

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 21, 2019

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: Elan Kleis, Secretary; Joanna Leafblad, Vice President (7:05)

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; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andy Masura, Adult Services Manager; Theresa Hildebrand, Patron Services Manager

Treasurer Jennings motioned to approve the December 17, 2018 minutes. Trustee McShane seconded. Trustee McMillan asked for clarification as to the percentage the Master Plan would need to be reduced by to achieve the 3 million dollar budget amount. Since the exact percentage is unknown that part will be omitted and the minutes were approved as amended.

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

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer Jennings motioned to accept the Treasurer’s Report for December 2018. President Barcelona seconded. Trustee McMillan inquired about the Taxes revenue line. Finance Manager Kimmy stated PTAB’s were still being received by the library. Kimmy also mentioned the IMRF Board of Trustees lowered their target return rate by a quarter percent for 2019 and this will impact the employers’ percentage for their payments to IMRF for 2020 by an estimated increase of 1 to 1.5%. Director Weimar mentioned the library received two state grants within one year which is unusual and is not expected for the new fiscal year.

Treasurer’s Report

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

Motion passed. 5 ayes, 0 nays, 1 absent, 1 abstained

Trustee Healy motioned to accept the payment of bills listing from 12/18/18/-1/21/19. Vice President Leafblad seconded.

Trustee Healy asked about the payment to Wight and Co. Assistant Director Adamowski said this was from the 2018 budget in regards to the consulting fees for the roofing project. President Barcelona stated Assistant Director Adamowski received an email from Wight and Company Architect Mark Nelson stating the minimum fee agreed to on the proposal was \$27,000 or 9.5% of the construction cost, whichever was more. Calculating the 9.5% fee using the cost of work for the new roofing awarded to Anthony Roofing, the revised fee would be \$42,823.33 or an increase of \$15,823.33 over the original fee. Wight and Company has made a decision not to increase the library's fee as a goodwill gesture. Trustee McMillan inquired about the automation consultant payment to Current Technologies. Digital Services Manager Lashbrook stated more monies were budgeted for this line item in 2018 and the remaining monies not expended have been rolled over into the new budget. The consulting fees have been reduced considerably for 2019 since the consultant works 4 hours instead of 8 hours each week at the library. The line item has a \$7000 cushion in it because of the reduction in consulting hours. IT staff will be handling more of the technology projects and troubleshooting issues that may arise. Trustee McMillan asked if the library's legal firm Klein Thorpe & Jenkins recently submitted a higher amount of invoices to seemingly catch up on their accounts. Finance Manager Kimmey stated the firm was behind in billing and they are now catching up. Director Weimar noted the library utilizes the services of Attorney Don Renner for PTAB information and contractual matters are handled by Attorney Dennis Walsh.

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 Per Capita Grant was filed in December. The Illinois Public Library Annual Report (IPLAR) is in progress and is due by Feb. 28. The library filed the Annual Library Certification with the Illinois State Library this month which is to be completed by the end of March. The library has filed its tax exempt status for 2019. The Live and Learn Construction Grant was filed Jan. 11 requesting funds for the renovation project, and the need for expansion of the meeting room.

Librarian's Report

The South Suburban Legislative Meet-Up is Feb. 1 at 7:45 a.m. at Tinley Park Public Library. There is also a Library Trustee Forum Workshop on March 16 at the Chicago Marriot Oak Brook. The registration information is located in the trustees' folders.

Adult Services Manager Masura announced author Mary Pat Kelly will be coming to the library on March 4 to read selections of her new book *Irish Above All*. Also Catherine O'Connell will perform her Irish Tunes and Tales songs that evening, as well. Trustee Healy, friend of Ms. Kelly, was thanked for helping the library contact her. Author Mary Kubica, who resides in the Chicagoland area, will visit the library on March 25 and discuss her new book. Both authors are incredibly popular and the library is thrilled to have Adult and Outreach Services coordinating these program for the patrons. Books will be available for purchase and signing. Youth Services Manager Smits said 115 patrons came on Saturday for the dinosaur program even in snowy inclement weather. Program, circulation and building attendance statistics have all increased since 2017. Patron Services Manager Hildebrand stated circulation was up by 4.2% along with building attendance also being up by 4%.

Trustee McMillan was excited for the upcoming Beatles on Apple program the library will be having

on Jan 29. Trustee McMillan mentioned he saw the post which is being currently shared on the library Facebook account. Trustee Healy was pleased to see the Hoopla statistics had increased by almost double from last year and it was mentioned the Libby app is the updated version of Overdrive, except if you are using a Kindle device. Adult Services Manager Masura stated Kindle device users can access their eBooks through the Overdrive app. The library's Museum Pass program discussed as to the different local museums that are available for patrons to checkout a pass, if available, using their library card. Director Weimar informed the trustees of the history of the program and stated it is very popular with patrons, especially Brookfield Zoo passes. She also mentioned RAILS is trying to revamp the program by offering different venues for patrons to choose from but the details are still in process. The library pays a subscription fee each year to Innovative Experts who now manages the program. Trustee McMillan enjoyed attending the concert by String Fusion at the library last Friday. Assistant Director Adamowski informed trustees she has added a page to the monthly department reports in which staff anniversaries are listed. Three long term employees retired recently who had been with the library a combined 49 years.

Maintenance Superintendent Steve Newman and Maintenance Assistant Joe Ebert were very successful in clearing the snow on Saturday morning. The snowfall was quite heavy during the early morning hours but they were able to clear most of the lot before the patrons came. It took approximately 4.5 hours for them to plow and salt the lot, as well as shovel and salt the sidewalks and staff and patron entrances. School District 135 has been extremely helpful in ordering salt for the library, as well as dumping it into the spreader. The library is grateful to them for their assistance. Thank you to Adult Services Reference Librarian II Judy Brannigan, who as PIC, assisted with patron and staff entrance snow removal and salting.

The Building Maintenance Plan was recently updated from its last revision in 2014. With Maintenance Superintendent Steve Newman's assistance the plan has been made current with the existing cleaning service responsibilities, the Capital Needs Assessment, as well as the listing of vendors the library would contact in case of a system failure or needed services. The updated plan was also recently included in the Live & Learn Grant documentation that was submitted last week.

On January 16 the Management Team began writing the Strategic Plan 2019. The two-year plan will help guide Administration and staff in focusing on the various aspects of providing outstanding services and programs to the patrons. As the chair of the committee I look forward to presenting you with a draft of the plan at the March 18 board meeting. In your folders is the completed Strategic Plan 2018. Administration and staff are happy with the extensive progress that was made with the goals, objectives and action steps that were completed in a short time period. The action steps that are labeled as in progress will be moved to the new plan for reevaluation.

The library was contacted by the American Library Association concerning the library's circulation of CPR kits to patrons. Lauren Carlton of ALA's Public Programs Office was impressed with the creative way in which OPPL brought safety to the attention of our patrons. A short article and the history of how the circulation of these unique materials was written by Assistant Director Adamowski and has been included on ALA's website. Assistant Director Adamowski mentioned the library will offer CPR/AED training for all interested staff and trustees on Sunday, February 24. Lt. Chris Smith of the Orland Fire Protection District will conduct the training. Smith mentioned to Adamowski he was glad to see the library's recent newsletter promotion of the CPR kits that are available to patrons for circulation. The two CPR kits were a collaborative effort between the library and Orland Fire Protection District.

No reports at this time.

Other Staff Reports

- a. Approval of Building Committee Minutes from January 7, 2019 – For Action

Building and Maintenance

Treasurer Jennings motioned to approve the Building Committee Minutes from January 7, 2019. Trustee McShane 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

b. Approval of Building Committee Minutes from January 14, 2019 – For Action

Vice President Leafblad motioned to approve the Building Committee Minutes from January 14, 2019. Trustee McShane seconded.

Trustee McMillan asked for clarification on the statement that Wight’s Head CM could not attend the meeting. Director Weimar stated Jim Nagle offered to answer questions Attorney Dennis Walsh or trustees may have about the CM’s project responsibilities before the regular January meeting, but a conversation did not take place.

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

c. Library’s Renovation Project Update – For Discussion

The trustees questioned as to why the Conceptual/Schematic Design phase of the project of both Michael Barnes’s and Wight and Company’s proposals mirrored each other. They requested clarification if this was written in both proposals because of collaboration between the two companies. Trustee McMillan mentioned the project timeline has a completion date of July 2020 which he felt would be aggressive. Discussion was held concerning the General Conditions as outlined on page 6 of Wight and Company’s Integrated Services Proposal. The General Condition costs are included in the \$3 million budget allocated for the project. The General Conditions include on-site superintendent requirements, project management and project support which will be developed as part of the project budgeting process based on the project schedule. Trustee McMillan stated he would like to have a conversation with the architects concerning the fees associated with the project. Director Weimar mentioned she spoke with the director of the Villa Park Public Library and they are going through a construction project that includes an addition to their current building. Their project is following the Traditional Design-Bid-Build method and their construction budget is more extensive than OPPL’s budget. They have retained Wight and Company as their General Contractor.

No report at this time.

a. Social Media Policy – For Discussion

Trustee Healy pointed out grammatical and formatting edits which Director Weimar will update. Director Weimar explained comments are currently not allowed on the library’s social media accounts. The new policy will allow the library to engage with the patrons with comments being allowed that follow the guidelines of the Social Media Policy. Key staff members will moderate the Twitter, Facebook and Instagram accounts on a frequent basis to ensure reasonable civil discussions are being followed. President Barcelona mentioned the Village had received many negative comments about a recent construction project and he wondered if the same could happen with the upcoming roofing and renovation projects. Vice President Leafblad said the library renovation project should be perceived positively by the public and she would like to see the comments shared by all who follow the library’s social media outlets. Digital Services Manager Lashbrook feels there are many positive comments patrons would like to post to the library pages which will in turn be shared with many are currently being hidden unnecessarily. Vice President Leafblad asked if there were many negative comments made during the flooring project. Assistant Director Adamowski said the majority of negative comments were addressed in person while patrons were at the library. President Barcelona asked if comments could be removed. Digital Services Manager Lashbrook said they could if they did not meet the criteria set forth in the policy; but screenshots kept. Lashbrook will also research and learn more

Finance

Service & Policy

about setting up profanity filters. Assistant Director Adamowski stated when Public Information Manager Fordice answers an Ask OPPL question via email the response is only going to that one person. If she were responding to a comment via Facebook for example, the answer would go out to many others and would be a means for disseminating information to so many more patrons. Trustee Healy asked if the library would ever get voice mail back. Director Weimar stated not at this time. Any missed calls are returned in a timely manner.

b. Patron Behavior Policy revisions – For Discussion

Social Media behavior verbiage has been added to the Patron Behavior Policy for consistency between policies. Trustee Healy pointed out a section within the current Patron Behavior Policy where clarification was needed in regards to parent or legal guardian accompanying their minor child to a program for children.

No report at this time.

No report at this time.

No report at this time.

Personnel

Law

Strategic Plan

**Capital
Campaign
Committee**

Approval of Michael C Barnes as the Design Architect for the Library’s Renovation Project – For Action

**Unfinished
Business**

Vice President Leafblad motioned to approve Michael C Barnes as the Design Architect for the Library’s Renovation Project. Trustee McShane seconded.

Trustee McMillan stated he thought the architect fees were above the norm; generally architect fees average about 10-11% and the library’s proposal shows 12.4%. Trustee McMillan also mentioned the overlap between the proposals submitted by Architect Barnes and Wight and Company for the Conceptual Development phase. He would prefer a more clear statement about the responsibilities held by each of the architects. McMillan would like to have a conversation between the two firms to discuss the fees. Treasurer Jennings stated Attorney Walsh can negotiate the proposals at hand. Vice President Leafblad and Trustee McMillan will have a discussion with the architects about the fees. Architect Barnes and Wight and Company are all knowledgeable and qualified for this project. Vice President Leafblad reminded the board that their obligation at this meeting is to approve the architects and that the board is not approving contracts at this time.

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 Wight & Co for the Architect of Record and Construction Manager of the Library’s Renovation Project – For Action

Vice President Leafblad motioned to approve Wight & Co for the Architect of Record and the Construction Manager of the Library’s Renovation Project. Trustee McShane 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 for the Orland Park Public Library Board's Building Committee to make non-monetary decisions relating to the Library's Renovation Project – For Action

Treasurer Jennings motion to approve the Orland Park Public Library's Board's Building Committee to make non-monetary decisions relating to the Library's Renovation Project. Vice President Leafblad seconded.

Trustee Healy asked if the wording should include the additional wording of Committee 'as a whole'. Vice President Leafblad said no since it was non-monetary decisions. Treasurer Jennings pointed out any board members are welcome to attend the Building Committee meetings.

Approval of the Social Media Policy – For Action

Vice President Leafblad motioned to approve the Social Media Policy as amended. President Barcelona seconded.

As previously mentioned above grammatical edits will be made. No further 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 Revisions to the Patron Behavior Policy – For Action

Treasurer Jennings motioned to approve the revisions to the Patron Behavior Policy as amended. Vice President Leafblad seconded.

The previously mentioned correction will be added. No further 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 for Library Trustee(s) to attend the Illinois Library Association Legislative Meet-Up on February 1, 2019 at the Tinley Park Public Library in the amount of \$25 each – For Action

Vice President Leafblad motioned to approve Library Trustee(s) to attend the Illinois Library Association Legislative Meet-Up on February 1, 2019 at the Tinley Park Public Library in the amount of \$25 each. Trustee McShane seconded.

Director Weimar mentioned President Barcelona attended last year and he would like to attend again this year. Senator Bill Cunningham, who wrote a letter of support for the library's recently submitted Live and Learn Grant, will be in attendance.

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 for conference fee, travel, accommodations and meals for Wendy Xie and Theresa Hildebrand to attend the Innovative User Group Conference from May 5-8, 2019 in Phoenix, Arizona and reimburse for eligible expenses not to exceed \$2,480 – For Action

Treasurer Jennings motioned to approve conference fee, travel, accommodations and meals for Wendy Xie and Theresa Hildebrand to attend the Innovative User Group Conference from May 5-8, 2019 in Phoenix, Arizona and reimburse for eligible expenses not to exceed \$2,480. Vice President Leafblad seconded.

Patron Services Manager Hildebrand and Technical Services Manager Xie will both be attending this year. Hildebrand will attend this year as many of the workshops offered pertaining to the Polaris circulation module. It will be Hildebrands first time attending this conference.

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 for conference fee, travel, accommodations and meals for Kara DeCarlo to attend the Illinois Youth Services Institute in Bloomington, IL from March 21-22, 2019 and reimburse for eligible expenses not to exceed \$670 – For Action

Vice President Leafblad motioned to approve conference fee, travel, accommodations and meals for Kara DeCarlo to attend the Illinois Youth Services Institute in Bloomington, IL from March 21-22, 2019 and reimburse for eligible expenses not to exceed \$670. President Barcelona seconded.

This conference meets biennially, opposite the years in which the Public Library Association conferences are held. Youth Services Manager Brandi Smits, who is the chair of the 2019 iREAD committee, will also attend representing Illinois Association Library. Her expenses will be paid by ILA

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 wire transfers to pay bills for Fiscal Year 2019 – For Action

Vice President Leafblad motioned to approve the wire transfers to pay bills for Fiscal Year 2019. Trustee McShane seconded.

Director Weimar mentioned this is completed annually in January so funds can be moved from the PMA account to Marquette Bank throughout the fiscal year.

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 8:49 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson