

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 15, 2019

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; 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

Vice President Leafblad motioned to approve the March 18, 2019 minutes. Secretary Kleis seconded.

Minutes

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

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Bridget M. Lindbloom
Chris McClure of McClure Inserra & Company

Introduction of Visitors

Mr. McClure presented a summary on the 2018 audit of the library's financials. He indicated the audit went well and the financial statements were issued a clean opinion. No problems were noted and there was full cooperation by management and staff. He detailed the comparison between income and expenses for 2018 and 2017. The newly effective accounting standard, GASB 75, was implemented which required the recording of OPEB (Other Post-Employment Benefits) liabilities and the related expense. Trustee McMillan asked about the non-current liabilities difference and McClure directed him to page six of the audit, in which there is a balance sheet and statement of net position. Trustee Healy asked if an actuary report was required every three years. Finance Manager Kimmey stated a full report is required every two years and a smaller report in the years in between. Trustee McMillan asked about the tax levy and if more refunds had been collected in the past. Kimmey stated the library is on track for this year even with the PTAB's incurred so far. McClure also went through the library spending breakdown details.

None.

Public Comment

Hearing on suspension of library privileges

Mr. Robert Hinton represented himself in regards to his behavior on three separate occasions within the library recently.

Vice President Leafblad motioned to move into closed session at 7:48 p.m. to consider evidence and testimony presented in open hearing regarding the suspension of library privileges of a patron. Secretary Kleis seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer Jennings motioned to resume regular session at 8:00 p.m. Vice President Leafblad seconded. 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

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

Treasurer’s Report

Trustee McMillan inquired if the Life/Health Insurance budget line savings were on track to reach the year end goal. Finance Manager Kimmey stated the current savings was on target. Kimmey also mentioned that early retirements are now being factored in to the IMRF budget line. The IMRF savings is ahead by \$11,000 year-to-date. 55% of taxes were received in the first half of 2019 and there have been numerous PTABs received recently. The Orland Square Mall settlement final payment was made in January 2019.

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

Secretary Kleis motioned to accept the payment of bills listing from 3/19/19-4/15/19. Vice President Leafblad seconded.

Trustee McMillan asked about the payment to Michael Barnes, as well as the payment to Grasso Graphics. Two payments have been made to Architect Barnes for his work on the upcoming renovation project. The payment to Grasso Graphics was for the library newsletter which will be received by patrons at the end of April. Trustee Healy asked about the Security Awareness class that was provided to library staff. She also inquired about the upcoming event for seniors. The Security Awareness seminar on 2/20/19 was presented by Paul Timm of Reta Security and offered staff tips and practices on security and safety in their work and home lives, as well as being aware of your surroundings at all times. Outreach Manager Cuci stated her staff will be representing the library, at the Senior Expo on 4/24/19 which usually attracts close to 3000 attendees. The library purchased pillboxes and jar openers, which features an image of the mural, which will be distributed at the event.

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

Director Weimar reminded the trustees their Statements of Economic Interest are due by May 1st. The Collection Development Plans for the Adult, Outreach and Youth Services Departments were included in the Board folders. The Collection Development Policy revision was part of the Board packets and will be discussed later in the meeting. Procedure for the Election of Officers were also included in the packet for review for next month's meeting. The next regularly scheduled Board meeting on May 20 will include the swearing in of the newly elected board members, as well as the nomination and election of new officers.

The HealthWorks Committee has requested permission to offer the Walking Challenge again this year whereby staff walk a designated amount of miles from May 1 – October 31. The challenge was raised over last year's 400 mile goal to walk 500 miles. Staff will earn four hours paid time off upon completion recording their mileage on a digital device of their own.

The Live and Learn Grant has not announced this year's recipients.

Explore More Illinois is a program RAILS has been working on for the last couple of years with a company called the Quipu Group on a new online program to allow cardholders from participating RAILS libraries to reserve free passes, discount admissions, and other incentives from cultural attractions in Illinois, such as museums, cultural centers, gardens, historical societies, etc. OPPL has contacted the RAILS staff member to join this service. This is a separate and distinct service from the Museum Adventure Pass administered through Libraries First. Trustee McMillan asked how much the Museum Adventure Pass service was annually. Director Weimar stated \$500 per year is paid for the service Libraries First.

There is a flyer for the ATLAS Trustee Day for Saturday, May 11. Trustees that wish to attend are to let Director Weimar know.

Circulation has increased by 2.2% over last year. Please refer to your 2018 Year in Review statistics chart in your folder. Digital Services Manager Lashbrook wanted to depict a visual picture of the library statistics and will continue to do so quarterly. Trustee McMillan pointed out that patron attendance was down. Director Weimar stated circulation overall is up and patron attendance could possibly be down due to more online usage, in particular the electronic resources. Patron Services Manager Hildebrand said she checked the Envisionware gate counters and nothing appeared off balance. Program attendance has increased compared to the first quarter of 2018. Public Information Manager Fordice mentioned the library purchased a one-time ad on Facebook in hopes to increase attendance. The eblasts also attract a lot of attention to the different programs the library offers. Trustee McMillan mentioned that surrounding area libraries including Tinley Park are using 22nd Century Media to advertise. Director Weimar will check with those libraries to see if they are doing that advertising because their attendance is down. More pop-up programs held in the lobby will be planned especially after the renovation project is completed. A review of the database usage will be done and those with low usage may not be renewed next fiscal year. Trustee Healy asked if joining a database consortium could be a possibility to keep pricing lower. Director Weimar stated it is not feasible because database pricing is determined by a library's population not cardholders. Adult Services Manager Masura mentioned database pricing is also a bit less expensive if the library chooses a package deal and not select a few databases to subscribe to.

The roofing project officially began on Friday, April 12 when some of the roofing supplies were delivered. Anthony Roofing brought in a large crane today to hoist the materials to the roof, as well as install safety equipment and nets. Because of the snow on the roof, no other work was completed today but hopefully the good weather will come so the project can be completed in the estimated 4-6 week time frame. The staging area for the project has changed so that the entire staff parking lot on the east side of the building will be blocked off and used only for the parking of construction trucks, dumpsters, chutes and portable washrooms. Staff will park in the far south end of the lot. Delivery instructions and Steve's contact information have been posted on the sawhorses so there is no interruption of the many deliveries the library receives on a daily basis.

The motor for the exhaust fan for the 2nd floor bathroom stopped working. Steve purchased a new one and rewired it for the required 110 low voltage output before installing it.

On April 8, Maintenance Superintendent Steve Newman and Maintenance Assistant Joe Ebert attended a one-day Trane Tracer SC Operator Training Class at Trane location in Willowbrook. This was the second time that Steve has attended and Joe's first class. Both agreed the class was extremely helpful in learning the workings of the web-based HVAC system.

On Saturday, the Friends of OPPL held their Spring Cleaning Book Sale from 9-3:00 p.m. Patrons lined up beginning at 8 a.m. and were ready to purchase books, DVDs, CDs, audiobooks and more. IT did their own spring cleaning and gave the Friends numerous iPads, Kindles, Nooks and various cables to sell. The library also included filing cabinets and electric typewriters for the patrons to purchase. Proceeds from the books and other materials equaled \$2943 and the technology, cables and cabinets brought in an additional \$1372. The monies from books will go to the library for programming for children, teens and adults, while the remaining proceeds will be deposited into the capital campaign fund to be used toward the construction of the Nature Center.

The library celebrated National Library Week April 7-13 beginning with the Magazine Giveaway last Monday. This annual giveaway was once again very popular as the patrons sifted through the 1000s of issues. Staff and their hard work were celebrated on Tuesday during National Library Workers Day with refreshments. An OPPL trivia contest also took place in which staff were asked to answer five questions about the library and its history and current services. Four staff members who answered the questions correctly received a National Library Workers Day mug or water bottle.

On behalf of the library, Steve Newman and Mary Adamowski thanked the District 135 Maintenance staff for their assistance with the ordering and loading of salt for the library's snowplow with refreshments for the workers who appreciated our thanks.

Trustee Healy mentioned the Youth Services Department was honored by the Orland School District 135 Board of Education by receiving a Community Spirit Award certificate. Youth Services Manager Smits said School Liaison Kara DeCarlo went to the April 8 event to receive the certificate.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy Personnel

Law

Strategic Plan

Capital Campaign Committee

Renovation Project Update – For Discussion

Unfinished Business

Director Weimar explained that she, and Assistant Library Director Adamowski met on 4/4/19 with Architects Michael C. Barnes, Lisa Schmidt and John Lucas, along with Adult Services Manager Masura, Youth Services Manager Smits, and Teen Librarian Erin Fixel. The architects showed several options of possible partition styles for the Youth Services Program Room. Architect Barnes said he would like to incorporate unique ceiling and lighting options for both the Tween and Teen Areas that would designate the intended audience. Alternative shelving ideas for the Adult Services audiovisual collection were discussed. Assistant Director Adamowski would provide the revised collection

numbers to Architect Lucas for shelving options. Director Weimar explained the Nature Center was included as an alternate bid for the renovation project. In order for the planning of the center to continue, a conceptual design is needed. Wight and Company has submitted a proposal for design to the library. The design is anticipated to be completed within a two-week time period and the fixed proposal fee is \$5000. Director Weimar asked the trustees if the library should continue to pursue the conceptual design proposal of the nature center. Trustee McMillan is in favor of the nature center and feels it would set the library apart from all others since no other libraries in the area have such a unique feature. Trustee Healy inquired as to how it would be staffed. Youth Services Manager Smits said when programs are held it would be staffed during those times. Vice President Leafblad stated it is necessary to see the conceptual design to figure out how it can be staffed adequately. Director Weimar suggested Adult Services may schedule adult book discussions in the nature center. Secretary Kleis said he would need to review the conceptual design to see the interest it would generate with children. The board came to a consensus to have a conceptual design drawn up by the architects in the amount of \$5,000 in order to have more information to be able to determine if the nature center should be created. The Building Committee will meet on 5/1/19 at 7:00 p.m. to review the schematic design of the renovation project.

Adoption of Resolution 2019-02 Honoring Diane I. Jennings for Service As a Library Trustee for the Orland Park Public Library 2006-2019 – For Action

New Business

Vice President Leafblad motioned to adopt Resolution 2019-02 Honoring Diane I. Jennings for Service As a Library Trustee for the Orland Park Public Library 2006-2019. Secretary Kleis seconded.

Trustee McMillan thanked Treasurer Jennings for all of her service and Director Weimar honored Jennings for all of the support she has given to the Orland Park Public Library over the years and said it was a pleasure and a privilege to have worked with her. Treasurer Jennings stated receiving the Intellectual Freedom award was a highlight of her tenure and she encouraged staff and trustees to keep up the good work.

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 of the Collection Development Policy revision – For Action

Treasurer Jennings motioned to approve the Collection Development Policy revision as amended. Vice President Leafblad seconded.

Trustee Healy suggested striking the last two sentences of the second paragraph in the Introduction section due to redundancy. The board agreed with the change and Director Weimar will make the necessary edit to the Policy. The motion was approved as amended.

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 of the Schedule of Fines revision – For Action

Secretary Kleis motioned to approve the revisions to the Schedule of Fines. Vice President Leafblad seconded.

Director Weimar stated the Schedule of Fines was last updated 5/18/15 and most materials have a three week loan period, 10¢ a day fine. Recently different formats of materials have been added to the collection that have different loan periods and accompanying fines such as Flick Pix, Roku and Hotspots. As an example Director Weimar stated the Flick Pix boxes have a \$3 a day fine because three movies are included in each box. The misspelling of the word Launchpads on material line 17 will be corrected.

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 of the revisions to the Orland Park Public Library’s Organizational Chart – For Action

Secretary Kleis motioned to approve the revision to the Orland Park Public Library’s Organizational Chart. President Barcelona seconded.

The newly created position of Human Resource Generalist has been added to the chart. Director Weimar said Nicole Suhm will attend the next regularly scheduled board meeting in May so she may be introduced to the trustees. Trustee McMillan inquired about a list indicating the various positions within the library, along with the corresponding staff members’ names. Director Weimar stated that document was included in the board members folders.

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 of the Commercial Insurance Package for May 1, 2019 – April 30, 2020 – For Action

Trustee Healy motioned to approve the commercial insurance package with HUB International Midwest Ltd. in an amount of \$66,351 for May 1, 2019 – April 30, 2020; or motion to approve the commercial insurance package with Libraries of Illinois Risk Agency (LIRA) in the amount of \$54,546 and adopt Resolution 2019-03 Authorizing Membership in the Libraries of Illinois Risk Association. Vice President Leafblad seconded.

Director Weimar explained there are two motions concerning the commercial insurance package for the library. HUB is the current provider, and has been for several years, for the library’s insurance coverage for library property, general liability, auto, and worker’s compensation. Libraries of Illinois Risk Agency (LIRA), a group insurance pool limited to Illinois Library Association members, provided a quote to the library for insurance coverage. Trustee Healy asked if the LIRA self-insurance program structure was part of a pool. Director Weimar stated LIRA, which was established six years ago, is part of a consortium that is the largest broker of Illinois libraries. LIRA requires a four year commitment in that the library will enroll for three years and the fourth year is added if the library decides to leave the consortium. Trustee McMillan said he likes the higher limits, lower premiums and dividend program that are offered by LIRA and that it is a consortium, which he took to mean more viable volume discounts. Director Weimar is hesitant to join a consortium due to the uncertainty of what will occur when the library has an unfavorable climate. She also has misgivings about a provider not being in existence for a longer amount of years. Attorney Walsh stated when the common fund runs out, the participating libraries need to replenish the funds. Director Weimar stated there is \$12,000 difference in quotes between HUB and LIRA with LIRA offering the less expensive price. Weimar reminded the board that Hanover has supported the library as a client over the past several years and all claims the library incurred have been paid. Director Weimar also mentioned that as part of a consortium, the larger libraries pay more in premiums. Any claims over \$10,000 are put before the LIRA board to be reviewed. Finance Manager Kimmey stated some of the pros for choosing LIRA are: coverages may

be increased each year; lower premiums are offered; and the return of surplus. Cons include: four year commitment and the need for the library to add additional monies if the common pool is depleted. Trustee McMillan stated he would like the library to have a conversation with other libraries that have joined LIRA, as well as begin the discussion later this year or early 2020 so more time can be given to the decision of which insurance broker to choose. Vice President Leafblad inquired if LIRA has the right to terminate the library's contract due to the amount of claims. Attorney Walsh stated a vote of two-thirds of the LIRA board membership is needed to terminate any members.

Trustee Healy motioned to approve the commercial insurance package with HUB International Midwest Ltd. In an amount of \$66,351 for May 1, 2019 – April 30, 2020. Vice President Leafblad seconded.

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

Accept the 2018 Orland Park Public Library Audit by McClure, Inserra & Company – For Action

Secretary Kleis motioned to accept the 2018 Orland Park Public Library Audit by McClure Inserra & Company. Vice President Leafblad 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

Approval of the 2019-2020 Strategic Plan – For Action

Secretary Kleis motioned to approve the 2019-2020 Strategic Plan. Vice President Leafblad seconded.

Assistant Director Adamowski presented the Strategic Plan 2010-2020 to the board.

The Strategic Plan 2019-2020 one page snapshot, which was distributed at the March regularly scheduled board meeting, clearly illustrates to the patrons the library's Vision and Mission Statements, as well as the motto and the three goals which staff will focus on for the next two years.

In trustee's packets this month was the internal document Administration and the Management Team will use to track the library's progress as staff do their best to complete the goals, objectives and action steps.

Goal 1 focuses on the library's many services and programs and how we can provide more so we attract the underserved patrons such as millennials or patrons who wish to receive citizenship status. Goal 1/Objective 3 targets the upcoming renovation project and how the library will engage the patrons through effective communication.

Goal 2 concentrates on staff who are the library's most important asset. Staff need to succeed in their daily work and it is up to the library to give them the means to do so. Within the 2 objectives of Goal 2 the plan will focus on creating a welcoming environment that will attract new hires, provide effective onboarding to staff so they feel a part of the organization and work to promote a positive shift in the organizational culture that makes staff feel pleased with their work and proud to be a part of OPPL.

Goal 3 and its three objectives concentrate on the patrons and what the library can do to gather the attention of the people who live in Orland Park. The introduction of the library's new website by May 1

will allow patrons to see at a click and a glance all the different library programs and services. Staff will inquire at local area venues such as Centennial Aquatic Center and Sportsplex to see if there is an interest to have the library present programs and provide library services information on their sites. Staff will also look at statistics to see which programs may need to be sunsetted due to a change in program trends and create programs that reflect the diversity and interests in the community such as the homeschooling population.

The plan is an aggressive one, but it's one that the Administration and Management know can be accomplished. The Strategic Plan Committee will meet on a monthly basis to track the progress of the plan and a progress report will be given to the board on a quarterly basis. Trustee McMillan asked if the new website would be up and running on 4/30. Digital Services Manager Lashbrook said it would be up by 5/1 and tweaks may be made afterwards by Web Developer Lina Elzahdan. Assistant Director Adamowski said she thought it looked very clean and user friendly. Director Weimar said the search the catalog link needed to be bigger. Trustee Healy pointed out a grammatical edit that will be corrected.

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 McMillan acknowledged Adult Services Manager Masura on his 29 years of service. Vice President Leafblad pointed out that newly elected board member Bridget Lindbloom was in attendance observing tonight's meeting.

Announcements

Treasurer Jennings motioned to adjourn the meeting and it was seconded by Secretary Kleis.

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 9:33 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson