

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 18, 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; Joanna Leafblad, Vice President; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee

Roll Call

Members absent: 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; 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

Vice President Leafblad motioned to approve the January 21, 2019 minutes. Treasurer Jennings seconded.

Minutes

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

Motion passed. 5 ayes, 0 nays, 2 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

None

Executive Session

Vice President Leafblad motioned to accept the Treasurer’s Report for January 2019. Trustee Healy seconded.

Treasurer’s Report

Trustee McMillan inquired about the Life & Health Insurance and Building Maintenance line budget items. Finance Manager Kimmey stated since the library uses a straight line accounting style, the monthly budget amount will be the same each month. The approximate 4% savings incurred after the budget was passed on health insurance could be rolled over into next year’s budget and possibly used towards the renovation. The Building Renovation actual amount will remain at zero until costs are incurred.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary Jennings motioned to accept the payment of bills listing from 1/22/19/-2/18/19. Vice President Leafblad seconded.

Trustee McMillan asked about the Innovative Interfaces, Inc. charge. Director Weimar stated this was the payment for the Polaris annual catalog maintenance.

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

Motion passed. 5 ayes, 0 nays, 2 absent

President Barcelona, Trustee McMillan, Assistant Director Adamowski, Public Information Manager Fordice attended the Illinois Library Association’s Legislative Meet-Up on Feb 1. at the Tinley Park Public Library. Trustee McMillan noticed trustees from Palos Height Public Library have business cards indicating they are trustees of that library. Director Weimar said this might be a service the library can provide to our own trustees when they are speaking to local residents about the library and its programs and services they may give them their contact information. A decision can be made after the upcoming April elections. Trustee McMillan stated the discussions with the politicians at the meet-up were positive and they are very supportive of libraries and what they do for the various communities. President Barcelona spoke with Representative Michael Hastings; Assistant Director Adamowski conversed with Representative Kelly Burke; and Public Information Manager Fordice chatted with Congressman Bobby Rush’s District Director Robyn Wheeler Grange. Trustee McMillan had an opportunity to speak with a trustee from Palos Heights Public Library about their recent building renovations. The trustees and director have been invited to attend Palos Heights Public Library’s 75th anniversary celebration on February 28.

Librarian’s Report

At this time, the library can still register trustees for the Library Trustee Forum, which will be held on March 16 in Oak Brook, IL. The approval for attending this event will take place at the March regular board meeting. So far, President Barcelona and Trustee McMillan said they would like to attend. On Wednesday, Feb 20, the library will host a mandatory hour long meeting at 8:00 A.M. for staff regarding security and safety within the workplace. Paul Timm of Reta Security, who has previously presented at the library, will offer practical tips and insights into making the library a safer environment for staff and patrons The Staff In-Service Day scheduled for Aug 2 will include additional safety training, as well as cyber security information.

On February 24th, the library has planned CPR/AED training for the Person-In-Charge staff and will be followed up with a meeting for PICs on safety concerns. CPR/AED training will be led by Lt. Chris Smith of the Orland Fire Protection District.

Circulation was down very slightly from last January, but this was due to the extreme cold weather and the corresponding 20 hours the library subsequently was closed.

Outreach Services Manager Cuci mentioned the Afternoons @ OPPL musical program “Cabaret” was very well attended. The recent Showcase in the Lobby performances by String Fusion and Laura Hoffman Jazz Trio both had large attendance numbers, 241 and 218, respectively. Outreach Services Manager Cuci also pointed out other recent programs have had on average 50 attendees. Cuci’s open session sewing instruction classes have proven to be quite popular with steady attendance, as well. Vice President Leafblad asked if patrons are able to bring in their own machines to use. Outreach Services Manager Cuci said the library owns 6 machines for patrons to use but they may also bring in their own if they prefer.

Adult Services Manager Masura thanked Reference Librarian 1 Rose Forto-Whitemiller for leading the DIY Basket Making Craft series in February. The Blind Date with a Book, in which books are wrapped

with brown paper and genre hints are written on their covers, has been popular this month with over 50 titles checked out so far.

Youth Services Manager Smits reported eleven local area schools were represented at the February 16 Preschool Fair. Over 70 parents and preschoolers attended the event. Smits spoke about Snow Many Books, a library-wide winter reading program that was held during the month of January. Patrons who registered were assigned to 1 of 6 teams where they would receive one point per book read along with 5 points for any books read on the staff recommendation book list. The winning team was entered into a drawing to receive prizes. This new reading program was well received with 85 adults, 82 youth and 10 teens participating. Staff also competed in Snow Many Books and were divided into three different teams.

Digital Services Manager Lashbrook said he has been doing a lot of cleaning and recycling of old unusable equipment. The equipment has been donated to a local charity. The new Intro to iPad computer classes have been very well attended. The 4-week program held in January caught the attention of patrons who may have received iPads as a holiday gift and were looking for assistance in using the technology.

Trustee McMillan mentioned the Ancestry Database search statistics had almost doubled as compared to last year. Outreach Services Manager Cuci said her department is offering an upcoming program on DNA next month because that topic has been very popular recently. Trustee McMillan visited the Glenview Public Library recently and was quite impressed with their teen area. McMillan also inquired about the upcoming Reaching Forward Conference. Director Weimar stated ILA hosts Reaching Forward, an annual conference for support staff held at the Rosemont Convention Center. The all-day conference at Rosemont which will be held in May focuses on a wide variety of relevant library-related topics. Many staff members have presented at Reaching Forward in the past including Outreach Services Manager Cuci, Digital Services Manager Lashbrook, Youth Services Manager Smits and Assistant Director Adamowski. The library will once again send several staff members from various departments.

Maintenance Superintendent Steve Newman replaced one of the sump pumps located in the basement earlier this month due to a malfunction. This replacement is right on target with the Capital Needs Assessment which estimated a pump would be replaced in 2019 and the three remaining pumps will be replaced every four years.

The snow removal and salt spreading is going very well. So far the library has purchased over three tons of salt from District 135 and it has been used on the many snowy, icy days during January and February. The truck will have backup cameras installed on it this week for better visibility by Steve and Joe when driving in reverse.

Director Weimar and Assistant Director Adamowski attended a LACONI workshop on Friday, Feb 15 at the Woodridge Public Library. The workshop entitled *Streamline Your Strategic Planning Process* was quite insightful and demonstrated a new way in which to format and present the library's strategic plan to trustees, patrons, stakeholders, and staff. At this week's Management Team's meeting, Administration will discuss the new process with the managers. As Chair of the Strategic Plan Committee Assistant Library Director Adamowski was scheduled to report on the plan at the March meeting, but instead will have a draft plan ready for the April regularly scheduled board meeting.

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

Approval of Design Architect Michael C Barnes contract in the amount of \$75,000 plus reimbursables for the Library's Renovation Project -- For Action

Unfinished
Business

Vice President Leafblad motioned to Approve Design Architect Michael C Barnes contract in the amount of \$75,000 plus reimbursables for the Library's Renovation Project. Trustee McMillan seconded.

Director Weimar mentioned Vice President Leafblad and Trustee McMillan, as well as Director Weimar, Assistant Director Adamowski and Finance Manager Kimmey, attended a meeting last week with Wight and Co. architects Floyd Anderson and Lisa Schmidt, and Wight and Company's Construction Manager Jim Nagle. Trustee McMillan stated after reviewing Wight's architectural fee structure, he believes the costs are very fair, especially pertaining to the engineering fees. Attorney Walsh stated he has vetted michael c. barnes's design architect contract, but has not finished reviewing the Wight and Company contract. Vice President Leafblad asked Attorney Walsh if he was comfortable with the role of the Construction Manager within the scope of the library's project. Walsh stated he still has some concerns with how the Construction Manager will intervene if there is an issue between the library and the architects. Trustee McMillan stated the team will work together to resolve any conflicts that might occur.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of Wight & Co.'s contract in the amount of \$297,000 plus reimbursables for the Library's Renovation Project– For Action

Treasurer Jennings motioned to Approve Wight & Co.'s contract in the amount of \$297,000 plus reimbursables for the Library's Renovation Project upon approval by the library attorney and execution by the board president. Vice President Leafblad seconded.

Motion passed as amended. No further discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the travel and conference expenses for Mary Adamowski and Mary Weimar for Book Expo 2019 to be held May 28-31, 2019 in New York, New York in an amount not to exceed \$2800 – For Action

New Business

Vice President Leafblad motioned to approve to approve the travel and conference expenses for Mary Adamowski and Mary Weimar for Book Expo 2019 to be held May 28-31, 2019 in New York, New

York in an amount not to exceed \$2800. Trustee Healy seconded.

Director Weimar explained Book Expo is a publishing event which features the latest in print and audio book publishing. The event brings together authors and publishers from across North America to promote newly published books and upcoming releases. The Expo allows the attendees to gather free materials that can be used as giveaways to patrons in future library events such as OPPLCon and summer reading. Director Weimar is familiar with many of the adult authors, while Assistant Director Adamowski can focus on the youth and teen books. Trustee Healy mentioned the New York-based Book Expo is much better organized with many more authors than when it is held in other locations. President Barcelona stated he would be interested in attending the Expo, as well.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Employee Handbook– For Action

Treasurer Jennings motioned to approve the revisions to the Employee Handbook. Vice President Leafblad seconded.

Director Weimar stated the Department of Labor stipulates staff who work 6.5 hours or more are required to take a 30 minute unpaid meal break, while staff working 4-6 hours are entitled to a 20 minute paid, uninterrupted rest break. President Barcelona asked about Maintenance Superintendent Newman’s work status in regards to meal breaks. Director Weimar explained Newman works a 8.5 work day/40 hour work week with a half hour unpaid meal break. Newman will continue to work the hours as maintenance is needed at all times. Trustee McMillan asked about smokers and Director Weimar stated they will be able to go outside to smoke during their 20 minute rest period since it is not a personal necessity such as having to use the restroom.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Illinois Public Library Annual Report for Fiscal Year 2018 – For Action

Treasurer Jennings motioned to approve the Illinois Public Library Annual Report for Fiscal Year 2018. President Barcelona seconded.

Director Weimar stated circulation for FY 2018 rose 4% along with program attendance also rising. Reference statistics dropped, however the library is experiencing an increase in one-to-one tutorials. One-on-one tutorials involve a librarian working with a patron for 15 minutes or more. The statistics also indicated passive programming has increased. Trustee McMillan mentioned periodical circulation had increased quite a bit. Technical Services Manager Xie said the Lucky Day magazines have been really well received by the patrons and the library has purchased many new seasonal magazines for patrons to checkout.

Digital Services Manager Lashbrook is applying for E-rate program funding that, if received, would provide the library with discounted pricing on its Internet costs. Lashbrook explained the savings could be 50% less than what the library currently pays. Director Weimar explained the library has to follow the guidelines of the Children’s Internet Protection Act (CIPA) which mandates certain internet access restrictions for children.

Trustee Healy inquired about the possibility of the library getting fiber optics cabling for the library. Digital Services Manager Lashbrook stated fiber optics does give a more stable internet connection and

are more reliable. Fiber optics is more expensive but with the E-rate discount it would become more affordable.

Director Weimar said once the IPLAR is approved a copy will be sent to Mayor Pekau.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the closing of Sunday, May 26, 2019 for the Memorial Day holiday; Friday, August 2, 2019 for Staff In-Service training; Sunday, August 4, 2019 for the Taste of Orland; and Sunday, September 1, 2019 for the Labor Day holiday; - For Action

Treasurer Jennings motioned to approve the closing of Sunday, May 26, 2019 for the Memorial Day holiday; Friday, August 2, 2019 for Staff In-Service training; Sunday, August 4, 2019 for the Taste of Orland; and Sunday, September 1, 2019 for the Labor Day holiday. 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 – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Adoption of Resolution No. 2019-01 Authorizing Intervention in all 2017-2019 Tax Year Appeals before the State of Illinois Property Tax Appeal Board – For Action

Vice President Leafblad motioned to adopt Resolution No. 2019-01 Authorizing Intervention in all 2017-2019 Tax Year Appeals before the State of Illinois Property Tax Appeal Board. President Barcelona seconded.

Director Weimar said the library recently received 15 property tax appeals from Klein, Thorpe & Jenkins along with a draft resolution for property tax appeals which cover the triennial period of 2017-2019. Director Weimar reminded the trustees the library is part of a PTAB intergovernmental agreement along with Orland Fire Protection District, Village of Orland Park, School District 135 and Consolidated High School District 230. Trustee Healy asked if all contested appeals were resolved, in which Attorney Walsh indicated he was unsure if they had been resolved. Director Weimar said the library currently collected 97% of its revenue which is 3% lower than in the past and is possibly due to property tax appeals.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Director Weimar thanked Bridget Lindbloom for attending the meeting.

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 – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:14 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson