

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 19, 2018

The meeting was officially called to order by Christian Barcelona, President at 7:03 p.m.

## Call To Order

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

## Roll Call

Members absent: Elan Kleis, Secretary

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Stephanie Fordice, Public Information Manager; 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

Vice President Leafblad motioned to approve the October, 2018 minutes. Trustee McShane seconded. No discussion.

## Minutes

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

Motion passed. 6 ayes, 0 nays, 1 absent

Michael C. Barnes, Architect  
Lisa Schmidt, Wight & Co.  
John Lucas, Wight & Co.

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Treasurer Jennings motioned to accept the Treasurer’s Report for October 2018. Vice President Leafblad seconded. Trustee McMillan inquired if the tax revenue was for the most part all accounted for and Finance Manager Kimmey confirmed tax revenue was over 95% to date. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return.

## Treasurer’s Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy motioned to accept the payment of bills listing from 10/16/18/-11/19/18. Vice President Leafblad seconded. Trustee McMillan asked about the payment to One Up Signs. Finance Manager Kimmey confirmed it was the 2<sup>nd</sup> and final payment for the library parking lot banners.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Director Weimar stated once decisions are made concerning the renovation project, as well as the roofing improvement project she will decide what project she would submit for a Live and Learn Grant from the state library.

**Librarian’s Report**

Schindler Elevator conducted its annual inspection of the patron elevator, as well as the service elevator on November 6. Both elevators are in good condition and passed inspection.

Assistant Director Adamowski contacted Emium Lighting to ascertain that the rebate incentive paperwork from the parking light project had been properly submitted to ComEd. Emium sales representative Dan Drew stated ComEd has confirmed receipt of the paperwork and the library will receive a rebate plus a 15% early bird bonus.

The pick-up truck has been delivered to Currie Motors and is being outfitted with the necessary snowplow equipment. The truck should be delivered to the library by early December.

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**

Accept the Master Space Plan Study: Assessments and Recommendations from michael c barnes, architect and Wight & Co – For Action

Vice President Leafblad motioned to accept the Master Space Plan Study: Assessments and Recommendations from michael c barnes, Architect and Wight & Co. Trustee McShane seconded.

Architect Michael C. Barnes reviewed the Master Plan with the trustees focusing on the four contents of the document: Introduction; Needs Assessment; Recommendations and Community Engagement. Architect Barnes noted that libraries are experiencing change with the evolution of technology and the emphasis on community and the various resources they seek from libraries.

The overall goals of the project is to offer improved function of the public patron spaces, additional power and data points for patron use, new flooring finishes in public areas and finally, improved administration areas to create more efficient use of current operations and provide area for new/future staff positions. The main focus of meeting room renovations on the first floor would include an enlarged meeting room, as well as the relocation of the board room. Some improvements to the Youth Services Department include improved identification of the three age groups within the department, modified furnishings for age appropriateness, additional group study rooms, a Tween Zone and the addition of a Mother's/Wellness room and a Sensory room. A Nature Center for children was also added to the plan. The Lobby renovation would include a relocation of the Patron Services Desk, updated movable Welcome Desk, and sight line from Patron Services Office to the Lobby Desk. The Recycled Reads area would be relocated to an area adjacent to the Lobby.

The second floor focus would include an enlarged, updated and newly glass-enclosed Teen space, which would allow for a gaming area, additional study rooms and a DIY craft area. A new Multipurpose room for meetings and programs would replace the Quiet Study space and additional study rooms would also be configured into the area. The SMART LAB would be updated and a visible sight-line to this area would be designed. With the idea of combined future programming collaboration between Adult Services and Information Technology, the two departments would have a newly connected passageway.

Trustee McMillan wondered if there was a way to rank the desired items if the library decided not to do everything at once due to budgetary constraints, while pointing out the Nature Center ranked high on the surveys. Trustee Leafblad asked about the importance of having a designated areas for patrons to eat and drink beverages and said a happy medium could be to offer an area for patrons to bring in their own food. Director Weimar added since the library has many businesses for patrons to purchase food there might not be a need for a café, but food could be allowed in designated areas. Further discussion continued about the pros and cons of having a refreshment area.

Trustee Healy asked if the existing computers in the IT area used by patrons could be combined into one section for classes as well. Digital Services Manager Lashbrook said a separate dedicated learning space is necessary and he would like an open, inviting computer lab as opposed to one being enclosed in a separate room as it is currently. Exposing the 3D printer that is currently housed in the SMART LAB would be beneficial, as well.

Architect Lucas spoke about community engagement in which two surveys were offered to patrons in house and online. The library received over 250 responses in the short amount of time that the surveys were available. In addition, photo idea boards featuring modifications to each department were displayed in the lobby and patrons were asked to place a colored dot next to the renovation ideas they favored. The survey responses, as well as the idea boards responses were encouraging and favorable from the patrons who participated. Results indicated more study rooms, a larger meeting room, creating a Tween space and improving the Teen area were popular patron choices. Trustee Healy questioned if the library parking lot would be able to accommodate the proposed larger meeting room. Outreach Services Manager Cuci stated during the Summer Concert Series many of the events bring in close to 200 attendees and the parking lot seems to be able to handle the extra cars. It was pointed out additional parking may be available across 149<sup>th</sup> and along 151<sup>st</sup> street.

Architect Schmidt reviewed the overall budget summary prepared by Wight & Co. It was pointed out

the costs are based on Union/Prevailing Labor Wage rates and at today's costs. The contingency portion of the budget may be reduced when the project scope is lessened. In regards to the general renovation costs, Trustee Healy asked if the costs for extra security equipment could be broken down further. Architect Schmidt said that could be looked into, however, this was just a general cost summary at this point and once the project moved into the design stage more exact costs could be provided. She later added that the cost for security cameras could be taken out of the general renovation costs and put into the regular library budget if desired especially since the library had recently done a refresh on some of the cameras.

Trustee McMillan noted there is a Construction Manager fee of 4% within the Wight budget estimate. Clarification was requested on the difference between a Construction Manager and a General Contractor. The library would need to decide between using either manager for the project. Architect Schmidt stated both the Construction Manager and General Contractor have the same goal of completing the project on time and within budget. The Construction Manager is brought on at the beginning of the project giving input on the design and working with the subcontractors. They provide onsite supervision of the subcontractors in the same way as a General Contractor but has a more direct, collaborative relationship with the owner. General Contractor is a company that manages the day-to-day operations at the jobsite and have their own employees who serve as project manager or foreman. Director Weimar said when the current building was being constructed Lohan Anderson was the architectural firm, with W. E. O'Neil as the General Contractor and Owner's Services was hired to represent the library during construction in 2002-2004.

Architect Schmidt stated "Add Alternate" costs options could be incorporated in order to choose different design elements. She reminded the board that the Master Plan is a pre-design phase and is a very general and conservative estimate. Vice President Leafblad agreed that this is just a general idea and broad scope picture, which is not specific yet. It is just a preliminary step to get a ballpark figure of the renovation scope and costs. Architect Barnes confirmed this is just a ballpark estimate and actual designs could be more or less expensive. He added that in general the budget summary is very ala carte with the exception of the new flooring area budget line. Director Weimar stated the FY 2019 Operating Budget needs to be approved with monies allocated for the renovations project, as well as the roofing project at this meeting. Director Weimar also stated the Building Committee will need to meet on an ongoing basis in order to decide about elements of the project. Finance Manager Kimmey mentioned that monies from special reserves would not be touched for the renovations.

Three separate draft Budget, Levy Appropriation FY 2019 documents were reviewed by the board. The documents indicated the proposed budget with various amounts allocated for the renovation and roofing improvement projects: \$2.5 million, \$2.8 million and \$3 million. Before the approval of the FY 2019 budget, Director Weimar asked the department managers for their opinion as to what they would like to see accomplished with the renovation project. Adult Services Manager Masura said he would like to see spaces improved including the meeting room and study rooms. Patron Services Manager Hildebrand said she would like the lobby to have more functionality and a window to the work room would be helpful to assist staff and patrons. Technical Services Manager Xie said she would like designated spaces to come first and selecting age-appropriate furniture. She also said the display for audio-visual materials should be designed better for easier patron browsibility and accessibility. Youth Services Manager Smits said the entryway into the Youth Services Department, the first floor, really needs to be distinguished from the Adult Services Department which encompasses most of the entire second floor. She also mentioned carving out space for tweens and teen study rooms and the toddler area needs to be accomplished. The Mother's Room, along with a Sensory Room are also important additions that Smits would like to see considered in Youth Services. Digital Services Manager Lashbrook said the audio-visual infrastructure needs to be upgraded to accommodate public programs and exposing the computer class room is a top priority. He added that in order for the renovation to be a success it would be beneficial if the public was able to easily notice something had been improved. Assistant Director Adamowski said touching all areas of each proposed project would be beneficial. Public Information Manger Fordice said an eating area would be good and Vice President Leafblad agreed. Finance Manager Kimmey said getting the structure carved out is most important and filling it in later with detail can be done later on. Treasurer Jennings said the Senior Administrative Coordinator needs to have his own office space. He is currently situated in the waiting area location at the end of the Administration hallway where steady traffic flow is constant throughout the day. Trustee McMillan wondered if the Nature Center could be sponsored by a local business and Vice President Leafblad asked if we could have a sponsor program for the study rooms similar to what

is currently done with the pavers in front of the library. Director Weimar said she had a list similar to what was mentioned and she would send it to Board members.

Trustee McMillan said the library should be like a community center which focuses on both adults and youth alike. He felt the Master Space Plan Study report was very good and comprehensive. He added at this point the Building Committee would need to look into the details further and perhaps some or all of the architects would be able to attend a future meeting. Finance Manager Kimmey mentioned since the project probably would not be completed in 2019, the funds would be reallocated to the FY 2020 budget, and by that time it is possible that more funds will have accrued which could be used if necessary.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Motion to approve the 2019 Budget and Levy at a 4% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019”

Vice President Leafblad motioned to approve the 2019 Budget and Levy at a 4% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019,” with the understanding the library will budget \$3,000,000 for the renovation. Trustee Healy seconded.

Trustee McMillan said since the architects’ estimate is close to \$4 million it will probably end up going over 4.4 million dollars and since the library will need to remain open during the renovations it will most likely carry over into the following year 2020. Finance Manager Kimmey explained there were three options on the table where an amount would be set aside and allocated toward the renovations. If the full amount is not used it can be rolled over into the next year. Director Weimar pointed out the levy had not been increased to pay for these renovations and the funding that would be used is from savings the library has accrued over the last 10 years.

Before the roll call vote was conducted, Trustee Healy said it was nice to see Patron Services Manager Hildebrand working over the weekend. She also mentioned IT Assistant Christy Pickens had expressed to her praise for the work the board does on behalf of the library. She also wanted to make sure the renovation will include generators to keep the toilets functional during a power outage. Trustee McMillan mentioned the volunteer lunch was a great event.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Motion to set forth in the Notice to Proceed issued to Anthony Roofing Teca America, LLC, a spring 2019 commencement of the work date, due to weather conditions and to authorize the Library Director to have the Notice to Proceed delivered to the contractor.

Or

Motion to terminate the contract with Anthony Roofing Teca America, LLC for convenience and to authorize the Library Director to prepare and deliver to Anthony Roofing Teca America, LLC, a Notice of Termination effective immediately.

Assistant Director Adamowski stated Bill Volz of Anthony Roofing informed Wight & Company Architect Mark Nelson that Anthony Roofing would be able to begin the library’s roofing improvement project on November 30. Mark Nelson notified the library that he did not recommend the project begin

at such a late date due to the ineffectiveness of the adhesive to adhere if the weather is consistently under 40 degrees. Discussion ensued in regards to the motion choices. Assistant Director Adamowski informed the board that Architect Nelson has drafted a notice to proceed indicating to Anthony Roof that the library will continue its contract with Anthony if the following stipulations are met: The roofing replacement project is anticipated to begin April 15, 2019, weather conditions and dew point must be acceptable for the adhesive availability and application; and there will be no increase in price for the project. Director Weimar stated the library has the option to go to bid again in January 2019 but there is a good chance that the cost of materials could rise. Treasurer Jennings stated Anthony Roofing was selected because of their solid reputation and they completed the bidding process in a highly acceptable way. Trustee McMillan asked if their references were good and Adamowski confirmed that Wight & Company highly recommended them. Finance Manager Kimmey said we should consider a stipulation they are to start by a certain date. Assistant Director Adamowski said an April 15, 2019 date has been set based on weather. Attorney Walsh stated the library could terminate the contract at any time and pay for whatever work had been done up to that point.

Treasurer Jennings motioned to set forth in the Notice to Proceed issued to Anthony Roofing Teca America, LLC, a spring 2019 commencement of the work date, due to weather conditions and to authorize the Library Director to have the Notice to Proceed delivered to the contractor. Trustee McShane seconded.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the 2018 audit engagement letter from McClure, Inserra & Co. in the amount of \$12,100 – For Action

**New Business**

Vice President Leafblad motioned to approve the 2018 audit engagement letter from McClure, Inserra & Co. in the amount of \$12,100. Treasurer Jennings seconded.

Trustee McMillan asked how this year's fee compared to last year and how many years Inserra has been conducting the audit for the library. Finance Manager Kimmey stated it was a 2.5% fee increase and Director Weimar stated the library has been working with McClure, Inserra & Co. since 2008. The former director made the change in auditing firms under her tenure. McClure, Inserra & Co. works with many other libraries and their work is very thorough.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the BAL Industries carpet cleaning contract from January – June, 2019 in the amount not to exceed \$8,000 - For Action

Trustee Healy motioned to approve the BAL Industries carpet cleaning contract from January – June, 2019 in the amount not to exceed \$8,000. Vice President Leafblad seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the actuary contract with Lauterbach & Amen, LLP in an amount not to exceed \$2,600 -  
For Action

Trustee Healy motioned to approve the actuary contract with Lauterbach & Amen, LLP in an amount  
not to exceed \$2,600. Vice President Leafblad seconded.

Trustee Healy questioned the last sentence on the first page where it states costs for the reports would  
be \$900 higher during full-year reporting and remain the same during limited-year reporting. Finance  
Manager Kimmey said that stipulation would never be executed due to the library not employing over  
100 full-time staff members. Trustee McMillan said he does not like the fact that the library has to  
contract for an actuary but that he knows it is necessary.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None.

**Announcements**

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

**Adjournment**

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:20 p.m.

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson