber in January.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer McMillan motioned to accept the Treasurer's Report for November 2024. Vice President Barcelona seconded.

Treasurer's Report

Treasurer McMillan commented on how total operational expenditures are under budget for the month and on a year-to-date basis and said that Finance Manager Kimmey is doing a great job. McMillan stated he is looking forward to meeting in the summer with the Finance Committee as a Whole.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Technical Services Manager Wendy Xie gave a departmental update and spoke about: Daily processing, daily titles creating and updating, Polaris system maintenance, OCLC holdings, authority records maintenance, new collections, and conference, workshop and webinar training.

Departmental Board Report

Library Director Adamowski gave a recap of the library's December events beginning with the staff participating in the Village's annual Holiday parade. Nearly 15 staff members walked along the parade route wishing everyone a happy holiday and distributing flyers announcing the library's upcoming events including Winter Wonderfest and Santa's visit.

Librarians' Report

Winter Wonderfest was held on December 7 and this annual event once again pleased all patrons who attended. From crafts to piano music, the Candy Cane Café, artisans, a bubble show, and so much more, the patrons of all ages enjoyed the kickoff to the holidays!

Adamowski notified the trustees that the general manager of Pete's Fresh Market had notified her asking permission for their staff and customers to use the library's parking lot for overflow parking for the next six months beginning in January. Adamowski contacted Board President Leafblad to confirm that the library would refuse this proposal. Adamowski stated that the library will have signage installed in the south parking lot indicating the area is reserved for library patron parking only.

Adamowski was contacted by Village Developmental Manager Ed Lelo about the upcoming Main Street Triangle TIF meeting and the library's necessary attendance. Adamowski contacted KTJ Attorney Ken Friker seeking guidance as she believed the library did not have a vote as the library is not a separate taxing body. Friker agreed and stated the library need not attend the meeting. Lelo was notified by Adamowski and was in agreement with the decision.

Trustees were told that the high school students will be visiting the library during the December 16th week to study for final exams. It was also mentioned that Tinley Park Public Library is under renovation and their Youth and Teen areas are closed, which means OPPL may have a larger influx of students coming to study.

Adamowski reminded trustees that their completed sexual harassment certificates are due by December 31.

Trustees were directed to their folders. Adamowski reported to trustees that she has been in contact with President Leafblad concerning Terrence Clyne who caused a disturbance in the library during an HOA meeting. A letter alerting him that he has been permanently suspended from the library building and grounds had been sent to him. Clyne appealed the suspension and Adamowski drafted a letter stating that President Leafblad wholeheartedly agreed with the suspension. The letter was signed by President Leafblad and will be sent to Clyne via certified mail.

Trustees were updated on the repairs and costs regarding damage to the Multipurpose Room door's locking mechanism. It was decided that the library will no longer ask for retribution from the parties involved.

Assistant Library Director stated the logos and letters for the outside signs are scheduled for a two-day installation on Wednesday, December 18 at 7:30am.

Over the past few months, Polaris has been inconsistently sending automated SMS notifications to many patrons regarding hold pickups, overdue items, and cancellations. Mary and Anthony had a video conference with the library's Clarivate/Innovative sales representative and learned the issue is with certain cellular carriers. Clarivate/Innovative has partnered with a third party in order to ensure a new, stable protocol is used when generating these automated messages. The library has engaged Clarivate for an agreement for this new service. In addition, the library negotiated a lower annual percentage increase on its overall contract.

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, along with Friends President Pattie Goble, Vice President Eileen Yates, Secretary Diane Gallagher, and Friends Board members Cathi Flaherty and Christine Wilcox. The Friends of the Library generously donated \$7,500 for the use of library programming and events. At their most recent meeting, the Friends of the Orland Park Public Library booked their 2025 annual sale for Saturday, August 2. The Friends' annual report and filing fee was sent to the Secretary of State to affirm their 501c3 status. A patron recently donated \$1,000 to the Friends of the Library.

A patron also recently donated a check of \$250 directly to the library to express her sincere gratitude for all the "excellent work" the library provides to the community.

Last month, there were 39 maintenance tickets opened, and all of them 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 June 17, 2024 – For Action

New Business

Treasurer McMillan motioned to approve the Closed Session Minutes from June 17, 2024. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Closed Session Minutes from November 18, 2024 – For Action

Vice President Barcelona motioned to Approve the Closed Session Minutes from November 18, 2024. Trustee Fassler seconded.

This portion of the closed session minutes was in regards to the performance evaluation of Library Director Adamowski.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Closed Session Minutes from November 18, 2024 – Action

Treasurer McMillan motioned to Approve the Closed Session Minutes from November 18, 2024. Trustee Fassler seconded.

This portion of the closed session minutes was in regards to library staff.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2024-07 A Resolution Approving the Destruction of Certain Closed Sessions Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action

Trustee Fassler motioned to Adopt Resolution No. 2024-07 Approving the Destruction of Certain Closed Sessions Meeting Recordings of the Board of Library Trustees of the Village of Orland Park. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2024-08 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, Authorizing the Secretary of the Board of Library Trustees to Make Certain Closed Session Meeting Minutes Available For Public Inspection – For Action

Vice President Barcelona motioned to Adopt Resolution No. 2024-08 of the Orland Park Public Library, Cook and Will Counties, Illinois Authorizing the Secretary of the Board of Library Trustees to Make Certain Closed Session Meeting Minutes Available For Public Inspection. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Serving Our Public 4.0: Standards for Illinois Public Libraries – For Action

Treasurer McMillan motioned to Approve the Serving Our Public 4.0: Standards for Illinois Public Libraries. Trustee Lindbloom seconded.

Trustee Healy commended the library staff on the creation of this year’s document.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the hiring of OMNI/TSAGG to handle and maintain current and future compliance of the library staff investment plans in an amount not to exceed \$1200 – For Action

Treasurer McMillan motioned to approve the hiring of OMNI/TSAGG to handle and maintain current and future compliance of the library staff investment plans in an amount not to exceed \$1200. Vice President Barcelona seconded.

Finance Manager Kimmey stated the library currently has a 457B plan that full-time employees can participate in, and compliance with the plan needs updating. OMNI/TSAGG is a third party organization that handles compliance with 457B plans and they have updated the library plan. They have also suggested adding on a 403B plan that would be available for all employees. Trustee Healy would like information to be distributed to staff about the new 403B plan.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Strategic Plan 2025-2027 – For Action

Treasurer McMillan motioned to Approve the Strategic Plan 2025-2027. Trustee Fassler seconded.

Treasurer McMillan was very impressed with the 2025-2027 Strategic Plan and is looking forward to having Communications Manager Boyd as the new Chair of the Strategic Plan Committee. Trustee Healy was impressed with all of the new ideas in the plan. Boyd gave an overview of the plan goals and some of the Action Steps. McMillan asked how often updates will be presented to the board. Library Director Adamowski stated updates will be done Quarterly. McMillan stated the library is the community center and jewel of Orland Park. Trustee Lindbloom thought the plan is a great way to get very useful, positive information distributed about the library.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer McMillan was very happy to see that patron attendance was up 1% for November and congratulated the staff member with their anniversary milestone.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:23 p.m.

Approved:_____

Date:_____

Minutes prepared by Aaron Peterson