

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 20, 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; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee; Charles McShane, Trustee

**Roll Call**

Members absent: Joanna Leafblad, Vice President; Elan Kleis, Secretary

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance 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 July 16, 2018 minutes. Trustee McShane seconded. No discussion.

**Minutes**

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

Motion passed. 5 ayes, 0 nays, 2 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

**Introduction of Visitors**

None

**Public Comment**

Treasurer Jennings motioned to move into Executive Session at 7:04. Trustee McShane seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – aye.

**Executive Session**

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer Jennings moved to resume regular session at 7:35. Trustee McShane seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer Jennings moved to accept the Treasurer's Report for July 2018. President Barcelona seconded. No Discussion.

**Treasurer's Report**

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy moved to accept the payment of bills listing from 7/17/18-8/20/18. Treasurer Jennings seconded. Trustee McMillan asked about the Schindler Elevator payment. Assistant Director Adamowski said the payment was for their annual preventative maintenance fee.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Public Information Manager Jackie Boyd resigned from her position and her last day was Aug. 15. The Public Information Manager posting went out last week and interviews will be scheduled over the next several weeks.

**Librarian's Report**

The Village of Orland Park approved a resolution to allow IMRF members associated with the Village and Library an early buy out if they had 20 years of service with Orland Park and were age 55 or over. This retirement incentive may have a significant impact on the library's budget of potentially \$660,000 plus. The cost would impact 2021's budget and Administration does not have any of the payment particulars at this time, nor what staff are interested. Trustee Healy asked if Attorney Walsh could write a letter to the Village indicating the need to communicate with the Library Board whenever they pass anything that would impact the Library financials.

The tax abatement proposal discussed with the Village is still pending upon further corrections to the draft Intergovernmental Agreement. Library Trustees were sent a draft of this document several weeks ago. Finance Manager Kimmey said there would be a potential \$125,000 impact over a 10 year period if the Library agrees to the tax abatement proposal. Trustee McShane said he doesn't feel the Library and public tax monies should be used to fund private companies.

Our circulation is still on the upswing. The overall increase for the year is 2%. Contributing factors are: allowing reciprocal borrowers to place holds, increasing limits of Hoopla downloads, diligence on tracking OverDrive holds, reciprocal borrower's attendance in youth programs, checking out gaming equipment and iPads for in-house use and better security of these items, Patron Services' staff placing holds for patrons at main desk, and improved hardware at self-checkout stations.

Digital Services Manager Lashbrook said during the recent library In-Service Day an upgraded version of our ILS-Polaris was installed throughout the library on all necessary PC stations. With the upgrade, the public will also notice that the catalog will scale to mobile devices for easier access. Two new self-checkout stations, created by IT staff, have been rolled out. The old ones were clunky and slow, and the new ones are sleek looking and display Library programs and services on their monitors. The parking lot security cameras project will be happening soon. The new cameras will be digital and weather proof. Trustee Healy asked if the inside cameras were done. Director Weimar said that CTC has completed the camera upgrades for inside the library.

Youth Services Manager Smits said the Summer Reading Challenge is completed and the end of summer party on 8/11 was very well attended with 375 patrons coming to the library to celebrate their

reading achievements after hours. 75 teens were in attendance for the Zombie party that evening, as well. Overall 1966 patrons registered for the challenge with 884 completed. This was a higher completion rate than 2017. Children, birth—grade 5, read a total of 359,939 minutes while teens/adults read a total of 5,225 books. Smits is researching an online app called Beanstack to be used for next year's various reading programs. Beanstack is a software which allows patrons to register for reading programs and track their own reading statistics. During reading programs, many libraries are measuring participation and completion statistics as opposed to registration and completion numbers as a more true indication of patron involvement.

Adult Services Manager Masura distributed a Hoopla statistics sheet which showed usage information such as peak download time as weeknights after 7:00 p.m. The change in download limits from 10 to 20 items, along with marketing has helped increase usage. Audiobooks are very popular because of the large non-fiction title selection, and overall the average cost of Hoopla item is \$2.04 each. Masura stated that there is a lot of talent in the Adult Services Department and he showed colorful baskets made out of magazines pages as the latest DIY craft project offered to patrons by Reference Librarian Rosemarie Forto-Whitemiller.

Outreach Services Manager Cuci lead the recent sewing program in which 22 patrons attended. The program allowed patrons to become acquainted with the machines and their functions. Trustee Healy inquired as to where the machines were obtained. Cuci stated they were donated by Sew Vac Direct and a thank you was in the summer newsletter. The next class will involve patterns and choosing the appropriate fabrics for certain projects. All of the Library Summer Concert Series were well attended, with attendance in the triple figures. Some upcoming fall programs will focus on: LBGTQ, Autism and Mental Health issues which our Strategic Plan highlighted to address underserved populations.

Technical Services Manager Xie is working with Polaris and Overdrive eBooks to get titles to automatically load into the library's system. This in turn will allow Adult Services and Polaris to work more seamlessly since the checkout function and availability information will both be improved. IPLAR report numbers will also be more accurate. Trustee Healy asked about Overdrive prices. Adult Services Manager Masura said prices are still high and restrictions vary between publishers. Trustee Healy also asked about a glitch with music equipment during a recent story time. Youth Services Manager Smits said she knew about the issue that occurred, which was related to an employee being unfamiliar with an iPod and is hoping update the technology during the upcoming building renovation project.

On July 20, Reliable Fire did their annual check of the library's fire systems, including the sprinklers and fire pumps. All systems are in good working order.

Several bricks near the 5-minute parking were damaged last year when a car jumped the curb. GOK Masonry repaired the area and there is no tell-tale sign of the repair.

In July, Jackie Boyd, Steve Newman and Mary Adamowski met with Brandon of One-Up Signs to discuss the possibility of installing banners on the library's light poles in the parking lot. In order to market the library and its programs and services throughout the community an idea was discussed that the publicity should start at the library. The areas that were decided to have the best optimal view are the poles adjacent to Ravinia Avenue and the center ones of the lot. Brandon delivered two estimates for this proposed marketing idea. The quotes include the cost of 18 double-sided, full-color vinyl banners, as well as the hardware and installation. The quotes of \$4830.00 and \$6430.00 vary in price by \$1600.00 because of the difference in the standard and premium hardware. Steve has recommended that the library consider purchasing the premium hardware so there is less chance of corrosion of the metal. Ideally the Graphics Department would create new banners 3 times a year to coincide with the publication of the newsletter. The first set of banners that the library would like to create and install would be ones that publicize AIA's recognition of the library as one of 200 Great Places in Illinois. At this time Administration asked for the approval of the Board to proceed with this project. The Board was in full agreement to proceed with the project.

The installation of the library's StoryWalk began in late July. It was stopped so that the Village could prepare for the Taste of Orland and then Public Works resumed work on August 6. As of today all 24 posts have been installed. The posts were not cut to specifications that the library provided and Steve has been cutting the posts to the recommended height for easier viewing by the children. Due to the

late installation of the walk, Brandi Smits chose a fall title, *Goodbye Summer, Hello Autumn* by author Kenard Pak to be the debut book. Graphics Designer Kristen Holding plans to have the artwork completed by September 1 and the library will have the StoryWalk ready to go before the September 15 date which was published in the upcoming newsletter.

The Friends of the Orland Park Library will be holding their upcoming Fall Extravaganza book sale on Saturday, September 8 from 9 a.m.—3 p.m. in Room 104, as well as the corridor and lobby of the library.

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**

Roofing Improvement Project – For Discussion

**Unfinished Business**

Mark Nelson and Nick Jaworsky of Wight & Co. have met with Administration and Superintendent Maintenance Steve Newman to discuss the upcoming project. A timeline was given that estimates the project to be completed by December 5. An Advertisement for Bid for Roofing Improvements was published by the library in the Daily Southtown on Sunday and will continue through Tuesday. All of the bid documents, as well as the bid submissions will be done electronically and sent to Wight & Co. Mark emailed Assistant Director Adamowski today to say that 8 companies have requested bidding documents and one company is a confirmed bidder so far. He will reach out to all of the companies tomorrow who have not yet confirmed their intent to bid.

A mandatory walk-through of the roof will be conducted by Mark and Nick, with Superintendent Maintenance Newman in attendance, on Wednesday morning at 10:00 a.m. Wight & Co. will receive the bids electronically on Sept. 4 and send a follow-up confirmation of receipt email to the bidding contractors. At 5:01 p.m. on Sept 4 Wight will open the submitted documents and begin the bid review. Wight & Co. has been asked to inform Administration as to the recommended contractor no later than Thursday, September 6. There will be a special meeting of the Board on Monday, Sept. 10 at 7 p.m. to vote on the awarding of the bid.

The awarded contractor will be notified on Tuesday, Sept. 11 of the decision. Although the contract will be awarded by Sept. 11 work is not expected to begin for several days/weeks so that contractors can purchase the necessary materials and ready the job site.

Renovation Project – For Discussion

Director Weimar said the results of the Master Plan Survey questionnaires were given to the board members and they should all take their time to read them over after the meeting. Director Weimar received a call recently from Floyd Anderson of Wight and Co. to inform her that Michael Barnes, the original architect of the building was no longer with Wight and Co at their request. The project is on hold currently and Director Weimar will try to find out if working with Michael Barnes outside of Wight is an option.

#### 2019 Levy and Budget – For Discussion

Digital Services Manager Lashbrook distributed to the board members a handout showing how computer class attendance has greatly increased compared with the last couple years. Due to email connectivity issues the library will be shifting to Office 365 over the Labor Day weekend. There will be an upfront cost but the ongoing savings per year makes the shift very beneficial. Trustee Healy asked if TechSoup could be utilized. Lashbrook said he has looked into TechSoup and since it will be the 365 Education version there will be no cost for the licenses. Over Memorial Day weekend the MaterCard debit cards stopped working through Envisionware and they have not been able to correct the issue. A new company named TBS is being considered to replace them. The credit card transactions through TBS would be more secure but would also require new coin boxes to be leased. Director Weimar said there were some unexpected tax refunds in July from 2017 in the amount of \$78,000. Attorney Don Renner was contacted in regards to these refunds and if there had been PTAB's reflecting these amounts. A handout was discussed about showing how the library's taxes are about 2.8% of residents total tax bill and it showed the difference between a 2.5% and 3% increase in the tax levy. A 3% increase is being recommended and the budget and levy will be passed in November.

Approval for the registration, lodging, travel and meal costs for the 2018 Illinois Library Association Conference in Peoria, Illinois from October 8-11 for Becky McCormack , Brandi Smits, Mary Adamowski, Mary Weimar, and Carol Maresh in the amount not to exceed \$3800– For Action

#### New Business

Treasurer Jennings moved to approve the registration, lodging, travel and meal costs for the 2018 Illinois Library Association Conference in Peoria, Illinois from October 8-11 for Becky McCormack, Brandi Smits, Mary Adamowski, Mary Weimar and Carol Maresh in the amount not to exceed \$3800. Trustee McShane seconded.

Director Weimar mentioned Youth Services Manager Smits is the upcoming 2019 iRead chair and that Carol Maresh will be a first time ILA Conference attendee. Director Weimar and Assistant Director Adamowski have not attended the conference in the last couple of years. The total amount of the conference will be less than \$3,800 since the group will be leaving a day later than proposed and one day of rooms will be dropped.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for the registration and travel costs for the 2018 Illinois Library Association Conference in Peoria, Illinois on October 11 for a Library Trustee – For Action

Trustee Healy moved to approve the registration and travel costs for the 2018 Illinois Library Association Conference in Peoria, Illinois on October 11 for a Library Trustee. Treasurer Jennings seconded.

Director Weimar said the registration cost of \$150 is all inclusive of program and meals, so just travel costs would need to be reimbursed. President Barcelona stated he would be able to attend. Director Weimar will complete his registration.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the contract for Weblinx, Inc. for a website design in the amount of \$13,000 – For Action

Trustee McShane moved to approve the contract for Weblinx, Inc. for a website design in the amount of \$13,000. President Barcelona seconded.

Director Weimar said no contract will be signed unless the attorney says it is in the library’s best interest. Digital Services Manager Lashbrook said Weblinx is a Chicago based web design firm and they priced in the middle of the other quotes received from different companies. The library will still retain their current Web Developer Lina Elzahdan, who will maintain the site. The website server will be hosted off site. Graphic design and coding are two separate departments at Weblinx which is preferred. The annual maintenance cost will be between \$1,200 and \$2,000. Lashbrook mentioned that once Evanced rolls out their updated version in Spring 2019, the library will need to go back to Weblinx to have them upgrade to the new event/calendar software. Lashbrook is researching a change in the library’s URL for easier access.

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

Motion passed. 5 ayes, 0 nays, 2 absent

**Announcements**

The Personnel Committee will meet Aug. 29. The agenda will be sent out on Aug. 27.

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

**Adjournment**

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 9:53 p.m.

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson