

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 16, 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; Elan Kleis, Secretary; Diane Jennings, Treasurer; Dan McMillan, Trustee; Charles McShane, Trustee

Roll Call

Members absent: Nancy Healy, Trustee; Joanna Leafblad, Vice President (7:05)

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

Treasurer Jennings moved to approve the June 18, 2018 minutes. Secretary Kleis seconded. No discussion.

Minutes

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Secretary Kleis moved to accept the Treasurer’s Report for June 2018. President Barcelona seconded. Trustee McMillan asked how the budget amounts are calculated. Finance Manager Kimmey explained the library shows expenditures in a straight line budget in which the annual budget is allocated on a monthly basis. This method does not take into account the fluctuation that occurs on a monthly basis.

Treasurer’s Report

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer Jennings moved to accept the payment of bills listing from 6/19/18-7/16/18. President Barcelona seconded. Trustee McMillan asked about the payment to 22nd Century Media. Director Weimar said this payment was for the publications of the Treasurers Report FY17 and the Prevailing Wage Resolution in The Orland Park Prairie. Next year the Prevailing Wage Resolution will be posted on the library's website instead of the newspaper which will save money.

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

The presentation by the American Institute of Architects on June 24 commemorating the library being named to the The 200 Great Places in Illinois list went very well. Congressman Bobby Rush sent a very nice letter which was read to the audience, and State Representative Fran Hurley was kind enough to attend.

Librarian's Report

Our circulation and annual visitor statistics have steadily increased over the last three months. Patron Services Manager Hildebrand was very happy to report circulation statistics increased 2% and patron attendance is up 7% compared to last year.

Outreach Services Manager Cuci reported 187 people attended the June 24 Summer Concert Series. She stated the patrons are enjoying the Sunday concerts which this year featured five concerts with various genres of music. She also mentioned the library received six brand new sewing machines that were donated from Sew Vac Direct. She stated that the library always wanted to support sewists in the community and that the-sewing machines will be used for new sewing programs in August.

Trustee McMillan asked about the database statistics in the monthly report generated by Adult Services. Adult Services Manager Masura talked about database statistics and over the past year the library has used the one-click method to track database usage. Digital Services Manager Lashbrook said Ancestry.com, for example, does not count statistics the way the rest of the databases count them. The library is moving toward a more accurate way of counting and thus numbers may look lower than before but they will be more honest, granular statistics. Vice President Leafblad pointed-out the library would have better comparison numbers in 2019 due to the process having been changed long enough ago that a month to month comparison will become possible. Director Weimar mentioned the database budget may increase for FY2019 because a new genealogy database is being considered for purchase.

The Per Capita Grant is half completed. Another requirement calls for staff and trustees to complete one online education opportunity that focuses on the needs of patrons with challenges or disabilities. Director Weimar told board members to look for an email with a link(s) to a suitable webinar that she will send. The remaining requirement for the grant will concentrate on the Veteran's project which our library has been involved with for years.

The Master Plan process for the upcoming renovation project is beginning this week. Questionnaires to be completed by all staff will be sent to department managers at the end of this week, followed by the manager's summary. The summaries are due back to Wight & Company by August 1, and the data will be used during the meetings between the architects and managers in early August. The Master Plan should be completed by October.

Assistant Library Director Adamowski and Maintenance Superintendent Steve Newman met with District 135 Superintendent of Parks and Grounds Rick Hanson on July 3 to discuss the possibility of his crew assisting with the library's snowplowing beginning in January 2019. District 135 Superintendent of Parks and Grounds Hanson was very helpful in sharing information as to what vehicle and equipment the library should purchase if it is decided that is the direction to follow.

Vice President Leafblad asked if the village might be willing to agree to plow the library parking lot during emergency situations of six inches or more for example. Trustee McMillan said the village doesn't have the manpower and would like to see the library be self-sufficient with their own truck. Treasurer Jennings said the cost savings to the library by purchasing our own vehicle would be worth the investment. President Barcelona asked if Maintenance Superintendent Newman would be agreeable with the overtime or earlier hours. Assistant Director Adamowski said his hours would need to be adjusted, but that he and Maintenance Assistant Joe Ebert are quite flexible.

Mark Nelson of Wight & Co. contacted Assistant Library Director Adamowski to explain the steps that will be taken regarding the upcoming roofing project. By Wednesday of this week, a preliminary project schedule will be issued and there will be a review meeting with Assistant Library Director Adamowski and Superintendent Maintenance Steve Newman to make any adjustments. After Nelson of Wight & Co. reviews the project drawings he will schedule site visits to inspect the roof. His crew will inspect the entire roof to see if other areas may need immediate repair or if the remainder should be addressed before its anticipated replacement in 2023. After the inspections the bidding process will begin. Wight & Company is aware of the library's anticipation in completing the roofing project by October 2018.

On July 16, a service call was made to TYCO Security concerning the access control system.

Superintendent Maintenance Newman and his staff have been busy with summer clean-up outside on the library grounds, as well as upkeep within the building. Superintendent Maintenance Newman brought 9 broken book carts to A-Julian Welding for repair. All of the carts had shelves that were broken off and they were welded back. Maintenance Assistant Joe Ebert has been busy painting all of the book carts on both the patron and staff side bright colors that have really brightened up the building.

The library was set to participate in the July 5 Market at the Park event but it was cancelled due to heavy rains. On July 21 the library's technology will be highlighted as the Digital Services Manager brings the Star Wars and regular spheros to the Market. Adult Services Reference Librarian Deborah Oedzes and Adult Services Assistant Manager Diane Srebro will man the table and let the patrons know about the library's many services and programs, as well as register some of those last minute summer readers.

On Aug. 3 the library will have its annual In-service Day for all staff. The day will begin with a training presentation by the Orland Park Police Department on active shooting situations. A fire drill will be conducted by the Orland Fire Protection District. The keynote speaker, Dr. Katherine Jeffery will present The Generational Shift to the staff in which she shares how staff of different generations can work respectfully and cohesively with each other. In the afternoon 4 breakout sessions will be offered: Self-defense, meditation, technology petting zoo and Escape Room 80s Style. Digital Services Manager Lashbrook will be informing the staff about the newest technology that the library has to offer such as Roku sticks, Hotspots and information about the Orland Park Public Library app. Youth Services Reference Librarian Vanessa Fernandez will be leading us through the clues of the Escape Room and bring back all of the wonderful memories. 17 staff members will receive their service awards that day, as well.

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**

None

**Unfinished
Business**

Approval of the Trane Tracer SC hardware and software maintenance agreement in the amount of \$8,861.00 for July 1, 2018 through June 30, 2019 – For Action

New Business

Secretary Kleis moved to approve the Trane Tracer SC hardware and software maintenance agreement in the amount of \$8,861.00 for July 1, 2018 through June 30, 2019. Vice President Leafblad seconded.

Trustee McMillan asked what the prior amount was. Assistant Director Adamowski said this years’ service agreement renewals cover the hardware and software and there is an increase of approximately \$200. She also reported that Maintenance Superintendent Newman is very happy with the customer service from Trane and that they are responsive to the library’s HVAC needs.

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

Adoption of Resolution No. 2018- 05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account – For Action

Vice President Leafblad moved to approve the Adoption of Resolution No. 2018- 05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account. Trustee McShane seconded.

Trustee McMillan asked if a certain amount is always moved each year. Finance Manager Kimmey said each year it is determined how much to move depending on how much excess funds are available.

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

Approval for Patron Services Manager Theresa Hildebrand to attend the 2018 Back in Circulation Again Conference from October 15-16, 2018 in Madison Wisconsin in an amount not to exceed \$900 – For Action

Secretary Kleis moved to approve Patron Services Manager Theresa Hildebrand to attend the 2018 Back in Circulation Again Conference from October 15-16, 2018 in Madison Wisconsin in an amount not to exceed \$900. Vice President Leafblad seconded.

Patron Services Manager Hildebrand said this conference is held every other year and is especially focused on all things relating to patron services. Employee retention, staff motivation and others' ideas about new and different services being offered at various libraries will be presented.

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

FY2019 Budget and Levy – For Discussion

Finance Manager Kimmey referred to the draft Budget, Levy, Appropriation FY2019 spreadsheet and said it was created in order to get feedback from the board and that the library is initially looking at increasing the levy by 2.5%. He also mentioned that the third and final phase of the employee gap salary adjustments are included in the Salaries line and in revenue Other Sources. Health and Life Insurance policy pricing is still being worked on to get the final amounts. Trustee McMillan said the library should get serious about getting their own health insurance and wanted to know if all the plans would be fully insured. Finance Manager Kimmey confirmed the health insurance plans would be fully insured plans. Director Weimar said since the library has shifted to merit increases for staff there would be a range, but for now 3% was budgeted in. Director Weimar said a web redesign is in process. Finance Manager Kimmey said 12% of the budget was allocated for books, audio-visual, periodicals and databases. Trustee McMillan asked about the library consultant budget line item. Director Weimar stated the number was not determined yet. Digital Services Manager Lashbrook talked about lowering the line item for the IT consultant which would then free up those funds since he feels many of those duties can be handled in-house. Outreach Services may need a new library van next year. Public Information Manager Boyd mentioned funds for printing need to be increased for newer marketing strategies taking place. The library's first Facebook ad was recently purchased and has already increased "likes" exponentially. Other budgeting news for the Village was mentioned. President Barcelona mentioned that Video Gaming is coming soon to The Village of Orland Park. Finance Manager Kimmey said the library's bond is for the most part decreasing until 2022 when it will be paid off.

Treasurer Jennings handed out evaluations for Director Weimar and said they need to be received back to her by Aug. 15. Director Weimar said the October ILA conference in Peoria will be on the August agenda so any interested board members should let her know as soon as possible if they would like to attend in order to have their names included. Assistant Director Adamowski said she would like the trustees to bring their Safety Manual, as well as their Policy & Procedure Manual to the August board meeting to be updated.

Announcements

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

Adjournment

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

The meeting was adjourned at 8:19 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson