

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 17, 2018

The meeting was officially called to order by Joanna Leafblad, Vice President at 7:02 p m.

Call To Order

Members present: Joanna Leafblad, Vice President; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee;

Roll Call

Members absent: Christian Barcelona, President; Elan Kleis, Secretary; Charles McShane, Trustee

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; Andy Masura, Adult Services Manager

Treasurer Jennings motioned to approve the August 20, 2018 minutes. Trustee Healy seconded. No discussion.

Minutes

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

Motion passed. 4 ayes, 0 nays, 3 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer Jennings motioned to approve the September 10, 2018 Special meeting minutes. Director Weimar pointed out the misspelling of Trustee Healy’s name on page two of the minutes. No further discussion.

Treasurer’s Report

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee Healy motioned to accept the Treasurer's Report for August 2018. Treasurer Jennings seconded. Trustee McMillan asked for confirmation that the under budget amount indicated in the General Fund Activity report for Total Expenditures could be earmarked for the roofing improvement project. Finance Manager Kimmey confirmed the amount was able to be used.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee McMillan motioned to accept the payment of bills listing from 8/21/18-9/17/18. Trustee Healy seconded. Trustee McMillan asked about the payment to Current Technologies Corporation. Director Weimar said the payment was for the 50% deposit for the outdoor camera upgrade project which should be completed by the end of September. Weimar explained CTC deducts consultant hours as they are used and any used consultant fees roll over to the next year. IT plans to use less consulting in the future. Trustee McMillan inquired about the Trane invoice. Assistant Director Adamowski confirmed the payment was for the 2018-2019 maintenance agreement for the system's software and hardware and the cost is slightly higher than last year.

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

Motion passed. 4 ayes, 0 nays, 3 absent

The circulation statistics increased 3% overall. All of the electronic circulation statistics are steadily increasing as well.

Librarian's Report

Director Weimar stated the hiring process for Public Information Manager is in its final stages and second interviews have been scheduled for this week. She hopes to make a decision by Friday and have the position filled by the end of October. She would like the final candidate to give their current work place a one month notice. Director Weimar thanked Graphics Artists Kristen Holding and Maurya Orr, as well as Information Clerk Chris Schultz for handling the day-to-day operations this past month. They all did a great job. The evaluation process using the Performance Management Guide is almost finished. Trustee Healy asked Adult Services Manager Masura how the process has worked for him. Masura stated he has had little turnover of staff and he expects to tweak the evaluation process for next year which will make it easier to conduct.

The three unsuccessful bidders were notified on September 11 of the bid award for the roofing improvement project. Architect Mark Nelson has been in touch with Anthony Roofing to get the project started. Anthony Roofing has requested a site visit to do some exploratory work regarding the type of fasteners needed for the cover board.

Over the Labor Day weekend the AAON unit developed condensation which resulted in wet ceiling tiles and flooring in Room 104 corridor. This has never happened before but Steve believes it occurred because of the hot weather and build-up of humidity during that weekend and the days preceding it.

The air handler in the basement stopped functioning but Steve was able to troubleshoot the problem and replaced the shafts and bearings.

On Wednesday and Thursday of last week there was a battery failure of the fire alarm system which

sent a notification to the Orland Fire Protection District. Steve located the batteries that were malfunctioning in the janitorial closet and replaced them. The batteries had previously been changed three years ago. Maintenance will spot check them on an annual basis going forward.

On Thursday, September 13 the library's StoryWalk officially opened. The collaborative effort was a long time coming but the Orland Park community will have this awesome reading adventure to enjoy for a very long time. Graphics Designer Kristen Holding sent out a news blast to over 19,000 email addresses and bookmarks have been created and are being distributed at Patron Services, as well as all service desks.

Brandon of One-Up Signs has received the library's signed estimate for the banner project in the library's parking lot. Kristen Holding has created two banner designs: one which highlights the library's logo, and the other which announces the library's AIA award as one of Illinois' 200 Great Places. There will be 16 double-sided, full color vinyl banners on 8 light poles adjacent to Ravinia Avenue, as well as the center ones on the lot. The banner with the logo imprinted on it will remain displayed at all times, while the other banner will be changed out as the library decides what different program or service should be advertised. Brandon is in the process of ordering the hardware needed and it is hoped that this project will be completed by mid- to late October.

The Friends of OPPL had a very successful Fall Extravaganza Book Sale on Saturday, September 8. They were able to sell books and AV materials at reduced prices and made a considerable amount more than last year's sale. The Friends are holding a board meeting on Tuesday, September 25 at 3 p.m. at which time they will be voting for new officers. If you know of anyone who may be interested in serving on the Friends Board, please let them know about the meeting and the great work they do for the library.

Trustee McMillan asked if the poles on Ravinia Avenue would be used to display the banners. Assistant Library Director Adamowski stated that the light poles adjacent to Ravinia Avenue within the library's parking lot, as well as the center ones in the lot would have the banners mounted on them.

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

Approval of the Minutes from the August 29, 2018 Meeting of the Personnel Committee – For Action

Personnel

Trustee McMillan motioned to approve the August 29, 2018 Meeting of the Personnel Committee minutes. Treasurer Jennings seconded.

Treasurer Jennings reviewed the Personnel Committee meeting recommendations and discussion ensued. Trustee McMillan thanked Treasurer Jennings for doing such a great job. Treasurer Jennings reported the recommended salary schedule for 2019 would reflect a 2% adjustment to keep the previously approved benchmarking on track. The new evaluation tool implemented this year for the first time will determine staff merit raises for 2019. The committee recommends that raises range from 0% for an employee who is underperforming, to 4% for those who have exceeded expectations on a consistent level. A solid performer staff member would receive a 2.5% increase with the competencies used as a guide for further percent increases or decreases. This amount is .5% higher than the salary schedule guideline so employees hired later wouldn't be making the same amount as an employee who are already on staff. Those employees hired after May 1 will not receive a raise until 2020. Trustee McMillan asked how the month of May was decided to be the cutoff point. Director Weimar stated this year's evaluations were based on a shorten evaluation time frame of January to August. Managers will now have a full year to evaluate staff beginning September 2018—August 2019. Finance Manager Kimmy mentioned this is also the final year of the salary gap adjustments that some employees will receive.

The library was officially notified that it will no longer be part of the Village health insurance plan. Director Weimar, Finance Manager Kimmey and Assistant Library Director Adamowski worked with three different brokers to evaluate the various insurance options. Out of the three brokers, Assurance came back to the Library with the best quote and medical insurance would be provided through Blue Cross/Blue Shield. Trustee McMillan commended Administration on doing a great job of taking the initiative to secure insurance options for the staff and their families. There will be an increase of 2% in what the employee would pay for the HSA, BCO and PPO. The employee would then pay 5%, 12% and 30% for the total cost for the HSA, BCO and PPO plans respectively. The HMO option would remain the same at 10% of the total cost to be paid by the employee. Employees going forward in 2019 will contribute 5% toward the vision and dental portion, there will be no cost for basic life insurance for employees.

Director Weimar recommended the hiring of a part-time, IMRF eligible, Human Resource position. She stated this position would assist with the onboarding process, as well as the additional handling of the insurance coverage, explanation of benefits and FMLA. Human Resource positions within public libraries is becoming a necessity.

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

Motion passed. 4 ayes, 0 nays, 3 absent.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

Approval for the Illinois Library Association annual dues (2018-2019) for the Library Trustees in the amount of \$75 each – For Action

New Business

Treasurer Jennings motioned to approve the Illinois Library Association annual dues (2018-2019) for the Library Trustees in the amount of \$75 each. Trustee McMillan seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the 2019 Salary Schedule – For Action

Treasurer Jennings motioned to approve the 2019 Salary Schedule with a 2% increase across the board. Trustee McMillan seconded.

The motion was approved as amended. No further discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of staff salaries for 2019 based on a merit raise performance system with the range of merit increase percentages of 0% to 4% - For Action

Trustee McMillan motioned to approve staff salaries for 2019 based on a merit raise performance system with the range of merit increase percentages of 0% to 4% and new employees hired after May 1, 2018 will not be considered. Trustee Healy seconded.

The motion was approved as amended. No further discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Accept Assurance as the Library's benefit provider for health insurance through Blue Cross/Blue Shield of Illinois, vision insurance through EyeMed, dental insurance through Blue Cross/Blue Shield Dental and life insurance through MetLife– For Action

Trustee Healy motioned to accept Assurance as the Library's benefit provider for health insurance through Blue Cross/Blue Shield of Illinois, vision insurance through EyeMed, dental insurance through Blue Cross/Blue Shield Dental and life insurance through MetLife. Trustee McMillan seconded.

Trustee McMillan wanted to know when open enrollment would be for the new library health insurance plan. Finance Manager Kimmey said he is in the process of working out a plan to have open enrollment occur between late October to mid-November. Insurance coverage would take effect January 1, 2019.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the Benefit Cost Allocation for 2019 – For Action

Trustee McMillan motioned to approve the Benefit Cost Allocation for 2019. Trustee Healy seconded.

Trustee Healy commented she was pleased employees will be contributing a higher percentage towards their health insurance coverage.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the Library Director's 2019 salary with a merit increase of 4% - For Action

Treasurer Jennings motioned to approve the Library Director's 2019 salary with a merit increase of 4%. Trustee McMillan seconded.

Trustee McMillan said he thinks Director Weimar is very passionate about libraries and her work and she should continue her passion, especially by staying out in the community. Vice President Leafblad shared a story about how she was present at a gathering and a neighbor was discussing all of the different programs and services the library has to offer. The neighbor was very excited about all of the great things at the library. Trustee McMillan also mentioned there is great teamwork among the managers and their staff.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval to create a Human Resource 20 hour part-time position in 2019 – For Action

Treasurer Jennings motioned to approve creating a Human Resource 20 hour part-time position in 2019. Trustee McMillan seconded.

Trustee McMillan asked why this was a non-exempt position. Director Weimar said this position, at this time, will not manage staff. However, if the position does go to full time status in the future it will then be changed to an exempt position. Finance Manager Kimmey said a lot of libraries similar in size to the Orland Park Public Library have a full-time Human Resources person. A part-time Adult Services Reference 1 position was not filled to help pay for the Human Resources position. Trustee Healy expressed concern about having such a sensitive position be part-time. The job ad will be posted in November and the position is expected to begin in January 2019.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of a contract with Today's Business Solutions for MYPC and print management with three coin/bill/credit card kiosks and three point of sales solutions with a five year lease option including maintenance for five annual payments of \$8,619.90 and authorize the Library Director to sign the contract after review and approval by the Library's attorney – For Action

Trustee Healy motioned to approve the contract with Today's Business Solutions for MYPC and print management with three coin/bill/credit card kiosks and three point of sales solutions with a five year lease option including maintenance for five annual payments of \$8,619.90 and authorize the Library Director to sign the contract after review and approval by the Library's attorney. Trustee McMillan seconded.

Director Weimar and Digital Services Manager Lashbrook discussed how EnvisionWare was the company the library has contracted with for the self-checkout hardware and software, PC Reservation software which allows access to public computers, and print release stations with fine payment capability. Since 2013 there has been a steady decline in customer service which has impacted service to library patrons. Beginning in late May there was an issue involving Verifone's upgraded software that would not allow library patrons to make fine payments using their MasterCard credit and debit cards. Digital Services Manager Lashbrook made numerous attempts to work with Envisionware to fix the problem but they were very unresponsive. The problem was finally reconciled in early September. Lashbrook has met with sales representatives from Today's Business Solutions to discuss their products. Director Weimar mentioned the library met with TBS about eighteen months ago to discuss wireless printing solutions but decided to remain with Envisionware's product because the library already had the software available. Patron Services Manager Hildebrand stated she prefers TBS's products, in particular the cash drawers that will be used at the Circulation Desk. The software will be installed on the PCs at the desk allowing for three cash drawers to be used for payment transaction, thus eliminating the need for a cash register. There will be better staff accountability as the employees will need to sign in to use the drawers. Hildebrand will be able to go back to the point of sale if necessary and custom inventory reports are able to be generated. The contract with TBS will cover MYPC and print management with three payment kiosks and three point of sales solutions. There is a five year lease option, as well. The three coin boxes purchased through Envisionware will be repurposed and supported by TBS. Dan McMillan questioned if it is more beneficial to lease than buy. Digital Services Manager Lashbrook said he felt more comfortable leasing since he wouldn't be able to

fix these types of machines. He thought the lease would for the most part be through TBS directly and also mentioned the owner lives in Orland Park so he felt very certain the library would receive great service. Director Weimar mentioned PC compliance and credit card updates will be handled by TBS. Digital Services Manager Lashbrook also mentioned since TBS works on an independent cellular network their services will be much more reliable and safer for credit card transactions. Currently the transactions are running through the library's fire wall. Lashbrook mentioned the library will receive a full refund for the credit card readers from Envisionware and that TBS will hold off its first payment until January 2019. Both Director Weimar and Digital Services Manager emphasized TBS is a more reliable company that will be able to offer strong customer service to the library.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approve using a professional service company at an estimated cost of \$500 to set up a Premium Only plan with the Internal Revenue Service that will allow our employees medical, dental, vision and HSA contributions (if applicable) to be taken on a pre-tax basis – For Action

Trustee McMillan motioned to approve using a professional service company at an estimated cost of \$500 to set up a Premium Only plan with the Internal Revenue Service that will allow our employees medical, dental, vision and HSA contributions (if applicable) to be taken on a pre-tax basis. Treasurer Jennings seconded.

Trustee McMillan asked if this was a Section 125 Plan. Finance Manager Kimmey said it was a Section 125 Plan and it reduces employees' net costs by making payments pre-tax, which will also reduce the FICA costs for the library. Trustee Healy asked about short-term disability. Finance Manager Kimmey said short-term disability will continue to be offered through IMRF.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of a letter to the Village of Orland Park in regards to no longer being included in their insurance benefit plan– For Action

Trustee McMillan motioned to approve as a letter as amended by Attorney Dennis Walsh to the Village of Orland Park in regards to no longer being included in their insurance benefit plan. Trustee Healy seconded.

Trustee McMillan commended the letter and how well it spelled everything out so clearly, especially the claims incurred section. Vice President Leafblad said it is very important that we are making it very clear. Trustee Healy asked about employees with pre-existing conditions. Director Weimar said since the new plan is fully funded no one can be turned down due to having a pre-existing condition. Finance Manager Kimmey said we will be grouped within a BlueCross/BlueShield small business pool for businesses with full-time employees of 50 or less. He also mentioned BlueCross/BlueShield is putting in benchmarks so our rates should be somewhat capped for 2020. Discussion continued about who should sign the letter and it was decided that the Board President should sign since it is the board who approves the budget. Vice President Leafblad asked what happens if they don't agree to the letter. Attorney Walsh will craft amended wording for the letter to be sent to the Village on September 18 after President Barcelona signs it.

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

Motion passed. 4 ayes, 0 nays, 3 absent

A five minute break was taken at this point of the meeting from 8:20 - 8:25 p.m.

FY2019 Budget and levy – For Discussion

Finance Manager Kimmey distributed spreadsheets that will help keep trustees current with the trend of library revenues this year. There were four income line items in which the budget probably would not be hit. There were some unexpected tax refunds in July 2017 in the amount of \$78,000. Since more and more businesses are going with PTAB’s the library may come up \$150,000 short on taxes on the budget. Trustee McMillan asked about the increase amount in tax levy and Finance Manager Kimmey said 4% is what was being recommended at this point. He also mentioned Interest income was lowered somewhat from the last budget draft and some more changes may occur before the next board meeting. Director Weimar and Assistant Director Adamowski will apply for a Live and Learn grant to apply toward the cost for the final portion of the roofing improvement. She also mentioned \$10,000 was moved from Electronic Databases and put into the Library Consultant line. Trustee Healy remembered back in 2014 there was a significant tax levy increase.

Unfinished Business

Trustee Healy asked about a recent FOIA that the library received and Assistant Director Adamowski said she called GovQA and they have adjusted the front page of the library’s portal so the name of the requestor is not displayed. Director Weimar said the library will reconsider renewing the GovQA contract since it isn’t required and will help save funds. Trustee McMillan wanted to point out how the staff statistics keep going up, referring to the Adult Services Board Report, and how important it was to have great staff members and to keep up the good work.

Announcements

Trustee Healy motioned to adjourn the meeting and it was seconded by Treasurer Jennings.

Adjournment

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 8:53 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson