

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 15, 2018

The meeting was officially called to order by Christian Barcelona, President at 7:01 p.m.

Call To Order

Members present: Christian Barcelona, President; Diane Jennings, Treasurer; Elan Kleis, Secretary
Nancy Healy, Trustee; Dan McMillan, Trustee

Roll Call

Members absent: Joanna Leafblad, Vice President; 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; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital
Services Manager; Andy Masura, Adult Services Manager

Treasurer Jennings motioned to approve the September 17, 2018 minutes. Trustee Kleis seconded. No discussion.

Minutes

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

Motion passed. 5 ayes, 0 nays, 2 absent

Michael Barnes, Architect
Lisa Schmidt, Wight & Co.
John Lucas, Wight & Co.
Stephanie Fordice, incoming Public Information Manager

Introduction of Visitors

None

Public Comment

None

Executive Session

Secretary Kleis motioned to accept the Treasurer’s Report for September 2018. Treasurer Jennings seconded. No Discussion

Treasurer’s Report

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

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary Kleis motioned to accept the payment of bills listing from 9/18/18-10/15/18. Treasurer Jennings seconded. Trustee McMillan asked about the payment to Blue Cross/Blue Shield. Finance Manager Kimmey explained it was a pre-payment for the first month of health benefit premiums. Trustee McMillan also asked about the letter that was sent to the Village of Orland Park in regards to no longer being included in their health insurance benefit plan. Director Weimar said there was no answer by the requested due date of 10/9, which was referenced in the letter, so an email was sent on 10/10 asking for a response. Again no response was received.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The circulation statistics increased 3% overall. There were two correspondence to our staff thanking them for great service. Director Weimar distributed a copy of each correspondence to the trustees.

Librarian's Report

Since insurance follows the employer, the library will continue to provide Cobra benefits to retirees and another eligible person who the Village had been carrying on their plan. Assurance has checked with Eye Med and Blue Cross Blue Shield - medical and dental, on retirees and stated their inclusion on our policy is acceptable. Those eligible for Cobra medical and the other plans will pay the full premium amount.

Stephanie Fordice, the new Public Information Manager, was kind enough to attend this Board meeting to observe and be informed of upcoming plans.

Administration asked Architect Mark Nelson for an update on the upcoming roofing improvement project. Currently Anthony Roofing is reviewing the AIA contract that was forwarded to them on September 18. Mark mentioned that there were some not so typical terms within the contract and that Anthony Roofing was taking their time reviewing it. Mark said that Anthony Roofing plans to start work in early November when and if the contract is agreed upon.

The banners were installed in the parking lot last Wednesday, October 10. They brighten up the lot and are very eye-catching. The banners are quite visible from Ravinia Avenue and should grab a lot of attention from those driving by and also entering the lot. In the future, the banner showing the library's picture and logo will remain on display, while the other banner will be changed out as new marketing is needed.

Maintenance Superintendent Steve Newman and his staff are beginning various winterizing projects within the building and on the grounds. Such projects include changing the temperature throughout the building and keeping it stabilized, as well as removing the aerator from the pond.

The Volunteer Luncheon will be held on Wednesday, October 24 at noon in Room 104. The library has 36 volunteers throughout each of its departments, as well as Recycled Reads volunteers. They do a wide variety of tasks to give back to the library and the community. Each volunteer will receive a lapel pin and a certificate in appreciation of their hard work.

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

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

Renovation project – For Discussion

Unfinished Business

Architect Barnes, Schmidt and Lucas gave a joint presentation on their initial assessments and recommendations of the Master Plan for the library renovations. The Master Plan, which was created by talking with library staff, managers and board members regarding needs assessments, is a road map to the renovation project and is not to be considered a final design. The plan offers very basic conceptual ideas that can be used to achieve results. A full report that documents all the needs with budget estimates as subsets to choose from will be available approximately the first week of November. The Master Plan will allow the library to see what is possible as far as renovations and the associated costs involved. Eight overall goals of the project were presented, some of which include; renew, reinvigorate, and improve the function of the public spaces for patrons; only improve administration areas to create more efficient use of the department operations and/or provide area for new/future staff positions; and remain open/operational throughout construction. A main focus of the renovation would be the large meeting room. The large meeting room could be modified to increase the room capacity to hold 200 people in contrast to the current room capacity of 120 people. An open pantry area, which would allow for cooking demonstrations, will be worked into the plan. Trustee McMillan asked if there was demand for a bigger conference room. Outreach Services Manager Cuci, Youth Services Manager Smits and Digital Service Manager Lashbrook have all experienced programs with over 100 patrons in attendance and some with well over 200. Standing room only has had to be enforced multiple times due to high turnouts and some patrons had to be unfortunately turned away. It was agreed upon that a 200 person meeting room capacity should be a priority. The Youth Services Department changes would include a focus on updating the furniture which is not child friendly, as well as create a section in the Preschool Area in which furniture and/or shelving could be integrated to help corral the little ones and keep them contained in the area. It is important that the sight lines of the department not be lost. Other features discussed included updating the story time room partition, adding a study room, and providing a sensory room, as well as a nursing room for mothers. Various options were given for the Tween Area within Youth Services including a craft area, gaming section and some type of performance area. Secretary Kleis said he really liked the new Teen gaming area concept idea with the pictured portable stool seats, along with having more technology in the toddler space and the circular modules with books on both sides in the Youth Services department. Developing an outdoor nature space, which would promote play and learning within a natural environment through STEAM activities, was discussed. In regards to the outdoor area, Director Weimar said it may be best to focus on the interior of the building at this time and the outdoor space could even be achieved in the future through fundraising.

The Patron Services work area needs to be reconfigured to be a more efficient work space. New offices may be added for additional library staff and sight lines to the Circulation Desk will be included. Relocating the Welcome Desk, as well as the Circulation Desk was highlighted for a possible entry improvement flow along with reorganizing lobby services to help promote library programs.

On the second floor substantial improvements to the Teen Area were discussed. A teen “hangout” area would be created with comfortable lounge furniture and a clear visibility to the teen staff desk. The area would also include a DIY/Craft space, a possible sink and increased power/data infrastructure. Two study rooms would be added, as well as a gaming area. The collection would be housed outside of the “hangout” area. The Quiet Study Room located in the northeast area of the second floor would be converted into a Multipurpose Room which would have multiple set up options that could be used for a variety of programs. Two additional study rooms with a 4-person capacity maximum would also be included in the room. President Barcelona asked how the drop ceiling will be addressed in the Teen area. Architect Barnes said the ceiling won’t be an issue and needs to remain similar to because of the roof structure.

The current Smart Lab would have increased visibility to attract and pique the attention of patrons. The public computer area and Smart Lab may become one zone, with high visibility and an upgrade in the AV/IT infrastructure and improved lighting. The Adult Services Department work area would be modified in order to connect with the IT Department. The Server Room area would be reduced in size, allowing for a pass-through between both departments. A secured, gated enclosure would house the library’s various servers which would help with security and ventilation of the equipment.

Modification to the Administration wing would allow for reallocation of space within the Graphics Department, and reconfiguration of space within the Finance Manager’s office, as well as the offices of Director and Assistant Director.

Discussion continued among board members and Director Weimar concerning the renovation project. Some of the points discussed included the need for face out shelving for the Adult Services audiovisual collection and keeping that collection, as well as the Next Chapter seating close to the same location it currently is in. Treasurer Jennings said it is important to consider what the staff thinks is needed as far as the renovation plans and they need to be heard. Trustee McMillan asked if the digital service media room was a feasible option. Architect Barnes said there would be a good amount of work that would need to be done to develop that area including: mechanical, plumbing and electrical. The need for a washroom and additional plumbing in the basement was also discussed and Barnes said it would be a major undertaking. Trustee McMillan stated the basement media room would be great for millennials but he wasn’t sure if the library could afford it due to the numerous pieces of digital equipment that would be need to be purchased, as well as the increase in staff salaries in order to adequately staff it. Digital Services Manager Lashbrook said that there is not a large audience for the digital media center and that not a lot of space is need to create various media. Architect Barnes stated that the digital media center could be incorporated into the Teen Area. Youth Services Manager Smits mentioned that the teens have already incorporated a green screen by using green tablecloths. She also mentioned that she likes the idea of a stage that can be created out of movable furniture instead of a permanent fixture within the Tween Area. Trustee McMillan wanted to know the basis of the presentation points. Architect Schmidt said a wish list was compiled questionnaire answers and two meetings that she and Architect Barnes had with managers and Administration. Administration also met separately with as many trustees as possible who gave their input, as well Trustee McMillan said at this point it would be good to conduct a survey to give patrons an opportunity to give their input on what they would like to see come out of the renovation project. Director Weimar said a PowerPoint presentation highlighting possible changes could be displayed for patrons during peak program dates so they will have a chance to share their views. Online surveys will be used, as well as paper ones for distribution within the library. Finance Manager Kimmey explained a draft operating funds spreadsheet showing current balances available for repairs and renovations along with special reserve funds. A substantial amount of savings was accumulated over the last 8-10 years.

2019 Budget and Levy – For Discussion

New Business

Director Weimar reviewed the latest draft Budget, Levy, Appropriation spreadsheet with board members. It was noted that the State Grants budget line was increased due to an expected upcoming Per Capita grant funds for 2019, as well as the maximum amount the library could receive from the

Live and Learn Grant. The Interest Income line will be less now since there will be more funds going toward roof repairs and renovations. The Non Resident Fees line was also lowered due to the fact that less non-residents are purchasing a card from the library. The Outreach Services line has been raised to cover the possible purchase of a new van for library use. Monies will be used from Special Reserves to purchase a pickup truck for snowplowing from this budget year. Trustee Healy was under the impression the library was getting a truck for free. Director Weimar clarified that the library will need to purchase the truck. Assistant Director Adamowski mentioned that District 135 is willing to order salt and help the library load the salt spreader, and the library will pay for the salt. Trustee Healy inquired if a beet juice spreader was considered, because beet juice may be a better option over using traditional salt. Assistant Director Adamowski will look into the possibility of using beet juice as a salt alternative. The Life/Health Insurance line increased since there may be potential payment of runoff health insurance cost from the Village of Orland Park in 2019. The Audit line has increased due to the possible need for the library to hire their own actuary.

Secretary Kleis excused himself from the meeting at 9:00 p.m.

Revision to the Circulation Policy – For Action

Treasurer Jennings motioned to approve the revision to the Circulation Policy. President Barcelona seconded.

Trustee Healy inquired about the Circulation of Material section, specifically where it states a child under 17 can check out materials without a card if they can provide their name, address and telephone number. Digital Services Manager Lashbrook and Youth Services Manager Smits both agreed that it was sufficient to ask for those specific pieces of personal information. The Commercial Property Owners Orland Park Public Library Cards section is being revised so non-resident Orland Park commercial property owners or other joint owners who are named within those leases are able to acquire an Orland Park Library card. Attorney Walsh noted that whoever leases the property would be entitled to an Orland Park Library card so the second to last sentence was struck.

The motion was approved as amended.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the Carson’s Redevelopment-Tax Abatement Agreements –For Action

Trustee Healy motioned to approve the Carson’s Redevelopment-Tax Abatement Agreements. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the purchase of a new vehicle for the use of maintenance and snow plowing in the amount not to exceed \$50,000 and to authorize the Library Director to select the vehicle and to take all steps necessary to complete the purchase– For Action

Trustee McMillan motioned to approve the purchase of a new vehicle for the use of maintenance and snow plowing in the amount not to exceed \$50,000 and to authorize the Library Director to select the

vehicle and to take all steps necessary to complete the purchase. Treasurer Jennings seconded.

Assistant Director Adamowski indicated that seven different local auto dealers were contacted concerning the purchase of a new, heavy duty pickup truck with snowplowing equipment. As of Oct. 15, two dealers responded with quotes. The cost proposal the library is considering is one that gave a quote for a Ford F-450 from Currie Motors in Frankfort. The two quotes ranged from a base price of \$21,000 to 52,000. Currie Motors offered the quote of \$21,000 through the Suburban Pricing Cooperation but with limited features. Assistant Director Adamowski mentioned that she needs to meet with Maintenance Superintendent Steve Newman to add the options and snowplowing equipment to the base price to get a clear indication of the final cost. There would be an 8-10 week window in order to get the truck once the order is placed, leaving little time before it might start to snow.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee McShane recently had their first baby be born and everyone wishes him and his family well.

Announcements

Trustee Healy motioned 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 – absent.

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 9:43 p.m.

Diane I. Jennings
Secretary Pro Tem

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson