

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 19, 2017

The meeting was officially called to order by President Barcelona at 7:01 p m.

## Call To Order

Members present: Christian Barcelona, Joanna Leafblad, Elan Kleis, Nancy Healy, Dan McMillan (7:04)

## Roll Call

Members absent: Diane Jennings

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

Vice President Leafblad made a motion to approve the May 15, 2017 minutes. Trustee Healy seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – absent.

## Minutes

Motion passed. 4 ayes, 0 nays, 2 absent

None.

## Public Comment

Vice President Leafblad moved to go into closed session to approve closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions (5ilcs 120.2 (c) (21). President Barcelona seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – absent.

## Executive Session

Motion passed. 4 ayes, 0 nays, 2 absent

The Board went into Executive Session at 7:03 p m. Executive Session ended at 7:20 p.m.

The regular session resumed at 7:25 when Trustee Leafblad made the motion to return to regular session. Secretary Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Secretary Kleis moved to accept the Treasurer's Report for May, 2017. President Barcelona seconded.

## Treasurer's Report

Finance Manager Kimmey explained the library is required to publish an annual Treasurers Report before June 30<sup>th</sup> and it must be published in the local newspaper. The library's report appeared in the Orland Park Prairie June, 8<sup>th</sup> edition. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Vice President Leafblad moved to accept the payment of bills listing from 5/16/17-6/19/17. Secretary Kleis seconded.

Finance Manager Kimmey said next month there will be a Resolution to move funds from the General account to the Special Reserve in the amount of \$250,000 approximately. Director Weimar stated that those funds can only be used for building and maintenance, not toward materials or staffing. Trustee McMillan inquired about the warranty of the roof. Director Weimar said the roof is a membrane roof and that flashing has caused some damage in certain areas of the roof over the years. It is believed that the roof has a 20 year warranty and Director Weimar will contact W.E. O'Neil, the building's contractor to verify. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

The spring pavers were installed on time thanks to Steve Newman.

## Librarian's Report

The Summer Reading Challenge Kick-off was Saturday June 3<sup>rd</sup> and the library had over 480 patrons attend the various events from Angry Birds, Giant Jenga and the favorite event was Touch-a-Truck, a collaboration with the Village of Orland Park each year. The Friends of the Orland Park Public Library made a very generous donation of \$4,000 this summer to sponsor the backpacks which will be given out to all readers young and old who finish the program. There is a picture of the donation being gifted by Treasurer of the Friends Mary Ann Ahl in the *Village View*, June 6<sup>th</sup> edition. The *Orland Park Prairie* covered the Summer Reading Program events in their June 8<sup>th</sup> edition. The library was on the front page. Diane Norris-Kuczynski, the summer reading challenge coordinator, and her committee did a great job organizing the event.

The NASA exhibit was installed on June 2<sup>nd</sup> in time for the Summer Reading kick-off. There were many compliments about the exhibit. The NASA Exhibit opener this past weekend was a success. The ribbon cutting was done by The Orland Chamber of Commerce, Head of Outreach Kelly Cuci, a representative from YRC Freight, and Denis Ryan, our former trustee who is a big supporter of the NASA collection. The Outreach staff: Kelly Cuci, Cathy DiGiorgio and Shane Peterson did an excellent job planning and executing this program.

The library has contracted with Chicago Project Management to provide the library with a Long Range Capital Plan. This plan will help the Board and Administration assess the needs and the financial obligations for the facility. Dan Ruzic is the Project Manager and he hopes to begin by early September. He came recommended by many of the directors in the south suburbs as thorough and reasonably priced.

Please notice the new exhibit, *Frankenstein: Penetrating the Secrets of Nature* is already displayed on the second floor. Thank you to our Web Developer, Lina Elzahden for the wonderful web pages she has created for all of the exhibits and summer programs.

"Libraries Are For Everyone" signage went up all around the library, both public and staff areas, in English, Polish, Arabic and Spanish. Thanks to Jackie and Graphic Assistant Kristen Holding for these professional signs. This free design was done by artist-librarian Rebecca McCorkindale for all libraries to utilize. At this time there are over 50 translations.

The library has purchased the necessary equipment to have all of the databases on Raspberry Pis because they function more efficiently than the thin clients. The stations are in the process of being switched over. All staff have been moved from thin clients to PCs as computers were shifted from the Computer Lab. The library is purchasing Photoshop licenses for all of the computer lab stations so when our class is taught, the patrons will have hands-on capabilities. Mark Ewasiuk is working closely with our IT service (CTC) representative to ensure there is a file of all maintenance renewal contracts available to all IT staff on the network. The library is in the process of replacing the UPS back up batteries for both the sonic wall and the servers. The credit card chip readers are PCI compliant and the new chip feature is working on all seven machines. Also being updated is the computer software (JAWS) for the assisted technology station for low-vision patrons.

The library has contracted with the Management Association of Illinois to assist in providing a new formula and process for staff evaluations. The Management Team members have already met with MAI to discuss the general values or standards for employees to be considered and the library is setting up additional dates for other staff to input their ideas and suggestions. The process should be complete by early fall, but the evaluation tool developed will not be used until 2018 so all staff will completely understand the requirements and expectations of the job. The library will incorporate the continuing education chart of minimum requirements for each position which was completed and distributed to all staff.

The Prevailing Wage resolution is on the agenda and this resolution is adopted each June whereby the library complies with the prevailing wage rates determined by the Illinois Department of Labor for the County of Cook. Last year, there were no changes from 2015, but on June 5<sup>th</sup> of this year, the DOL posted the newest wage rates.

Our circulation decreased, but it is hoped that the summer reading program and the NASA exhibit will bring more patrons into the building.

President Barcelona commented on the open trustee seat and said he would like to wait until July when he hopes to have a minimum of 5 candidates' applications. In regards to the current committee appointments, Trustee McMillan offered to be on the Building and Maintenance and Service and Policy committees. Trustee Healy has requested to be removed from the Building and Maintenance committee. New committee assignments may be given when the open seat is filled.

The flooring project has been completed as of June 10<sup>th</sup>, and the patrons and staff have expressed their pleasure with the end result. The Library closed at 5:00 p.m. on Monday, June 12<sup>th</sup> in order for the Nurazzo tile to be cleaned and sealed. Administration has asked that the stairs be stripped, cleaned and sealed again due to residual dirt that was not removed with the initial cleaning. Steve Newman has purchased a scrubber that is being used to clean the Nurazzo tile, as well as the rubber flooring each day. He purchased a new set of pads that will allow the machine to clean the tile more aggressively to remove the scuff marks left by shoes. Steve and Olga from Neviol Inc., who provides the Library's janitorial services, are working closely to develop a plan for cleaning the new flooring each morning. Currently it takes a minimum of two hours daily to vacuum, remove scuff marks and wash the floors. Although the flooring project ended a few days past the original deadline, it gives the lobby and the Youth Services Department a new look that is quite impressive. The contractors worked diligently in cutting and placing each piece of flooring. The staircase was a difficult area to do because it was uneven and needed to be leveled in order for the tiles to fit properly. The Library is quite satisfied with the end product, and very pleased to have worked with Dan Pohrte of Product Architecture + Design and Jeremy Watson of Commercial Carpet Consultants. The project also allowed the Library staff and volunteers to extend their best customer service to the patrons as they were guided through alternate doors, staircases and elevators. Staff, especially within the Adult and Youth Services Departments were able to cross-train and learn job responsibilities of the Circulation staff as they were relocated to those departments' service desk when the lobby was closed. It proved to be a positive experience for all.

On May 22<sup>nd</sup> eleven quotes were submitted in response to the Library's request for proposal for janitorial and cleaning services. In reviewing the proposals, Administration considered the price quote for services, as well as other requirements set forth by the request such as adequacy and completeness of the proposal, experience in providing like services and the company's qualifications and references.

On Thursday, June 15<sup>th</sup>, the first trip of Youth Services furniture was returned to the Library. Sixty-nine chairs, sofas and rockers were reupholstered and the new fabric brightens up the surrounding area. An additional 51 furniture pieces were taken on trip 2 which should return within one month, at which time trip 3 will occur with the final 32 pieces. When this project is complete, the new rubber flooring and the reupholstered furniture will give the Youth Services Department a clean, bright and cheerful feel that the staff, patrons and their families should enjoy and appreciate.

The Library is participating in the Village's Market in the Park events this summer. The Adult Services staff will be manning a table every other week to promote the many services and programs the Library has to offer. Using Polaris Leap and a hot spot, staff are able to create library cards for patrons, as well as check out materials and register summer reading participants. Linda Conrath and Owen Jasek from Adult Services manned the table last Thursday and reported that 10 patrons joined summer reading, while over 40 people stopped by to hear about the Library and what it has to offer.

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 No. 2017-04 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action

**New Business**

Secretary Kleis moved to approve Resolution No. 2017-04 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library. Vice President Leafblad seconded. No Discussion.

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

Motion passed. 5 ayes, 0 nays, 1 absent

Approve the authorization of signatures for the Marquette Bank accounts – For Action

Secretary Kleis moved to approve the authorization of signatures for the Marquette Bank accounts. Trustee Healy Seconded. Finance Manager Kimmey explained this is necessary due to the recent Board member changes.

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

Motion passed. 5 ayes, 0 nays, 1 absent

Approve the revision to the Employee Handbook regarding sick time – For Action

Vice President Leafblad moved to approve the revision to the Employee Handbook regarding sick time. Secretary Kleis seconded. After consulting with each other and others at the HR Roundtable, Finance Manager Kimmey and Director Weimar decided to strike the last two sentences from the Sick Leave portion of the Employee Handbook. Employees will not have to maintain a certain amount of sick time in order to be able to use it in a Sick Leave situation. Trustee Healy asked about sick time for employees in general. Finance Manager Kimmey said that part-time employees may accumulate a maximum of 18 hours and full-time up to 36 days (days over 36 will get banked into their IMRF for an additional retirement benefit according to the IMRF conversion equation). Director Weimar explained part-time staff earn 10 hours of vacation which must be used within the calendar year. Full-time employees are allowed to carry over 5 days of vacation into the new year.

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

Motion passed. 5 ayes, 0 nays, 1 absent

Approve the three year janitorial contract from Neviol Inc in the amount of \$75,600 for 2017-2018; \$77,460 for 2018 - 2019; and \$79,380 for 2019-2020 – For Action

Secretary Kleis moved to approve the three year janitorial contract from Neviol Inc in the amount of \$75,600 for 2017-2018; \$77,460 for 2018 - 2019; and \$79,380 for 2019-2020. Vice President Leafblad seconded. Vice President Leafblad asked how the company calculated the increase over the three years. Director Weimar said it is about 2% higher each year and a breakdown of their monthly charges is included in their proposal. Trustee McMillan inquired if Neviol was the current janitorial service and if the library was happy with their work. Assistant Director Adamowski stated that the library is quite pleased with Neviol's performance. 10 other proposals were submitted. The Neviol proposal was renegotiated to a lower quote.

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

Motion passed. 5 ayes, 0 nays, 1 absent

Resolution No. 2017-05 to make certain closed session meeting minutes available for public inspection – For Action

Secretary Kleis moved Resolution No. 2017-05 to make certain closed session meeting minutes available for public inspection. Vice President Leafblad seconded. No discussion.

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

Motion passed. 5 ayes, 0 nays, 1 absent

Authorization for the Administrative staff to negotiate the update to the Trane Tracer Summit Control System's web-based BAS system in an amount not to exceed \$36,000; and to negotiate the preventive maintenance proposals for our HVAC system including the Tracer Summit Control System in an amount not to exceed \$12,279 for 2017-2018 and to authorize the library director to execute the contract – For Action

Vice President Leafblad moved to authorize the Administrative staff to negotiate the update to the Trane Tracer Summit Control System's web-based BAS system in an amount not to exceed \$36,000; and to negotiate the preventive maintenance proposals for our HVAC system including the Tracer Summit Control System in an amount not to exceed \$12,279 for 2017-2018 and to authorize the library director to execute the contract. Secretary Kleis seconded.

President Barcelona said this is a superior web based system. Director Weimar said our Head of Maintenance Steve Newman will be able through a smartphone app to be notified if there is a system problem and it will give specific details on the problem. Midwest Mechanical, the current company servicing the HVAC system, only worked on the hardware and did not service the system software even though they were contracted to do so. Administration will meet with Trane's sales rep to negotiate the proposals that were submitted.

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

Motion passed. 5 ayes, 0 nays, 1 absent

None.

**Announcements**

Vice President Leafblad moved to adjourn the meeting and it was seconded by Secretary Kleis.

**Adjournment**

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

Motion passed. 5 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:49 p.m.

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson