

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 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; Treasurer Dan McMillan, Treasurer (8:15); Charles McShane, Secretary; Kristine Fassler, Trustee; Nancy Healy, Trustee; Bridget Lindbloom, Trustee (7:15)

## 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; Brandi Smits, Youth Services Manager; Natalie Finlon, Adult Services Assistant Manager

Secretary McShane motioned to approve the July 15, 2024 minutes. Trustee Fassler seconded.

## Minutes

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Youth Services Manager Brandi Smits and Adult Services Assistant Manager Natalie Finlon

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Vice President Barcelona motioned to accept the payment of bills listing from 7/16/2024-8/19/2024. Secretary McShane seconded.

## Payment of Bills

Treasurer McMillan asked about the payment to Science Kinetics, Sebert, Trane and Current Technologies. Science Kinetics was for the second half payment for the mobile DUPLO LEGO wall in Youth Services; Sebert planted perennials with mulch along Ravinia Ave. and 149<sup>th</sup> St.; Trane's annual contract was paid, and the first half payment for new patron PCs was made to Current Technologies.

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 July 2024. Trustee Lindbloom

## Treasurer's

seconded.

**Report**

Treasurer McMillan thought that the tax revenue looked to be on budget. Finance Manager Kimmey agreed that tax revenue and interest income have been coming in steadily for the month of July. Library Director Adamowski stated Cook County is allowing payment plans now and it is unknown if that will have any impact on library revenue.

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

Youth Services Manager Brandi Smits and Adult Services Assistant Manager Natalie Finlon presented a recap of the 2024 Summer Reading Challenge, *Read, Renew, Repeat*. Adults and teens had a choice to tally either the number of minutes or books read. 600 patrons attended the Summer Reading Challenge Kickoff event. The summer programs were very popular and included Dinosaur Dimensions, Puppy Pals, Eco-Friendly Clear the Clutter, Summer School for Grown Ups. There were 2,045 total participants in 2024, a 42% increase compared to 2023 and there were over 30 sponsors. Smits said that all of the outreach that Teen Librarian Erin Fixel and School Liaison Kara DeCarlo did to the surrounding schools greatly helped raise participation. Over 50 prizes were distributed to patrons and the top prizes were the Nintendo Switch, Stanley Cup, Marcus Theatres Cinema Lovers Basket, and Museum of Science and Industry Passes. The 2025 Summer Reading Challenge theme is going to be *Level Up At Your Library*.

**Departmental Board Report**

Library Director Adamowski mentioned that the managers are working on their FY2025 departmental budgets, and will be forwarding them to Administration before the end of the month. IT Manager Degner created a spreadsheet for all managers to use that will assist Administration when reviewing their data.

**Librarians' Report**

Adamowski reminded the trustees that the Personnel Committee will meet on Monday, September 9 at 7:00p.m. Committee members include President Leafblad, Vice-President Barcelona, Treasurer McMillan, and Secretary McShane. All trustees are invited to attend the meeting.

The library will have two open positions for the General Election on April 1, 2025 election. Adamowski reported that Secretary McShane and Trustee Lindbloom plan to enter the election. Adamowski will give them information regarding important dates and general guidelines.

The library received a Request for Reconsideration of Library Resources in late July. The DVD item is titled JFK X: Solving the Crime of the Century, and is part of the Adult Services collection. Adult Services Manager Allan has reviewed the item and has determined it should not be withdrawn from the library's collection. Adamowski wholeheartedly agrees with Allan's professional decision. A letter from the library will be sent to the patron informing them of the library's decision. Adamowski explained that the board is being notified of this request at this time so they will be prepared if the patron appeals the library's decision.

Library Director Adamowski stated that after a discussion with Communications Manager Boyd, the

printed newsletter will be increase from its current 16-page spread to a 20-pages beginning with the January-April 2025 issue. The library will continue to send three newsletters per year to the patrons, and the intent of increasing pages is so the font will be larger for increased readability, as well as more space to include interesting facts about the library, its events and perhaps to highlight staff. Discussion among Management Team included publishing four newsletters a year which will be revisited for FY2026. The total cost for the printing of the newsletter will be \$44,070 for FY2025.

The IT Department recently took the large capacity shredder out of service due to damage caused by patron misuse. This is the second shredder that has been damaged beyond repair since the library began this service two years ago. In total, the library has spent just under \$6000 for both machines. The department is receiving numerous phone calls to see if the service will be reinstated. Trustees expressed their opinion that another shredder should be purchased as it is such a unique and necessary service to many patrons. It was also stressed that staff should be proactive in advising patrons that the paper should not have any foreign objects embedded in them. More highly, visible signage will also be mounted as a reminder for the users.

Staff enjoyed speaking with many patrons during the Village's recent Taste of Orland event in early August. As always, Spin the Wheel was a huge hit with the crowd, young and old. Outreach Services organized the prizes that were won by everyone. All staff who worked the library table took tallies of how many patron interactions there were, and it appears that our numbers were half of the previous year.

Adamowski reminded trustees that the 20th Anniversary of the Ravinia Avenue library is fast approaching, and she hopes they will all be able to attend the after-hours event on Saturday, September 21. Invitations were sent to community members, as well as former staff and the library is hoping for a strong turnout. Outreach Assistant Mary Lynn Maloney has received many patron-designed canvases illustrating what the library means to them. Youth Services Librarian Alex Pappas will be entertaining the children with construction-themed storytimes. Communications Manager Boyd ordered commemorative totes and library cardholders to be given to patrons who receive a new library card, or renew their current one, as well as to the attendees at the September 21st event.

WGN9 Traffic Reporter Brhett Vickery will be celebrating the anniversary by flying over the library on Friday, September 20 at 7:00 a.m. as part of the Super Fan Friday Flyover.

On September 10, NBC5 reporter LeeAnn Trotter will interview Library Director Adamowski about the building's anniversary. Also present in the interview will be Sheila King, Smith Crossing's PR connection. She will be discussing the Crossings 100th year as an organization and their Orland Park facility's 20th year.

Finance Manager Kimmey stated commercial insurance carrier Hartford gave the library a risk assessment report and will now require motor vehicle records to be provided for drivers of the library van and their own vehicles. A new staff driver's policy is being created. Notification from HUB to purchase terrorist risk insurance for \$83/month was given and subsequently added. Secretary McShane asked what qualified as a terrorist attack. Kimmey will attempt to get more specific information. The audit adjusted financial statement spreadsheets for 2023 were provided and some of the accounts that received minor adjustments were as follows: Receivables, Accrued Expenses, Accrued Payroll, Property Taxes, and a new GASB pertaining to leases. The IGA Bond agreement spending summary report was submitted to the Village.

Assistant Library Director Andros reported the library had budgeted \$300,000 within the total Special Reserves for the monument signage project. The grand total of 4 of the 5 bid packages is \$147,862. No contractor bid on package #4, which is the fabrication and application of the letters and logo. Per guidance from Wight & Company, and Ken Friker at KTJ, the library directed Wight to seek a minimum of three responsible estimates from reputable design companies for this aspect of the project. Multiple signage estimates have already been procured, and once a signage company is soon chosen, the only thing preventing the project from moving forward is permit approval from the Village.

The Multipurpose Room door was severely damaged by patrons and the incident was captured on video. The patrons were from an outside group which has reserved this room multiple times in the past. This badge-accessed door had been closed and two people on opposite sides simultaneously pushed and pulled the door in the wrong direction. The assembly overhead broke, and no one was injured.

Administration is in contact with the party and has received a quote for repair.

The library van sustained minor damage when it was backed into a parked vehicle at a recent event. There were no injuries. The library will file an insurance claim.

Work will begin soon to replace the heating coil above the Adult Services Kiosk. Work will involve sheet metal, pipefitting, insulation, and the final electrical work to reconnect and power the unit back up will be conducted by Maintenance Superintendent Newman.

The Interstate Gas Supply (IGS) contract was renewed for two years to lock in a fixed natural gas rate. The library currently is near the end of an 18-month rate lock at \$0.398/per therm. The two-year agreement begins in October 2024 at a rate of \$0.388/per therm.

The Strategic Plan Committee continues to work through the current plan and drafting the new one for 2025-2027. Earlier this summer, Communications Manager Jackie Boyd joined Assistant Library Director Andros as co-chair of the committee. Beginning in 2025, Boyd will operate as solo chair of the committee. As of August 15, 759 surveys were completed. Throughout the rest of the year, Boyd and Andros will report to the Trustees on the current and new plans.

The library has engaged Warehouse Direct for onsite staff document shredding to comply with the Illinois Local Records Act. Warehouse Direct cost less than the previously used company Shark Shredding.

Last month, there were 31 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**

None

**Unfinished Business**

Approval of the submitted bids for the Monument Sign project: Bid Package #1, Excavation & Concrete, Elliot Construction Corporation, in the amount of \$77,520; Bid Package #2, Masonry, Able Masonry Development Company, in the amount of \$21,000; Bid Package #3, Electric, Airport Electric Company, in the amount of \$29,342, and Bid Package #5, Landscaping, Twin Oaks, in the amount of \$20,000

**New Business**

Treasurer McMillan motioned to approve the submitted bids for the Monument Sign project: Bid Package #1, Excavation & Concrete, Elliot Construction Company in the amount of \$77,520; Bid Package #2, Masonry, Able Masonry Development Company, in the amount of \$21,000; Bid Package #3, Electric, airport Electric Company, in the amount of \$29,342, and Bid Package #5, Landscaping, Twin Oaks, in the amount of \$20,000. 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

Treasurer McMillan congratulated all staff with anniversary milestones and stated there was a total of 46 years of service amongst them.

**Announcements**

Trustee Lindbloom stated that it came to her attention that the Board of Trustees for the Orland Park library as well as the library director as listed as having received complimentary tickets to the initial concert at the Centennial West Concert Pavilion on June 8, 2024. Lindbloom is unsure why her name was listed as she was not offered tickets, did not request tickets, and did not receive tickets nor did she attend the concert on June 8<sup>th</sup>. President Leafblad and Secretary McShane stated they did not receive complimentary tickets. Lindbloom suggested having a Public Relations budget for an outside service to help promote the library since there are so many monthly positive comments that are made by patrons that aren't being shared well enough with the general public.

The Personnel Committee is rescheduled for Tuesday, September 10 at 7 p.m.

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 – aye; McShane – aye

Motion passed. 7 ayes, 0 nays, 0 absent

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

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson