

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 18, 2019

The meeting was officially called to order by Christian Barcelona, President at 7:02 p.m.

**Call To Order**

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

**Roll Call**

Members absent:

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; Theresa Hildebrand, Patron Services Manager

Treasurer Jennings motioned to approve the February 18, 2019 minutes. Trustee McShane seconded.

**Minutes**

Trustee McMillan asked if the mention of savings in the amount of approximately 4% on health insurance premiums could be possibly used toward the renovation. Finance Manager Kimmey confirmed those savings could possibly be used toward the renovation. Kimmey said the library is trending toward a good cost savings thus far this fiscal year. Trustee Healy mentioned a grammatical edit regarding Assistant Library Adamowski's last name.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

**Introduction of Visitors**

From the audience, Bridget Lindbloom and Dan Sanchez introduced themselves at the invitation of the Board

**Public Comment**

None

**Executive Session**

Vice President Leafblad motioned to accept the Treasurer's Report for February 2019. Secretary Kleis seconded.

**Treasurer's Report**

Trustee McMillan inquired about the building maintenance budget line being low year to date, and if some of the funds could be used toward the renovation. Director Weimar stated \$450,000 have been allocated to the building maintenance line for the upcoming roofing project and once those funds have been expended the library will have a better idea of what monies can possibly be used. Assistant Library Director Adamowski mentioned the natural gas budget line was higher possibly due to the Polar Vortex in late January and early February.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Trustee Healy motioned to accept the payment of bills listing from 2/19/19/-3/18/19. Vice President Leafblad seconded.

Trustee Healy asked about the Penworthy invoices. Youth Services Manager Smits stated Penworthy is a company that sells popular children’s books that have prebound binding which allow for durability and a longer circulation of those titles. Trustee Healy also inquired about the bill from Impact. Senior Administrator Coordinator Peterson said Impact is the company the library purchases their office paper from annually. Trustee McMillan inquired about the McClure Inserra invoices, as well as invoicing for Swank. Finance Manager Kimmey stated the McClure Inserra invoice is billing for the library’s annual audit and mentioned Chris McClure will report his findings at the April regular board meeting. Outreach Manager Cuci said the payment to Swank is for a one-year renewal payment to the company so the library can legally show major motion picture movies and advertise them. She further stated adults enjoy coming to the library to see the newest releases. Youth Services Manager Smits stated her department does not show movies due to low attendance for children’s movies, which she attributes to families owning many of the children’s movies and that many enjoy going to the theatre. Trustee Healy was pleased with the increase in statistics in 2019 compared to last year for Mango Languages and Lynda.com.

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

Motion passed. 7 ayes, 0 nays, 0 absent

A draft of the Collection Development Policy revisions, which was included in the trustee packets, will be on April’s Board meeting agenda as it is required by law to be reviewed every two years. Klein Thorpe and Jenkins have reviewed it and it is legally correct. The managers will be reviewing their Collection Development Plans which will need revising to allow for new electronic devices which are now circulated. Trustee Healy said the website needs to be updated as it lists Kindle Paperwhites available for checkout. Digital Services Manager Lashbrook said he would have the language removed. The Prevailing Wage Resolution adopted every spring by the board of trustees is no longer needed. The Illinois General Assembly changed Public Act 100-1177 to state public bodies will specify in the contract bid that prevailing wage applies to the contractor(s). “Compliance with this Act is a matter of statewide concern, and a public body may not opt out of any provision herein.” Attorney Walsh stated there is no obligation now to pass a resolution in June. Also, the requirements for local government procurement of architectural, engineering and land surveying services has loosened. As of January 1, 2019, the threshold for cost of services exempt from the Act’s selection process was \$25,000. The amended Act increased this threshold to \$40,000. Board members are to look for emails from Cook County regarding Ethics Statements which will be due by May 1st. They were sent 3/18/19 to board members’ orlandparklibrary.org email addresses.

**Librarian’s Report**

The library has hired a Human Resources Generalist who will start April 1, 2019. Nicole Suhm has performed staff trainings and orientation at the Frankfort Public Library and will receive her Human Services Management Certification in May. She will start out with a 12 hour work week in April and move to a 20 hour work week in May. Her position is eligible to receive IMRF benefits. Digital Services Manager Lashbrook conducted nine staff mandatory attendance Cybersecurity Workshops the week of March 4th. This was just an introduction into improving staff skill sets when it comes to email and the Internet and was deemed necessary due to the results of a fake phishing email Digital Services

Manager Lashbrook sent out to staff. Copies of the workshop handouts are in the trustees' folders. Trustee McShane asked if more phishing tests will be given periodically and Lashbrook answered, yes. Trustee McMillan asked if insurance rates would be lower as a result of the training. Director Weimar stated the library will contact potential insurance carriers. Finance Director Kimmey is accepting building insurance proposals currently. Director Weimar mentioned all insurance providers the library considers should have an A++ rating. Finance Manager Kimmey stated the April board meeting will have some financial items on the agenda including the annual audit report from Chris McClure of McClure Inserra and building insurance recommendations. Director Weimar said the library approves the audit at the April meeting, then gives a copy to the Village.

The Live and Learn Grant Review webinar was held on March 14<sup>th</sup> and viewed by Director Weimar and Assistant Director Adamowski. There is \$670,000 funds available for accessibility, mini and remodeling/new construction grants. Twenty-four libraries applied for a total of \$1,400,000 in grant requests. The Orland Park Public Library received a 9.6 rank score out of 10. Many of the eligible libraries have a bigger need for the grant monies. Youth Services staff are looking into environmental grants for the possible Nature Center and funds for the Sensory Room. Youth Services Manager Smits stated many of the grant opportunities are requiring the applications be submitted from 501(C) (3) organizations. Director Weimar said the Friends of the Orland Park Library do have this status and the library will reach out to them for assistance with the grant submission.

The LACONI Trustee Banquet is on Friday, May 10<sup>th</sup> in Naperville. This event will be on the April Board agenda for expense approval and information is in the trustees' folders. Trustee McShane mentioned a few highlights from the Illinois Library Association Trustee Forum which he, President Barcelona and Trustee McMillan attended on March 16, 2019. McShane complimented Attorney Walsh on a job well done roleplaying a library board meeting and the situations that could arise with the correct scenario highlighted. McShane said he learned of the importance of having a succession plan in place for longtime staff members. Director Weimar stated the library has recently updated many of the important manuals including the Building Manual, Policy and Procedure Manual, as well as the creation of a Library Wide Procedure Manual. Assistant Director Adamowski mentioned she is in the process of recreating the Disaster Manual with Maintenance Superintendent Newman. In addition, all departments have their own procedure manuals to help staff stay abreast of the many procedures unique to their duties.

Mary Pat Kelly and Catherine O'Connell brought in over 200 patrons on March 4<sup>th</sup>. Thank you to the Square Celt for their sponsorship. Author Mary Kubica will be at the library on March 25<sup>th</sup> for a Meet the Author program at 7:00 p m. The Youth Services Program Smarty Pants in Space hosted 136 children and parents. Program attendance has been high recently. Our building attendance is down from last year, but our circulation went up 1.5%. Digital Services Manager Lashbrook stated all computers were filled at one point during the day today. Inclement weather may have been the reason why attendance was down especially last month. Open Mic had 15 in attendance which was a solid turnout for a new program. Adult Services Manager Masura said patrons asked for a forum to be able to read their work and it was well received. Outreach Services Manager Cuci said the Jazz concert last Friday brought in 248 patrons and went very well.

Public Information Manager Fordice mentioned comments have been enabled on the library Facebook and Twitter accounts and there have been little to no comments, but many have shared the postings. Trustee McShane asked if the library was following the requirements for E-Blast emails unsubscribe options and Fordice answered, yes.

Maintenance Superintendent Steve Newman and Maintenance Assistant Joe Ebert will attend training for the library's HVAC system. The Tracer SC web-based system was purchased in fall 2017 and has proven to be working very well, especially this winter when Steve was able to monitor the building's systems 24/7 virtually. The free training will be provided by Trane in April.

Anthony Roofing project manager Tony Clausen met with Steve Newman on Friday, March 15 to discuss the upcoming roofing project. Mr. Clausen is currently ordering roofing materials and hopes to begin the project around April 15. He anticipates the project to last 15 working days. Rain, humidity and high winds are the factors that will determine how quickly they will be able to complete the work. Two dumpsters with chutes will be situated on the east side of the building, along with portable toilets. The north entrance to 149<sup>th</sup> Street will be closed off and staff will park in the south parking lot.

Graphics will help spread the word about the project through the upcoming newsletter, eBlasts and flyers.

The Friends of OPPL will hold their Spring Cleaning Book Sale on Saturday, April 13 from 9-3 p.m. Books, DVDs, Blu-Rays, CDs and more will be available for the patrons at low prices. At the sale, the Friends also plan to sell old technology, as well as office equipment.

No reports at this time.

**Other Staff Reports**

a. Library Renovation Project– For Discussion

**Building and Maintenance**

Director Weimar stated the 3/14/19 Building Committee meeting was attended by Architects Michael C. Barnes, John Lucas, Lisa Schmidt and Construction Manager Adam Tomsha, along with Building Committee members, President Barcelona and Trustees McMillan and McShane. Existing library furniture has been inventoried by the architects and it has been determined that many of the pieces can be repurposed especially in the new study rooms. Trustee McMillan mentioned the conceptual design packet was well done and nicely presented by the Architect Barnes. Trustee McMillan also was pleased with the teen and tween areas, along with the new book store design for the front entrance of the Friends Recycled Read area. Trustee McMillan said the budget is still over the approved total of \$3 million. Attorney Walsh stated once firm pricing comes in from the bids the library will have a better idea financially of what needs to be removed from the scope of the project. Director Weimar said the heat curtain for the lobby vestibule along with the Patron Services workroom window have been taken out of the project already. Fall 2019 is thought by the design team to be a good climate for project bidding. The committee reminded the board that every aspect of the Master Plan will be touched in some way during the renovation. Trustee McShane asked about the possibility of expected closures during the project. Director Weimar stated there were no closures throughout the flooring project and the Construction Manager is talking with engineers to see about the possibility of having work done on Saturday night and Sunday mornings when the library is not open. Their 40 hour work weeks may have varied hours that will help the library stay open with no additional cost. If necessary the Village could be contacted to ask for using their available space when the large meeting room is being renovated in order to not interrupt the library's programming.

b. Approval of the Building Committee Minutes for March 14, 2019 – For Action

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

Director Weimar thanked Assistant Director Adamowski for preparing the minutes from the recent Building Committee meeting so quickly. Trustee Healy asked about getting a shredder for patrons. Director Weimar felt it would be too much of a liability especially with sensitive information that patrons would leave with the library for shredding. Vice President Leafblad asked if there could be a receptacle placed in the library for patrons to deposit materials for shredding. Shark Shredding comes to the library on an annual basis to shred documents that have been approved by the state for the Local Records. President Barcelona said the Orland Township offers an annual shredding day. Vice President Leafblad thought it would be a good idea for shredding to be made available to library patrons. Director Weimar will investigate this service. Trustee Healy also asked about the library's Google Home devices. Assistant Director Adamowski said the Google Home Hub is currently being used behind the Patron Services desk to play soft music in the lobby. Digital Services Manager Lashbrook said the smart home products will begin circulating to patrons soon. Patrons who attend the Smart Home program in April will be given the opportunity to check them out after the program.

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

Motion passed. 7 ayes, 0 nays, 0 absent

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**

Library Renovation Project – For Discussion

**Unfinished  
Business**

No further discussion.

Strategic Plan – For Discussion

**New Business**

Assistant Director Adamowski spoke about the draft handout of the Orland Park Public Library 2019-2020 Strategic Plan. Administration and the Management Team have met over the past several weeks to create the library's two-year Strategic Plan.

As mentioned at last month's meeting, Director Weimar and Assistant Director Adamowski attended a LACONI meeting entitled *Streamline Your Strategic Plan Process*. Although a mission statement is instrumental in a strategic plan, the presenter encouraged libraries to make their vision statement the focal point of the plan. In reviewing the Balanced Scorecard Strategic Plan which was created in 2013 and frequently updated, the team decided to keep the mission statement as it is written (*Dedicated to stimulating imaginations, educating, entertaining and welcoming everyone*) and generate a new vision statement.

Using the library's logo as our background, the team decided upon the following vision statement: *Discover Your Inspiration: Engage, Enrich, Encourage*. The managers believe the statement exemplifies what the staff does in their daily work, as well as what the library hopes the patrons are receiving from the programs, services, materials and more.

Three goals were written that illustrate the vision and mission statements of the library. The first goal centers on the library's programs, services and building. Goal 2 focuses on creating an organizational culture that will allow staff to grow and flourish in their work and pass on their knowledge and understanding to the patrons. Goal 3 concentrates on patrons and how the library's community engagement, communication tools and programming trends will gather the library more attention in Orland Park.

The team has written objectives and action steps for each of the goals that define the library's vision statement. Those will be presented at the April meeting.

Once approved, the one-page strategic plan will be highlighted on the library's website. For the patrons, it should be considered a snapshot of the library's purpose. The entire plan including the objectives and action steps will also be available on the site, and will be the working document that the team will review and complete over the next two years. As the chair of the committee Adamowski will make quarterly updates to the board on the progress of the plan.

Trustee Healy asked if there should be pictures of actual library employees next to the second goal and Director Weimar stated at this time the library has decided not to highlight staff photos. The *Discover Your Inspiration* logo which incorporates the vision statement of Engage, Enrich and Encourage was well received by the board members and a graphic decal of it may be displayed on the elevators.

Trustee Healy asked about the new parking lot banners. Assistant Director Adamowski said four banners are missing due to inclement weather and she is working with One Up Signs to have them replaced. Next winter they may need to be taken down to avoid damage during the winter months. Director Weimar suggested the vision statement be put on the new banners with larger easier to read print.

Approval of the registration and travel reimbursement for the following staff: Katherine Mitchel, Stephanie Fordice, Abigail Kearns, April Balasa, Michelle Przekwas, Jenna Schwartz, and Emily Meszaros to attend the Reaching Forward Conference on May 3, 2019 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,200– For Action

Vice President Leafblad motioned to approve the registration and travel reimbursement for the following staff: Katherine Mitchel, Stephanie Fordice, Abigail Kearns, April Balasa, Michelle Przekwas, Jenna Schwartz, and Emily Meszaros to attend the Reaching Forward Conference on May 3, 2019 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,200. Trustee McMillan seconded.

Director Weimar stated the Reaching Forward conference is a one day event held at the Donald E. Stephens Convention Center in Rosemont that costs \$150 per person for library support staff to attend various workshops dealing with different aspects of public libraries. Two cars will be driven, including the library van to save on fuel costs.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for the registration for Trustees Dan McMillan, Christian Barcelona, and Charles McShane to attend the Illinois Library Association’s Trustee Forum on March 16, 2019 at the Chicago Marriott Oak Brook in the amount of \$135 each – For Action

Treasurer Jennings motioned to approve the registration for Trustees Dan McMillan, Christian Barcelona, and Charles McShane to attend the Illinois Library Association’s Trustee Forum on March 16, 2019 at the Chicago Marriot Oak Brook in the amount of \$135 each. Vice President Leafblad seconded.

Trustee McMillan stated the event was very good and worthwhile.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for the registration and reimbursement for President Christian Barcelona and Trustee Nancy Healy to attend the Book Expo Exhibit in New York from May 28 – May 31, 2019 in an amount not to exceed \$3,500 -For Action

Vice President Leafblad motioned to approve the registration and reimbursement for President Christian Barcelona and Trustee Nancy Healy to attend the Book Expo Exhibit in New York from May 28 – May 31, 2019 in an amount not to exceed \$3,500. Trustee McShane seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye;

McMillan – aye, McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

None.

**Announcements**

Vice President Leafblad 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 – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 8:28 p.m.

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson