

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 16, 2018

The meeting was officially called to order by President Barcelona at 7:03 p m.

Call To Order

Members present: Christian Barcelona, Joanna Leafblad (left meeting at 10:00 p.m.), Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent: Elan Kleis, 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; Andy Masura, Adult Services Manager; Kelly Cuci, Outreach Services Manager; Wendy Xie, Technical Services Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager

Motion to appoint Trustee McShane as temporary Secretary Pro Tem.

Vice President Leafblad motioned to appoint Trustee McShane as temporary Secretary Pro Tem. Trustee Healy seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to approve the February 16, 2018 minutes. President Barcelona seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Minutes

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to move into Executive Session at 7:05. Trustee McShane seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to resume regular session at 7:30. President Barcelona seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None.

Public Comment

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Chris McClure from McClure, Inserra and Company.

Mr. McClure gave a presentation on the 2017 audit of the library's financials. He indicated that the audit went well and the financial statements were issued a clean opinion. No problems were noted and there was full cooperation by management and staff. He detailed the comparison between income and expenses for 2017 and 2016 along with the library's proportionate share of net pension liability amounts. Total expenditures were under budget by approximately 10%. Trustee McMillan said maybe lowering budget amounts would be something to consider. Director Weimar said since there were various open positions and turnover throughout the year, actual expenses vs. budget would be lower, and there is no way to predict those occurrences. Mr. McClure read the section titled, Other Postemployment Benefits, and suggested utilizing the Village Actuary and their report next year. Trustee Healy asked if there would be a penalty if there was no Actuary involvement. Mr. McClure said they would have to state there was no Actuary report. This is a new process that is part of a new GASB coming out in 2018.

Michael Barnes and Lisa Schmidt, Architects from Wight and Company

Michael Barnes and Lisa Schmidt gave a presentation discussing Wight and Co's approach & resources for building renovation projects. As the original architect, Michael Barnes is very familiar with the building and would maintain its integrity. Trustee Healy asked if a Request For Qualifications or 'RFQ' would be needed. Dennis Walsh of KT&J said no RFQ was needed if there was a history established with an architect already. Wight and Company have recently been involved with multi-million dollar renovations with the Des Plaines and Evanston Public Libraries. They suggested starting by creating a design program to then be able to produce a master plan. A master plan would be used to garnish feedback from employees and patrons alike and would typically take a little over 3 months to compile. Design and pricing would follow completion of a master plan. Trustee Healy asked about their fees. Mr. Barnes said they could charge anywhere from 7-10% design fee depending on the amount of the project. Mr. Barnes feels libraries are community centers more so now than in the past and libraries need to adapt. Michael announced that the Orland Park Public Library had made the 200 Great Places list from The American Institute of Architects.

Vice President Leafblad moved to accept the Treasurer's Report for February 2018. Trustee McShane seconded. No discussion.

Treasurer's Report

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy moved to accept the payment of bills listing from 2/20/18-3/19/18. Vice President Leafblad seconded. No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad moved to accept the Treasurer's Report for March 2018. Trustee McShane seconded. Trustee McMillan asked about the budget vs actual amounts. Finance Manager Kimmey said the library is on a straight line budget so month to month amounts will vary, however, the year-end total results should match.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy moved to accept the payment of bills listing from 3/20/18-4/16/18. Vice President Leafblad seconded. No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The Public Library Association’s Annual Conference was held the week of March 19-24. Staff members wrote reports highlighting the sessions attended. The severe weather in Philadelphia caused several cancellations of speakers and sessions. Many librarians who had planned to fly out Tuesday and Wednesday found their flights cancelled. The city of Philadelphia shut down on Wednesday closing not only government agencies, such as libraries, schools, city hall, and national monuments, but a significant amount of stores and restaurants closed. PLA has allowed conference attendees access to the virtual conference for a limited time. This is a great opportunity to listen to sessions that were missed. Director Weimar recently listened to a recording of “Millennials in Your Library” that was very good.

Librarian’s Report

Jackie Boyd, Mary Adamowski, President Barcelona and Library Director Weimar attended the Southwest Conference of Mayor’s program in early March highlighting speaker Paul Lisnek, a local political analyst. The Orland Park Public Library hosted a table at the expo portion of the event to promote our library.

The RAILS Update was live streamed last week and mentioned that the Standards for Public Libraries would be approved at the April RAILS board meeting. The standards were beta tested at 54 libraries throughout Illinois. One particular standard was met with resistance by many libraries as it required 8% of the library’s budget to be expended on collection development, which they felt could not be met. RAILS revised the components for this percentage to not only include books, electronic resources, audiovisual, and periodicals; but also the cost of a shared catalog, OCLC fees, the electronic ERead Illinois consortium cost which are not included in IPLAR statistics. With this change, all but one library then met the 8% standard. Mary Weimar will be attending a Village of Orland Park’s Strategic Planning Session on April 26th. Trustee McMillan stated he would also be attending a morning session.

The library had some very successful programs this month. Mr. D’s Magic Show and Jim Nesci’s Cold Blooded Creatures program packed the room and had over 150 in attendance for each. Our technology program “Cable No More” presented by Ian Lashbrook had 110 attendees and requests for more programming on this topic. He is planning to repeat the program for anyone who missed it this summer. During National Library Week the library offered Pop-Up tutorial programs on RBDigital, OverDrive and Hoopla. Ian taught most of these programs in the lobby. Our magazine giveaway was very successful. Patrons stayed all morning as the staff replenished the titles.

The Summer Reading Challenge program has been finalized. Public Information Manager Boyd confirmed the library has already partnered with 34 sponsors.

The library has not received any 2017 Per Capita Grant funds At this time, 2018 Award letters are being sent to some libraries. The letters already sent were indicating a full funding at \$1.25 per capita. We have not received ours to date.

The Health and Wellness Committee has been researching various health initiatives for the staff. One particular idea which had been done at other libraries was to have a walking challenge involving tracking the amount of miles walked by participating staff with a goal of 400 miles from May 1 through October 31. Staff who have electronically tracked and recorded the number of miles walked within that time period would be eligible for four hours paid leave to be taken by the end of the year at approved times. Safe guards for tracking would be put in place along with definitive rules for participation. The Board Trustees all gave verbal acknowledgement that this was a good idea.

A bookmark was created to celebrate the Illinois Authors Bicentennial and was passed around.

The Cook County Clerk's Office sent emails to the staff and trustees regarding the filing of Statements of Economic Interest which must be completed with Cook County by May 1st or incur a penalty.

The Village of Orland Park sent the library a letter stating they will no longer be providing snow plowing services for the library beginning January 1, 2019. Trustee McMillan and Trustee McShane were expressive about their disappointment with the letter from the Village and they feel like this is not an efficient cost saving measure especially since we are losing revenue from the Mall anchor stores and other stores closing in the area. Director Weimar will follow-up with the Village on this issue.

AQUAMIST conducted its annual RPZ (reverse pressure zone) backflow test on the library's water valves in mid-March. This is a mandatory test by Illinois State law to ensure that the backflow device is preventing incoming water from siphoning back into the domestic water supply.

On Friday, April 13, new parking lot lights were installed. The lights were purchased from Emium Lighting and Maverick Lighting Solutions handled the installation of the 24 150w LED pole heads. By installing solid state LED lighting the library will save approximately 32,000 KWH (kilowatt hour) of electricity annually. The library will also receive an energy rebate from ComEd.

Pace Systems serviced the video color board in Meeting Room 104. The board feeds the mother board, and it was determined that 1 out of the 4 crystals in the board burned out which then doesn't allow color from the disk to be displayed when showing DVD movies. IT was able to troubleshoot the problem for a temporary fix, until a replacement video color board could be ordered.

Administration and Maintenance have begun preliminary research on the upcoming roofing project. The library needs to replace 40% of the roof and would like to complete the project before fall 2018. The library has been advised by Attorney Dennis Walsh that it needs to go through a formal bid process due to the cost and scope of the project. The library should also hire an architect who will then assist in the writing of the bid proposal, as well as oversee and inspect the extensive project.

Administration, along with Youth Services Manager Brandi Smits, met with representatives from the Orland Park Recreation and Parks Department to discuss the location of the StoryWalk area. The library suggested it would prefer to have the StoryWalk installed in the area north of the old Police Station. A decision was agreed upon that the materials for the StoryWalk would be purchased by the library, and the Recreation & Parks Department would be responsible for the installation of the 24 wooden posts and storyboards. The library will change out the large print books seasonally and staff will also inspect the area on a weekly basis to ensure that the StoryWalk is presentable and readable by all who visit. Administration and Brandi plan to meet with the representatives this week at the desired area to finalize the location. The equipment will then be ordered and it is our hope to have the StoryWalk debut June 1st, just in time for summer reading.

The library will once again participate in the Village's summer Market in the Park. Staff will represent the library on Thursday evenings June 7, 21 and July 5 and 19. Youth Services will offer simple craft projects for the children to do, while IT will bring along their robots for interactive fun and Adult Services will highlight some good summer reads.

No reports at this time.

Other Staff Reports

a. Building Committee Special Meeting on March 12, 2018– For Discussion

Building and Maintenance

Director Weimar stated the first project that should be worked on is the partial roof replacement and since it is such a large project in cost and scope, the lawyer has recommended that an architect should be involved. Trustee Healy asked about the generator situation because having functioning bathrooms during a power outage is a necessity. The library's current generator will run for approximately 2 hours at which-time the library will need to close. The capital needs assessment was discussed.

b. Approval of the Building Committee's Special Meeting Minutes on March 12, 2018 – For Action

Trustee McMillan motioned to approve the Building Committee’s Special Meeting Minutes on March 12, 2018. Trustee McShane seconded.

A roll call vote of Building Committee Members only as follows: Barcelona – aye; McMillan – aye, McShane – aye, Kleis – absent.

Motion passed. 3 ayes, 0 nays, 1 absent

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 HUB International Midwest West Commercial Insurance Proposal for May 1, 2018 through May 1, 2019 in the amount of \$75,316.– For Action

New Business

Trustee Healy motioned to approve the HUB International Midwest West Commercial Insurance Proposal for May 1, 2018 through May 1, 2019 in the amount of \$75,316. Vice President Leafblad seconded.

Finance Manager Kimmey reviewed the Executive Summary presented by HUB with the board and highlighted the Cyber Liability and Crime/Fidelity coverage. Crime/Fidelity coverage was increased and Trustee McShane thought this was very important and shared a couple real life scenarios in which social engineering could occur. Finance Manager Kimmey concluded by stating the bottom line pricing is almost flat versus last year and is even down slightly. Payment options are available but paying in full is the best since it eliminates additional charges.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Accept the 2017 Orland Park Public Library Audit by McClure, Inserra & Company – For Action
Vice President Leafblad motioned to accept the 2017 Orland Park Public Library Audit by McClure, Inserra & Company. Trustee McShane seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Smart Lab Policy – For Action

Vice President Leafblad motioned to approve the revisions to the Smart Lab Policy. Trustee McShane seconded. Digital Services Manager Lashbrook suggested a few revisions to clarify the patron guidelines with an emphasis on safety. 3D Printer guidelines and best practices in the equipment section have also been expanded to limit the responsibility of loss that may occur from use of the various equipment found in the Smart Lab, in particular patrons are not to interact with 3D printers unless given instruction by staff to do so.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Circulation Policy – For Action

Vice President Leafblad motioned to approve the revisions to the Circulation Policy. Trustee McShane seconded.

Technical Services Manager Xie has created a branch library through Polaris allowing reciprocal borrowers to place holds on Orland Park materials. Director Weimar mentioned reciprocal library card holders will be queued behind OPPL card holders. Patron Services Manager Hildebrand stated reciprocal borrowers currently account for 15% of circulation of materials. Trustee Healy noted a few grammatical edits.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Study Room Policy – For Action

Trustee Healy motioned to approve the revisions to the Study Room Policy. Trustee McShane seconded.

Trustee Healy questioned why the verbiage of Orland Park residents being given priority has been removed. Director Weimar answered that staff would be unable to meet this requirement by forcing patrons out of rooms. Trustee Healy stated the policy could be approved at this point, but would like to revisit it later regarding cardholders before discussion on the building renovation take place. Trustee McMillan stated it could be done.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad excused herself from the meeting at 10:00 p m.

Approval of the revisions to the Meeting Room Policy – For Action

Trustee McMillan motioned to approve the revisions to the Meeting Room Policy. President Barcelona seconded.

Public Information Manager Boyd suggested to take out the fees associated with use by businesses. Trustee Healy mentioned she found a few grammatical edits and said she would submit them to be corrected.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the registration and travel reimbursement for the following staff: John Burke, Fanny Camargo, Holly Balasa, Paul Rubio, Alice Grabowski, Renee Neupauer, Dushaun Phelps, Shane Peterson, Chris Schultz and Maurya Orr to attend the Reaching Forward Conference to be held on May 4, 2018 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,650 – For Action

Trustee Healy motioned to approve the registration and travel reimbursement for the following staff: John Burke, Fanny Camargo, Holly Balasa, Paul Rubio, Alice Grabowski, Renee Neupauer, Dushaun Phelps, Shane Peterson, Chris Schultz and Maurya Orr to attend the Reaching Forward Conference to be held on May 4, 2018 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,650. Trustee McShane seconded.

Director Weimar stated it costs \$150 per person and with travel expenses included it comes to approximately \$1,650. Trustee Healy asked if staff were being rotated from year to year to attend and Director Weimar confirmed they are. Digital Services Manager Lashbrook will be presenting at the conference, while Youth Services Manager Smits will be manning the iREAD booth that day.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of Resolution 2018-01 A Resolution Authorizing the Settlement of Various Tax Rate Objection Cases – For Action

Trustee McMillan motioned to approve the Resolution 2018-01 A Resolution Authorizing the Settlement of Various Tax Rate Objection Cases – For Action

No Discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for Orland Park Public Library Board Trustee members to attend the “Funding and Design for a Renovation or New Building Project: What Trustees Need to Know” workshop on Saturday, May 19, 2018 at Alsip-Merrionette Park Public Library District in the amount of \$15 each –For Action

Trustee McMillan motioned to approve the Orland Park Public Library Board Trustee members to attend the “Funding and Design for a Renovation or New Building Project: What Trustees Need to Know” workshop on Saturday, May 19, 2018 at Alsip-Merrionette Park Public Library District in the amount of \$15 each. Trustee McShane seconded.

Director Weimar stated this workshop would be very informative and it runs from 9:00 a.m. to noon. Trustee McMillan and Trustee McShane said they would be able to attend and Trustee Healy said she would not be available.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for Orland Park Public Library Board Trustee members to attend the LACONI Trustee Banquet 2018 to be held on Friday, May 18, 2018 at The Carleton of Oak Park Hotel in the amount of \$65 each –For Action

Trustee McMillan motioned to approve the Orland Park Public Library Board Trustee members to attend the LACONI Trustee Banquet 2018 to be held on Friday, May 18, 2018 at The Carleton of Oak Park Hotel in the amount of \$65 each. Trustee McShane seconded.

Director Weimar pointed out John Chrastka, Executive Director of EveryLibrary will be this year’s speaker. He will speak about advocating in support of public funding for libraries and building public awareness of funding initiatives.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee Healy wanted to thank the board for sending her to PLA this year. She really enjoyed her time there and took a lot of notes, some of which she shared with department managers. A few highlights from the programs she attended included a suggestion that staff be able to work on their own genealogy research in order to be experts and better able to help patrons. Programs are sometimes worthwhile even if the attendance numbers are not high. Outreach Manager Cuci offered the ESL program as an example of such a type. Book discussions could be held in locations related to the theme of a particular book. Director Weimar stated the 2019 Per Capita Grant requirements should be started. Trustees have been given Chapters 6-10 of the Illinois Library Association’s *Trustee Fact File, Fourth Edition*. Trustees must review and discuss these chapters in the upcoming months.

Announcements

Trustee McMillan moved to adjourn the meeting and it was seconded by Trustee McShane.

Adjournment

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 10:30 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson