

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 18, 2018

The meeting was officially called to order by Christian Barcelona, President at 7:00 p.m.

Call To Order

Members present: Christian Barcelona, President; Joanna Leafblad, Vice President; Elan Kleis, Secretary; Diane Jennings, Treasurer; Dan McMillan, Trustee; Charles McShane, Trustee

Roll Call

Members absent: Nancy Healy, Trustee (7:04)

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; 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

Secretary Kleis moved to approve the May 21, 2018 minutes. Vice President Leafblad seconded. Vice President Leafblad noted a grammatical edit. No further discussion.

Minutes

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

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

Secretary Kleis motioned to move into Executive Session to approve closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions at 7:03. Vice President Leafblad seconded. A roll call vote as follows: Barcelona – aye; Healy – absent; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent

Secretary Kleis motioned to resume regular session at 7:26. Vice President Leafblad seconded.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer's Report

Vice President Leafblad moved to accept the Treasurer's Report for May 2018. Trustee Healy seconded. Trustee McMillan asked why the Automation, Audio Visual and Library Supplies budget line items are over budget. Director Weimar explained Digital Services Manager Lashbrook purchased new computers for the public which caused the Automation line to go over budget. Also, Spring and Fall are heavy release times for Audio Visual purchases and Technical Services Manager Xie explained an annual purchase of RFID tags is costly and are paid through the Library Supplies line budget. Finance Manager Kimmey said the supplies purchased for the StoryWalk was a large expenditure and caused the Patron Programs & Events line item to go over budget on a year-to-date basis.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Vice President Leafblad moved to accept the payment of bills listing from 5/22/18-6/18/18. President Barcelona seconded. No discussion

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

Motion passed. 7 ayes, 0 nays, 0 absent

Overall for 2018, circulation has increased 2%. Our electronic resources circulation statistics are still climbing, and RBdigital stayed flat, an improvement over the past months of declining usage. Youth Services Manager Smits spoke on the Summer Reading Challenge Kick-off and was very happy to say it was a huge success with approximately 400 patrons signing up. A magician, as well as Nova Quarter Horses provided some of the entertainment that day. An article was published in the Orland Park Prairie about the many volunteers that participated in the Kick-off. Currently, 1,487 people have signed up for the Summer Reading Challenge: 438 adults, 806 children, and 243 teens. Monday, June 18 was the first day to turn in reading logs and finish the reading challenge. So far, 4 adults, as well as 1 child have completed. 13 patrons have finished the scavenger hunt.

Librarian's Report

Outreach Services Manager Cuci talked about the library's plans for the Taste of Orland celebration the weekend of Aug. 3-5. Once again the library will be doing a "Show Me Your Library Card" promotion at the Taste. The library will be giving out colorful sunglasses with the library's name on the arm of the glasses as the premium item to anyone who is able to show their Orland Park Public Library card at the booth. A spin-the-wheel game will also be used to attract attendees to the table with prizes such as rubber duckies.

Patron Services Manager Hildebrand talked about the new service that allows reciprocal borrowers to place holds on Orland Park Library items. In one instance, a new library patron brought her friends to a Thursday night program at the library. The friends had library cards for other area libraries. The friends were able to become reciprocal borrowers.

Trustee McMillan said he has read about the process for reconsideration of materials.

An Orland Park Library cardholder submitted a request for reconsideration of materials on a foreign film titled *Ajami* which was added to the collection in 2010 and has circulated over forty times. Over seventy libraries have the film in their collection, as it was a winner of numerous awards in 2009. Adult Services Manager Masura has responded to the patron with his research findings and believes it meets the library's Collection Development Policy. Trustee McMillan related how the First Amendment was talked about within the chapters the Board were asked to read, to be discussed later, from the Trustee Facts File, Fourth Edition.

Trustee Healy said some of the Database Statistics looked low. Director Weimar said EBSCO statistics changed due to the way they report statistics and believes the numbers are more in-line with the one-click method of tracking statistics done now in the library. Director Weimar explained the database usage is slower during the summer due to students not being in school. Public Information Manager Boyd sent a series of eBlasts which helped to increase patron awareness of the library's databases in May. Digital Services Manager Lashbrook explained the Lynda.com database was not accessible for a little over a week, but still had a strong presence.

Trustee McMillan asked what the term NR Remote stood for. Assistant Director Adamowski said those are 'non-reference' related questions such as: Where's the bathroom? Do you have a pay phone? Non-Reference Remote Statistics were higher last year due to the flooring project because many patrons asked for assistance in finding the staircases, exit doors, or various collections. Trustee Healy was pleased to see the IT class numbers were up.

Director Weimar, Finance Manager Kimmey, and Assistant Director Adamowski have been researching other health insurance options for library staff. Trustee McMillan asked about the employee Walking Challenge. Director Weimar said the Walking Challenge is going very well and most employees are averaging 100 miles per month.

Trane serviced Chiller 1 on May 29. All four condenser fan contactors for circuit 1 were replaced. Even though only one contactor failed, Trane recommended that they all be replaced due to them being worn out. The four contactors for circuit 2 were also replaced.

TYCO Security serviced the access card system in early June. Assistant Library Director Adamowski discovered a problem with the system when she was unable to delete access cards of two former staff members. The technician was able to retrieve all of the data showing the access history of all staff and others using access cards. The problem was believed to be caused by Microsoft Windows automatic server backup which may have corrupted the system. Information Technology staff continue to back up the access card system on a monthly basis so data can be retrieved at all times.

On June 11, TYCO Security was called to assist with a problem involving the building's staff entrance. Although the reader and sensor equipment are operational, the door interface card is not transmitting the access card information to the board in the Communications Room. Parts have been ordered which should solve the problem and it is hoped that the door will be functional by mid-week. The staff have been using the south entrance or the main library doors to enter the building.

Maintenance Superintendent Steve Newman and Maintenance Assistant Joe Ebert installed the new aerator in the library's pond. The aerator's spray reaches 11' high and 8' wide and is doing an excellent job in keeping the pond water moving and not letting algae form on the water's surface. The aerator has been installed in the north end of the pond which is the deepest area at 15 feet. It can be easily spotted as patrons walk or drive by on Ravinia Avenue.

Over the weekend the library's AAON rooftop unit stopped functioning due to the condensers being dirty and clogged with debris. Maintenance Superintendent Newman and Maintenance Assistant Ebert power washed the motor this morning and the unit is working.

The library's StoryWalk installation is moving right along. The library received the angled display frames from Barking Dogs Exhibits. Schillings Lumber allowed the library to pay cost for the 12 12' wooden posts and the Village's Parks and Grounds Department has agreed to cut the posts in half at a 45 degree angle. All graphics requests have been submitted as of today. Although the library hoped to have the StoryWalk debut in mid-June, it looks as if that date will be closer to early July.

The library participated in the Village's Market at the Park event on Thursday, June 7. Director Weimar, Adult Services Reference Librarian Katie Allan and Assistant Library Director Adamowski manned the booth from 4-8 p.m. that evening. Summer reading registrations were taken at the booth, as well as offering additional information about library services and programs. The children were able to create scratch-off animal masks which they really enjoyed. It was a very busy evening with an estimate of over 200 patrons visiting the booth. The library will again participate this Thursday June 21, as well as July 5 and 19.

The library hosted a RAILS-sponsored workshop entitled *A Librarian's Guide to Homelessness* on June 14. 27 librarians, including several from our library, registered for this training which focused on how to understand and work with individuals experiencing homelessness. The training was led by Joe Dutra and the library was happy to be able to host such an important and timely professional workshop.

Trustee Healy asked Outreach Services Manager Cuci how the Promoting Healthy Communities grant and offering better reference for medical questions was going. Outreach Services Manager Cuci said she completed her 4-week training and she is planning on having several new health programs at the library in the future.

Vice President Leafblad mentioned she attended the technology petting zoo at the Summer Reading Challenge Kick-off and really enjoyed it. Digital Services Manager Lashbrook said the volunteers at the petting zoo table were particularly dedicated.

No reports 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

Approval of the agreements with the architect for the roofing repair project and the renovation project subject to the approval of the library attorney and to authorize the Library Director to sign the agreements – For Action

Unfinished Business

Secretary Kleis moved to approve the agreements with the architect for the roofing repair project and the renovation project subject to the approval of the library attorney and to authorize the Library Director to sign the agreements. Vice President Leafblad seconded.

Director Weimar said the proposals were signed in May and the next step is to sign the agreements. The library's lawyer has reviewed and revised the agreements and they are now in the hands of Wight & Company's lawyers. Director Weimar gave some information about the expected date of the roofing project completion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Resolution No. 2018-03 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action

Vice President Leafblad moved to adopt Resolution No. 2018-03 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library. Secretary Kleis seconded.

Director Weimar said, by law, the resolution must be passed in June. The resolution will be verified by posting it on the website, as well as having it placed in the newspaper. A copy will be sent to Secretary of State Jesse White. Trustee Healy said in September 2017 it was amended for Cook and Will counties. Attorney Walsh said this was the most current updated version of Prevailing Wage rates we have.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the revisions to the Reference and Readers’ Advisory Service Policy- For Action

Secretary Kleis moved to approve the revisions to the Reference and Readers’ Advisory Service Policy. Vice President Leafblad seconded.

Director Weimar said this revision was a result of the requirement of the 2019 Per Capita Grant regarding reference service to patrons. Trustee McMillan said the word ‘tax’ should not be stricken when explaining what advice or opinions the librarian will not offer. The board agreed and decided to accept the Policy as amended.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Resolution No. 2018-04 to A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Trustee Healy moved to adopt Resolution No. 2018-04 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees 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 – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Strategic Plan Update – For Discussion

Public Information Manager Boyd presented an overview of the 2018 Strategic Plan, which is still in

progress, with some action steps already complete. Public Information Manager Boyd mentioned the committee meets on a monthly basis to review the plan's progress. Trustee McMillan asked how the library conducts off site library card drives. The Taste of Orland Park and Senior Expos are examples of events in which library card drives are conducted. Trustee McMillan also asked if the objective for Goal 3 relating to increasing the number of patrons visiting the library was being measured year over year. Director Weimar confirmed it was and we would not know until the end of the year if it had been met. Non-residents now being able to participate in the library's programs, as well as place holds on materials is helping to increase the statistics of patrons visiting the library and items circulated.

Chapter 8 : Public Services Reference and Readers' Advisory Services of Serving Our Public 3.0 : Standards for Illinois Public Libraries review– For Discussion

Digital Services Manager Lashbrook spoke about how a website designer and developer are very different. He feels the library website needs a web designer to revamp it for better internet interactive presence since he feels it currently is outdated. Trustee McShane asked if he was thinking of re-skinning the website, going to use base level SCO and whether it would be built by scratch or just modified. Digital Services Manager Lashbrook said it will not be coded over and will receive a full re-do makeover. Director Weimar said she would like to see the catalog have a better presence on the front page. There is a tentative timetable to complete the update by October and monies from the Library Consultant line may be used. Trustee Healy said in reference to item #13, yearbooks will be a bigger draw than the founding documents. Outreach Services Manager Cuci said there are currently 938 pieces in the founding documents collection for genealogy research. She also mentioned ProQuest Historical Newspapers are a wonderful tool for locating past documents. Lashbrook said the staff should be trained in the use of the JAWS reader-for visually impaired individuals in order to assist those patrons in need.

Review of Chapters 6 – 10 of the Trustee Facts File 4th Edition – For Discussion

Director Weimar said she was a little disappointed the book has not been updated since 2012. In reference to Chapter 6 she said it deals with access to information in a responsible way. The library has put many measures into place which allow information to be obtained by patrons of all ages in a reasonable manner. Trustees stated they had read the required reading and were aware of their responsibilities.

Director Weimar said focus groups can start up this summer after the agreement has been signed for the renovation project.

Announcements

She also mentioned a certificate will be presented to the Library Board of Trustees, on Sunday, June 24 at 2 p.m. before the Summer Concert, by architects from AIA in recognition of the Orland Park Public Library building being named one of the 200 Great Places in Illinois in honor of Illinois' Bicentennial.

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 – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:06 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson