

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 15, 2024

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

Call To Order

Members present: Christian Barcelona, Vice President; Dan McMillan, Treasurer; Nancy Healy, Trustee; Kristine Fassler, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Joanna Leafblad, President; 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; Josh Degner, IT Manager

Treasurer McMillan motioned to approve the June 17, 2024 minutes. Trustee Healy seconded.

Minutes

Treasurer McMillan asked about the Rotary Club. Library Director Adamowski stated she was the guest of honor at the recent Crystal Tree gathering and stated Sarah Kleiva, Outreach Services Manager, was voted onto the Rotary Board and that they sponsored a Little Free Library

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

Motion passed. 5 ayes, 0 nays, 2 absent

Josh Degner, IT Manager

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 6/18/2024-7/15/2024. Trustee Fassler seconded.

Payment of Bills

Trustee Healy noticed there was a lot of spending with the vender OverDrive. Library Director Adamowski stated there were many new release purchases, along with expiring titles and a lot of popular titles that were non-print. Treasurer McMillan asked about the Bond Capital Project fund. Finance Manager Kimmey stated that is the newly created account for the funds from the IGA with the Village. Adamowski stated an annual report will be sent to the Village showing any spending from the Bond Capital Project fund. McMillan asked about the mobile wall that was purchased. Adamowski stated the mobile wall is a double-sided LEGO Duplo wall for the Youth Services Department. Healy asked about the IT hotspots. IT Manager Degner stated the current hotspots are being renewed and more may be purchased due to steady demand. However, he would like to have a way to limit holds by patrons who currently have a hotspot checked out. Healy asked about E-Rate. Degner stated there will be a 40% discount.

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

Lindbloom – aye; McMillan – aye; McShane – absent

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan motioned to accept the Treasurer’s Report for June 2024. Trustee Lindbloom seconded.

Treasurer’s Report

Treasurer McMillan asked about the total Operational Expenditures being under budget. Library Director Adamowski stated the managers have been reminded to use their budgeted amounts and that new furniture for the IT department will be purchased this year, a beautification project of landscaping plantings just completed, and HR Source has been engaged to complete this year’s review of the Employee Handbook and job descriptions. Communications Manager Boyd stated the Library Newsletter shows the upcoming three months so the December month of purchasing will be very high. Finance Manager Kimmey stated the Library HR Generalist was hired in Q2, and two new substitute librarians have been hired. Trustee Healy expressed the budget for piano concerts was excessive. Library Director Adamowski stated she believes the concerts attract different patrons each time, and many facilities bring their residents to hear the music. Adamowski will seek new pianists for more variety, and will schedule concerts in the evening and weekends as well.

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

Motion passed. 5 ayes, 0 nays, 2 absent

IT Manager Josh Degner gave an overview of the IT Department and what they manage behind the scenes and with staff throughout the library. Patron computer usage statistics were discussed along with various achievements this year such as: the VoIP phone upgrade implementation, Polaris update, the implementation of the ability to reserve an adult study room online, and work with Library Market and Polaris to resolve time issues. For the remainder of 2024, there will be: a fiber upgrade, new computers for the Computer Commons, Mac upgrades, added technology to study rooms, a solution for wirelessly presenting in meeting spaces, completion of migrating servers to the new SAN, upgrade and add additional access points, train on and customize SharePoint, and digitize common forms. In 2025, there will be upgrades to patron printers to allow for 2-sided printing, staff computers, firewalls, and the Tech Center 3D printer.

Departmental Board Report

Library Director Adamowski announced the library received its Per Capita Grant check for \$87,173.96. The funds will be used to purchase materials, both print and non-print, as was stipulated in the application process.

Librarians’ Report

The Summer Reading Challenge continues to attract patrons of all ages, and as is indicated by the statistics, patron attendance and circulation of materials are up. At the halfway point of the challenge, 536 adults, 361 teens, and 846 children have registered. Combined, patrons have read 1,662 books and 266,260 minutes. The Read, Renew, Repeat ecological theme has really resonated with the patrons, and the library is grateful for the generous prizes, as well as the Friends monetary donation.

Adamowski reported the library’s 20th anniversary of the Ravinia Avenue location is fast approaching. During the month of September, various events will be held to draw the attention of the community to this occasion: library building tours, construction-themed storytimes, September 20th WGN9 Friday

Flyover with Brhett Vickery, and patron artwork on mini-easels depicting what the library means to them. An invitation only after-hours reception will take place on Saturday, September 21 at 5:30 p.m. Light refreshments and entertainment will be the highlight of the evening. Library Director Adamowski has requested a donation from the Friends to help with the cost of the event, and the library will seek local area business contributions. Communications Manager Boyd has ordered commemorative tote bags with the 20th anniversary logo, as well as protective library card holders. Adamowski stated the trustees will receive invitations, and she requested that President Leafblad prepare remarks for the evening.

The month of September is also ALA's National Library Card Sign up month. The robotic theme is Libraries~More Than Meets the Eye. This theme will resonate with the children and teens, and the library will encourage patrons to get a new library card or renew their expired one. The programming committee is planning to hold a prize drawing for patrons of all ages, and the prizes will have a technology element.

Smith Crossing is celebrating a very special anniversary in September as well. Communications Manager Boyd gave a brief synopsis of the events she has helped coordinate with the Smith Crossing PR firm.

The Employee Handbook Taskforce is putting the finishing revisions on the document, and it will be forwarded to Kelly Hayden, HR Source's chief legal counsel for review. This project has been an aggressive one in which each section of the handbook was studied so the content would be more comprehensible for staff and easier to use. In the fall, the job description project will begin in preparation for the benchmarking project in spring 2025. Adamowski thanked Assistant Library Director Andros, Finance Manager Kimmey, Adult Services Manager Allan, and HR Generalist Pellegrino for their assistance on the project.

Adamowski mentioned that the Trustee Bylaws have gone through a draft revision by Administration, and they have been reviewed by KTJ attorney Ken Friker. Adamowski will digitally send the document to the Bylaws committee so they may review them and report to the Trustees at either the August or September regular board meeting.

Finance Manager Kimmey stated the 1095-C forms project for the years 2019-2022 were completed, with diligent help from Senior Administrative Coordinator Peterson, and mailed out to the IRS. Treasurer McMillan recommended a \$2,500 threshold for over-budget line item explanations in the monthly board financial reports. The September Personnel Committee meeting date will be set at the August Board Meeting. No tax funds have been received from Cook County for July, but the funds should start coming in by August.

Assistant Library Director Andros stated the bid packages for the outside signage project should be distributed next week. In the next few days, Wight & Company will send the Notice to Bidders for publication in the local paper. The library has a serif font which cannot backlight the letters, and as a result the sign itself will be much bigger. Therefore, a flood light will be used to project upon the sign for illumination. The flood light will be mostly hidden in landscaping. The lettering will likely be brushed aluminum stud letters affixed into the brick. A preferred signage company mentioned a specific proprietary UV-graded color finish, an ideal method for painting flat signage that includes a lifetime guarantee against fading. Wight & Company have consulted with manufacturers to secure photometrics for the proposed lighting to ensure the lighting does not create elongated or stretched shadows above the letters.

Sebert Landscape planted several beautiful new beds of perennials along Ravinia Ave. And 149th Street.

A heating coil assembly failed on the second floor in the Adult Services area near the study rooms. National Power & Heat, who was the contractor used for the boiler replacement project, has been engaged for this repair

The library is once again pursuing a natural gas rate lock with Interstate Gas Supply to ensure such energy costs remain affordable and predictable.

HR Generalist Nicole Pellegrino has taken the lead to assist Administration with leveraging more functionality from Paycor. The Onboarding module is being used for new hires. Also, details are being finalized to purchase the Benefits Advisor module, which will elevate and streamline the Open Enrollment experience for the Administration Department and all participating staff.

The library received approximately 200 bricks from the former library/cultural center building. The bricks can be made available for purchase as a fundraiser by either the Friends of the Library or the library directly as part of the Capital Campaign.

Last month, there were 30 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

Adoption of Resolution 2024-06 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

New Business

Treasurer McMillan motioned to adopt Resolution No. 2024-06 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. Trustee Fassler seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of Illinois Library Association Conference registration fees, hotel accommodations, travel expenses, and meals for IT Assistant 2 Daniel Williams for the ILA Conference, October 8-10, 2024 in

Peoria, Illinois in an amount not to exceed \$1,275 – For Action

Trustee Lindbloom motioned to approve Illinois Library Association Conference registration fees, hotel accommodations, travel expenses, and meals for IT Assistant 2 Daniel Williams for the ILA Conference, October 8-10, 2024 in Peoria, Illinois in an amount not to exceed \$1,275. Trustee Fassler seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of Illinois Library Association Conference registration fees, hotel accommodations, travel expenses, and meals for Trustee Christian Barcelona and Trustee Bridget Lindbloom to attend the ILA Conference, October 8-10, 2024 in Peoria, Illinois in an amount not to exceed \$2,600 – For Action

Trustee Healy motioned to approve Illinois Library Association Conference registration fees, hotel accommodations, travel expenses, and meals for Trustee Christian Barcelona and Trustee Bridget Lindbloom to attend the ILA Conference, October 8-10, 2024 in Peoria, Illinois in an amount not to exceed \$2,600. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of Back in Circulation Conference registration fees, hotel accommodations, travel expenses, and meals for Patron Services Manager Theresa Hildebrand and Patron Services Assistant Manager Laura Larson to attend Back in Circulation Conference, October 7-8, 2024 in Madison, Wisconsin in an amount not to exceed \$1,900 – For Action

Trustee Lindbloom motioned to approve Back in Circulation Conference registration fees, hotel accommodations, travel expenses, and meals for Patron Services Manager Theresa Hildebrand and Patron Services Assistant Manager Laura Larson to attend Back in Circulation Conference, October 7-8, 2024 in Madison, Wisconsin in an amount not to exceed \$1,900. Trustee Healy seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Barcelona congratulated all staff with anniversary milestones. Treasurer McMillan stated that the 61 total years of service for July was outstanding.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:35 p.m.

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson