

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 15, 2017

The meeting was officially called to order by President Healy at 7:47 p m.

Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Joanna Leafblad, Elan Kleis, Dan McMillan

Roll Call

Members absent: None

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager; Aaron Peterson, Senior Administrative Coordinator

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Interim President Healy requested the trustees and staff to introduce themselves and share a brief bio about themselves.

Election of President

Trustee Jennings nominated Trustee Healy to return as President and shared her reasons that Trustee Healy is a strong candidate who has done a very good job leading the Board. Trustee Leafblad nominated interim Secretary Barcelona as President. Both candidates accepted their nominations for President and spoke briefly about their experience and why they thought they would be able to successfully serve as President going forward. A roll call vote as follows: Barcelona – Barcelona; Healy – Healy; Jennings – Healy; Kleis – Barcelona; Leafblad – Barcelona; McMillan – Barcelona.

Trustee Christian Barcelona elected President.

Election of Vice President

President Barcelona nominated Trustee Leafblad for the role of Vice President. No other nominations were offered. Trustee Leafblad accepted the nomination for Vice President. No further discussion. A roll call vote as follows: Barcelona – Leafblad; Healy – Leafblad; Jennings – Leafblad; Kleis – Leafblad; Leafblad – Leafblad; McMillan – Leafblad.

Trustee Joanna Leafblad elected Vice President.

Election of Treasurer

Vice President Leafblad nominated Trustee Jennings to continue her role as Treasurer. No other nominations were offered. Trustee Jennings accepted the nomination for Treasurer. No further discussion. A roll call vote as follows: Barcelona – Jennings; Healy – Jennings; Jennings – Jennings; Kleis – Jennings; Leafblad – Jennings; McMillan – Jennings.

Trustee Diane Jennings elected Treasurer.

Election of Secretary

Trustee Healy nominated Trustee Kleis as Secretary. No other nominations were offered. Director Weimar explained the role and duties of the position. Trustee Kleis accepted the nomination for Secretary. A roll call vote as follows: Barcelona – Kleis; Healy – Kleis; Jennings – Kleis; Kleis – Kleis; Leafblad – Kleis; McMillan – Kleis

Trustee Elan Kleis elected Secretary.

Treasurer Jennings made a motion to approve the April 17, 2017 minutes. Secretary Kleis seconded. Trustee Healy mentioned an edit to the minutes to clarify the cancellation option of the ALA registrations. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Minutes

Motion passed. 6 ayes, 0 nays, 0 absent

None.

Public Comment

None.

Executive Session

Treasurer Jennings moved to accept the Treasurer’s Report for April 2017. Vice President Leafblad seconded.

Treasurer’s Report

Director Weimar mentioned that Diane Norris-Kuczynski, Head of Youth Services, submitted a significant book order with spring publisher releases for the Pre-K to 4th grade age groups. Finance Manager Kimmey spoke briefly about the General Fund Activity Report and mentioned some tax receipts will be coming in soon and our investments are laddered in CDs which have different maturity dates. Salaries are under budget due to open positions and Youth Services hopes to fill their positions soon. The Outreach Department made several purchases for the Health and Senior Fairs which explains the account expenditures. Trustee Healy inquired about the Daily Southtown newspaper’s high cost. Director Weimar will talk to the Technical and Adult Services department heads to have them work on negotiating a lower price.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

Secretary Kleis moved to accept the payment of bills listing from 4/18/17-5/15/17. Vice President Leafblad seconded.

Director Weimar pointed out the installment payment to Commercial Carpet Consultants was in this listing for the flooring project. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

The Fire and Freedom: Food and Enslavement in Early America Exhibit provided by the National Library of Medicine, and the National Institute of Health with research assistance provided by the staff at The Washington Library at George Washington's Mount Vernon is being displayed this month. Due to the new traffic patterns caused by the flooring construction, Outreach staff moved the panels from the second floor main corridor to the first floor along the new flooring as this is the path adults are using to navigate to the staircase. The exhibit runs through mid-June. Patron attendance at the Meditation program as well as the White Sox program was very good.

Every year, the Illinois State Library sets forth the requirements for the Per Capita Grant. This year's Per Capita Grant will be due in mid-January 2018. The Management Team will be discussing Chapter 12 of the Standards for Illinois Public Libraries: Serving Our Public 3.0 on safety. The trustee requirement is to discuss Chapters 1 through 5 of the Trustee Facts File Fourth Edition. Copies of these pages have been distributed and should be on the agenda later this year.

This spring's pavers will be installed by Memorial Day.

Every May, Orland Park Public Library approves a resolution for patrons who live outside the Village limits to obtain library cards. Our library uses the tax bill method which allows patrons who are not able to receive library service in their area the option to bring in their current tax bill. The library applies the formula with the current library rate to determine the amount to be paid. All public libraries must have this resolution or ordinance approved by the end of June.

Our circulation went down a considerable amount. One reason may be the start of the construction project which began in mid-April. Some patrons have expressed their determination to come back when it is over, and many patrons were happy the library stayed open.

Director Weimar inquired if the library could officially post the Library Board of Trustee vacancy. President Barcelona agreed to have the notice posted. All letters of interest and resumes will be submitted to President Barcelona either electronically or dropped off at the Library.

On April 26, the Library experienced a power outage due to the motor failing in one of the smaller air handlers. The outage lasted roughly 90 minutes but the building was kept open and many patrons remained. Steve purchased a new motor for the handler and was assisted by a technician from Midwest Mechanical with the installation the next day.

The Youth Services reupholstery project has begun. Today 69 pieces of Youth Services furniture were picked up by the Furniture Shop company. The pieces included 40 David Edward chairs, 2 sofas, 3 rockers and numerous ottomans and puzzle stools. The Library expects to have the furniture back within 2-3 weeks. The remaining furniture will be taken out in 2 additional trips. The Library has been working with Becki Jeka of Forward Space, and she has worked well with us in selecting the new coverings.

On April 23 the Library ran a 7-day legal notice in the Daily Southtown newspaper announcing the Library's acceptance of Request for Proposals for its janitorial/cleaning services. On Monday, May 8, a mandatory walk-through of the building was conducted and 15 companies participated. Next Monday, May 22 the proposals are due to the Library by 5:00 p.m. and will be opened publicly. In addition to a reasonable price quote, the Library will take into consideration the company's demonstrated experience and qualifications, as well as the availability and capacity of the company to perform the work in a timely manner when making a final selection. The RFP did state that the company can offer a 3 year quote, in addition to the required one year quote.

As mentioned in last month's report, the Library is participating with the University of Illinois SEDAC (Smart Energy Design Assistance Center) program. The goal of the project is to monitor the Library's energy consumption data and then work with the feedback that is offered. Last week Todd Rusk of SEDAC spoke with Steve and Administration to discuss the need to reduce the lighting and HVAC loads when the building is unoccupied. After an explanation was given by Steve about the need to keep the energy levels constant, a compromise was agreed upon and the energy levels will be modified especially on the weekends.

The flooring project is moving along at a steady pace with the expected completion date of June 1st. The Youth Services corridor is nearly finished, and the final segment will be completed when the Nurazzo tile is installed in that area so that the joints align. The stairs will be completed at that time, as well. The lobby installation is in its final stage with the workers putting the finishing touches on the logo. The next part to be tackled will be the areas near the 1st floor elevator and the meeting room corridor. Epoxy will be applied to the Nurazzo tile and Administration has been in contact with Product Architecture who has given their assurance that the epoxy has met all air quality standards and it does not contain any matter that can be harmful to our patrons, young and old.

Until the meeting room corridor work begins, patrons have been entering through the plaza door. For the convenience of our patrons, all three of the new book shelving units have been relocated to the 1st floor area near the meeting room entrance, as well as the Lucky Day collection and Express Reserves. Circulation Staff is manning the “Welcome Door”, as well as having staff conduct all circulation functions at the Youth Services and Adult Services reference desks. The lobby’s two self-checkout machines have been placed in YS and AS for patron use. Volunteers have been quite helpful in guiding patrons to the YS north staircase so they can get upstairs, and assisting those patrons who need to use the staff elevator. The patron elevator was placed out of service due to the heavy use and will not be accessible until the flooring project is complete. Steve has been researching scrubbers that will help keep the Nurazzo and rubber flooring clean. All in all, patrons have been very patient and are excited to see the Library’s new look.

Public Information Manager Jackie Boyd was delighted to mention that Panduit donated \$500 toward the cost of ceramic mugs to give to patrons for the NASA shuttle kick-off event on June 17th. The freight company YRC is transporting the shuttle here for free. Both of these companies will be featured prominently on the mugs in thanks. Trustee Healy is very pleased about the usage of Lynda.com by the patrons. Director Weimar stated this database would be utilized by the staff for continuing education opportunities. The usage stats on Mango are also going well. Director Weimar added that the Hotspots are circulating very well and more Roku sticks were recently ordered.

No reports at this time.

Other Staff Reports

No reports 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

Resolution Number 2017-03 regarding the 2017 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

New Business

Vice President Leafblad moved to approve the Resolution number 2017-03 Annual Resolution Authorizing Public Library Non-Resident Cards. Treasurer Jennings seconded. Director Weimar reiterated the library uses the tax bill method for non-residents. They may bring in their tax bill and have the tax-rate formula applied to it to determine the amount they are required to pay. Vice President Leafblad agreed this method was an equitable means for non-residents to receive library services.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

Director Weimar thanked Trustee Healy for serving as President for the past four years and especially for the support she showed for the staff. Assistant Library Director Mary Adamowski and the other staff members were also very appreciative. Trustee McMillan mentioned Orland Day’s Parade is coming up on June 4th and he wondered if the Library would like to participate.

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Treasurer Jennings.

Adjournment

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:32p m.

Elan Kleis
Secretary

Approved:_____

Date:_____

Minutes prepared by Aaron Peterson