

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 20, 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; 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; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andy Masura, Adult Services Manager; Theresa Hildebrand, Patron Services Manager

Swearing in of new Board Members – For Action

Secretary Kleis administered the oath and swore in Charles McShane as Library Trustee.

Dan McLaughlin administered the oath and swore in Bridget Lindbloom as Library Trustee.

Election of Officers – For action

President Barcelona nominated Vice President Leafblad for the role of President. No other nominations were offered. Vice President Leafblad accepted the nomination for President. No further discussion. A roll call vote as follows: Barcelona – Leafblad; Healy – Leafblad; Jennings – Leafblad; Kleis – Leafblad; Leafblad – Leafblad; Lindbloom – Leafblad; McMillan – Leafblad; McShane – Leafblad.

Trustee McShane and Trustee McMillan nominated President Barcelona for the role of Vice President. President Barcelona accepted the nomination for Vice President. No further discussion. A roll call vote as follows: Barcelona – Barcelona; Healy – Barcelona; Kleis – Barcelona; Leafblad – Barcelona; Lindbloom – Barcelona; McMillan – Barcelona; McShane – Barcelona.

President Leafblad nominated Trustee McMillan for the role of Treasurer. No further discussion. A roll call vote as follows: Barcelona – McMillan; Healy – McMillan; Kleis – McMillan; Leafblad – McMillan; Lindbloom – McMillan; McMillan – McMillan; McShane – McMillan.

Treasurer McMillan nominated Trustee McShane for the role of Secretary. No further discussion. A roll call vote as follows: Barcelona – McShane ; Healy – McShane; Kleis – McShane; Leafblad – McShane; Lindbloom – McShane; McMillan – McShane; McShane – McShane.

Vice President Leafblad elected President.  
President Barcelona elected Vice President.  
Trustee McMillan elected Treasurer.  
Trustee McShane elected Secretary.

Trustee Kleis motioned to approve the April 15, 2019 minutes. Secretary McShane seconded.

**Minutes**

A grammatical edit was pointed out by Trustee Healy and the minutes were approved as amended.

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

Motion passed. 6 ayes, 0 nays, 1 abstained, 0 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins  
Friends and family of Secretary McShane and Trustee Lindbloom

**Introduction of  
Visitors**

None.

**Public Comment**

None.

**Executive Session**

Trustee Healy motioned to accept the Treasurer’s Report for April 2019. Secretary McShane seconded.

**Treasurer’s  
Report**

Treasurer McMillan inquired if the Life/Health Insurance budget line savings were still on track to reach the year end goal. Finance Manager Kimmey stated the current savings was still on target, however, new hires will lessen it accordingly. McMillan also asked about the Automation Equipment budget line expense and Digital Services Manager Lashbrook explained it was due to the second phase of the library wide computer replacement project that is now almost complete. Computers have either been upgraded or are brand new and they have been equipped with medium-size PC towers. Lashbrook also mentioned TBS, the library’s new provider of mobile-print management, has been working out well and the working relationship with them has offered flexibility and great customer service. Lashbrook also mentioned he does not foresee any more big ticket items purchased within the current fiscal year. Trustee Healy asked if Envisionware has reimbursed the library for the return of the coin box equipment. Lashbrook stated the library has not yet received the money. Finance Manager Kimmey mentioned the updated 2018 year-end Financial Statements after audit adjustments and journal entries were included in board members’ packets. Kimmey stated the library’s annual treasurer’s report will be printed in the Orland Park Prairie May 23 issue.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Trustee Healy motioned to accept the payment of bills listing from 4/16/19/-5/20/19. Secretary McShane seconded.

Trustee Healy asked about the payment made to Grainger. Assistant Library Director Adamowski said a lift was purchased that can primarily be used to help with mounting or removing the salt spreader on the library’s truck. Maintenance will also be able to use it for many other jobs in and around the building. McMillan also asked about the payment to Lauterbach & Amen LLP. Finance Manager Kimmey explained they are the firm who did the actuarial report and since next year a full report isn’t required the cost will be less. McMillan also asked about the Hanover Insurance Co. payment. Kimmey said all coverages have been paid in full to prevent any lapse in insurance.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Nicole Suhm the library's Human Resources Generalist was introduced. Onboarding presentations start in June and will cover such topics as the Employee Handbook, Appendices, Polaris functions, overview of other departments, and cybersecurity. They will be offered each month at various times going forward. Suhm talked about her idea of creating an intradepartmental communications group which will be starting in June. This group will allow staff, new hires and seasoned, to meet and discuss OPPL-related topics.

All trustees received a copy of the Trustee Facts File. It has been checked out to their library cards and Assistant Library Director Adamowski will handle the renewals as the review of selected chapters takes place throughout the next few months. This year, the trustees will review Chapter 11, as well as the appendices. The information will be discussed on the July agenda. The trustees are also to familiarize themselves with the Digital Public Library of America (DPLA) at <https://dp.la/> and the Illinois Digital Archives (IDA) <http://www.idaillinois.org/>. Outreach Manager Cuci mentioned all of the library's NASA archives have been uploaded to the library's Polaris catalog, as well as the Illinois Digital Archives site. Another requirement involves focusing on organizational management. Opportunities to watch webinars, etc. will be forthcoming.

July will have several policies on its agenda for review: Investment of Library Funds Policy, Policy on Confidentiality of Library Records, Policy with Regard to the Collection, Use, Disclosure, and Protection of Individuals' Social Security Numbers. It is the intent to also review the Public Policies including Food, Homebound and InterLibrary Loan. These policies will be reviewed by the Management Team and will be included on the July or August agenda.

The April and May programs have been very well attended. Youth Services Manager Smits spoke about her youth programs which have attracted much attention from the patrons. The recent Ramadan program had over 300 patrons in attendance with many traveling from far distances such as Naperville. The upcoming Eid program, scheduled for May 29, is expected to draw a large audience. Adult Services Manager Masura and his department hosted an author visit program with Alex Kotlowitz with 60 patrons in attendance. Outreach Services Manager Cuci mentioned the Friday evening Showcase on May 17 featured the Traverso's singers which was a big hit with standing room only attendance. Trustee Healy mentioned she appreciated seeing the Facebook comments in the Graphics Department portion of the departmental board reports. Digital Services Manager Lashbrook said the Library's new website launch on May 1 went very well with only a few minor glitches that he and Web Developer Lina Elzahdan fixed. Since it is hosted offsite and is running the latest version of WordPress it is more secure. The Staff Pics section is the only section that is currently under construction. Director Weimar pointed out the former events calendar Evanced has been replaced by the WordPress Events Calendar which will mean there will be approximately \$2,000 cost savings.

The Strategic Plan will be discussed at July's regular board meeting. Strategic Plan Chair Adamowski has been meeting regularly with the Management Team to discuss the Plan's accomplishments and will make the report at the July 15 meeting.

President Leafblad and Trustee Lindbloom spoke about the Trustee Workshop they attended on May 11<sup>th</sup> along with Assistant Library Director Adamowski. They both felt the legal presentation from Klein Thorpe and Jenkins and Library Budget 101 information presented by Prospect Heights Public Library District Director Alex Todd were very comprehensive and beneficial. Assistant Library Director Adamowski will get copies of the handouts from both presentations to the other board members.

This month's materials circulation compared to last year's was lower. Patron Services Manager Hildebrand said request hold times are high but that is due to the fact that patrons are placing holds on pre-published items, as well as placing holds on different formats of the same title and then subsequently canceling the holds once their preferred format becomes available. Trustee Healy asked if the library app Boopsie was a necessary purchase for the library now that the new website, which is mobile-friendly, has launched. Digital Services Manager Lashbrook said since the new website works so well the app could be phased out. Trustee Healy inquired about the price for the Boopsie app. Lashbrook answered its cost is \$3000-4000 annually. Secretary McShane asked about usage numbers on the app. Lashbrook said the usage numbers are good on the app.

On May 1, after heavy rains, Maintenance Superintendent Steve Newman noticed the pond water was

extremely high. He contacted Public Works who sent a crew out to clear the drainage pipes. Luckily it was caught in time and there was no backflow into the building.

Over the years the library has formed a partnership with the Southwest Cooperative's Transition Program. The Transition Program is a cooperative vocational education opportunity for students with special needs to volunteer their time in the community. The two students this spring were Kristen and Danny and they helped with shredding, checking AV cases and sorting materials in AS, PS and YS. Two of the students who have aged out of Transitions are still volunteering at the library. The library received a recognition plaque thanking us for our partnership.

The library will be manning a booth four times this summer at the upcoming Market at the Park which begins next Thursday. Three staff members each will talk with the patrons and let them know about the programs and services we offer. Crafts for the children will be offered two of the weeks and there will be Spheros demonstration.

Trustee McMillan asked how many Market at the Park events the library will attend this summer. Assistant Library Director Adamowski said the library will be manning a booth at four Market at the Park dates. Staffing can be difficult due to other programs being held simultaneously at the library. It is a possibility that The Friends of the Library could man the table next year so they receive exposure to their organization and the good they do for the library.

Trustee Healy asked about Sensory Storytimes. Youth Services Manager Smits said Youth Services Reference Librarian Emily Meszaros facilitates the Sensory Storytimes in which shakers, sensory bins and water bottles that resemble lava lamps are incorporated. These special toys can also be utilized outside of the Storytime room. These events are geared toward children who need more sensory stimulation and they have been popular with the families. Trustee Healy asked about the library's Kennedy collection. Outreach Services Manager Cuci stated three families donated items to the library and it is a rotating exhibit that it is currently on display.

No report at this time.

**Other Staff Reports**

- A. Approval of the May 1, 2019 Building Committee Meeting Minutes – For Action  
Vice President Barcelona motioned to approve the May 1, 2019 Building Committee Meeting Minutes. Treasurer McMillan seconded.

**Building and Maintenance**

Trustee Healy asked about the process of ordering new insulation. Director Weimar stated now that the roof membrane had been removed it became evident that much of the insulation on the west end of the roof was saturated with water. Replacement insulation was ordered and there will be no additional cost incurred since it was priced into the original budget. Healy also asked about the HR Generalist office being downstairs. Director Weimar stated this was due to limited room within the Administration offices and the need for the HR Generalist position to have their own office space to house files and offer privacy when interacting with staff. The Administration area renovation will include creating separate office space for the Finance Manager, Senior Administrative Coordinator and Administrative Clerk. Graphics will also have additional office space acquired after the closet is removed.

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

Motion passed. 6 ayes, 0 nays, 1 abstain, 0 absent

- B. Library's Renovation Project Update – For Discussion

Treasurer McMillan said much effort has been made trying to reduce the renovation budget while keeping the proposed renovated areas on track. He went on to say the Youth Services entrance creation is fantastic along with the new Teen Area rendering where they will get their own defined space.

McMillan thought the lobby looked really cleaned up and that the schematic design was very comprehensive. He said people may not realize that the library is a community center and the renovation will help to get that word out, and in turn help drive circulation higher. Trustee McMillan stated he liked how IT will have more emphasis and distinction. He pointed out the library is 15 years old now, but since it has been so well kept it still looks newer but could use some catching up with the current times. McMillan has recently visited the public libraries in Glenview, Palos Heights and Schaumburg and said although they were very nice none had a Nature Center. Treasurer McMillan stated he thinks having a Nature Center would help differentiate the Orland Park Public Library from all others in the area and give it a real wow factor. He liked Architect Michael Barnes digital visual renderings and found them very helpful in seeing the vision he has. Director Weimar stated Public Information Manager Fordice, along with Web Developer Lina Elzahdan have created a renovation blog on the library's website which will be frequently updated with information and pictures of the upcoming changes. Trustee Healy asked about the Multipurpose Room and questioned if it would be able to accommodate other meetings that the library hosts. Director Weimar stated the Multipurpose Room, currently the Quiet Study Room, will be repurposed to offer space for book discussions, condo association meetings and other smaller type gatherings. The area should hold 20-30 attendees comfortably. President Leafblad said the proposed portal entrance to the Youth Services Department is a good indicator for adults who may not be familiar with the library space intended for children. Trustee Healy asked how the Youth Services Department would handle allowing adults into the Nature Center during evening hours since they will need to walk through the department to get to the Nature Center entrance. Assistant Library Director Adamowski stated procedures will need to be put into place so adults can have access to the Center during their designated times. Treasurer McMillan said Architect Barnes may have some ideas for a separate entrance and he thought it would work fine.

Director Weimar mentioned Wight and Co. will assign the library a new construction manager for the project because previous manager has resigned from Wight for another job opportunity. This change should not affect the progress and timeline of the project. President Leafblad also liked the Nature Center stage and said it would be great for outdoor storytimes. Director Weimar stated the Capital Campaign budget is halfway to the \$150,000 mark and that the committee would need to determine how much gets appropriated for the Nature Center. Different fundraising ideas were mentioned but more research needs to be done before planning goes further.

### C. Roofing Project Update – For Discussion

In early May the roofers discovered soaking wet insulation at the north end of the building. New insulation was ordered at a cost of \$5500.00. The cost for the new insulation was taken from the insulation contingency amount of \$9539.00 of the base bid total. The roofers did take core samples of the west area of the roof to see if there was wet insulation but it was dry.

The roofing project is very near completion. Administration and Maintenance went up to see the work and it is very impressive. Steve Newman is very pleased with the craftsmanship and the responsiveness of Anthony Roofing.

The final step of the project will be the installation of the flashing. The sheet metal workers will be here later this week if the weather cooperates. Flashing is installed to prevent water seeping into the structure in the building through the clerestory windows.

There was a leak discovered over the weekend on the west side of the building near the 2<sup>nd</sup> floor bay area. Steve contacted Project Manager Tony Claussen of Anthony Roofing and he reported back that the foreman will be out on Tuesday to fix it.

Thank you to Web Developer Lina Elzahdan and Graphics who created the Roofing blog and has been continually updating it.

Trustee Healy asked when the next phase of the roof replacement project may be. Assistant Library Director Adamowski stated the next phase could possibly be in 2021 and the project would need to go to bid again at that time.

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**

None.

**Unfinished  
Business**

Adoption of Resolution Number 2019-03 regarding the 2019 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

**New Business**

Trustee Kleis motioned to adopt Resolution Number 2019-03 regarding the 2019 Annual Resolution Authorizing Public Library Non-Resident Cards. Vice President Barcelona seconded.

Director Weimar stated this is an annual resolution dealing with individuals who live beyond the jurisdictional boundaries of the Orland Park Public Library and who do not live within the boundaries of another public library. The library uses the Tax Bill Method when determining the fee for a non-resident library card. President Leafblad said she likes the tax bill method since non-residents are paying the same amount in their tax percentage to the library as those who live in the village limits. Trustee Healy asked if a non-resident would be refunded if they were to buy property within the Village of Orland Park. Patron Services Manager Hildebrand said yes they would be refunded according to the library's current policy.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for the consultant expenses for Michael C. Barnes on the alternate project of the Nature Center from the operational budget – For Action

Vice President Barcelona motioned to approve the consultant expenses for Michael C. Barnes on the alternate project of the Nature Center from the operational budget. Treasurer McMillan seconded.

Director Weimar stated the conceptual design was created by Wight only and Architect Barnes asked for 7-10 hours at \$150 each to be part of the design process. Treasurer McMillan said he feels that Architect Barnes is an integral part behind the operation so he should be involved.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Appointment of Trustee Nancy Healy for Treasurer Pro-Tem- For Action

Trustee Kleis motioned to appoint Trustee Nancy Healy for Treasurer Pro-Tem. Vice President Barcelona seconded.

Director Weimar stated this is a backup role when in case Treasurer McMillan is unavailable.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Appointment for Trustee Bridget Lindbloom for Secretary Pro-Tem – For Action

Director Weimar stated this is a backup role when in case Secretary McShane is unavailable.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approve the authorization of signatures for the Marquette Bank accounts – For Action

Vice President Barcelona motioned to approve the authorization of signatures for the Marquette Bank accounts. Trustee Kleis seconded.

Finance Manager Kimmey stated Marquette Bank requires new authorized signer paperwork to be filled out by the Board President, Vice President, Treasurer and Treasurer Pro-Tem.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for Bridget Lindbloom, Joanna Leafblad, and Mary Adamowski to attend the ATLAS Trustee Training workshop on May 11, 2019 at the Crete Public Library District in the amount of \$15 each –For Action

Trustee Kleis motioned to approve Bridget Lindbloom, Joanna Leafblad, and Mary Adamowski to attend the ATLAS Trustee Training workshop on May 11, 2019 at the Crete Public Library District in the amount of \$15 each. Secretary McShane seconded.

Treasurer McMillan mentioned he was excited to see any handouts that are provided. Assistant Library Director Adamowski stated she will email the two documents to the trustees early next week.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Library Board Committee Assignments – For Action

Director Weimar said the board should indicate to President Leafblad what committees they are interested in being a part of. Discussion ensued and the committees were arranged. Also at this time a Capital Campaign committee was formed.

Trustee Lindbloom motioned to create a Capital Campaign committee. Treasurer McMillan seconded.

No further discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer McMillan asked if business cards could be ordered for the board members. It was discussed and determined that it would be beneficial for board members to have business cards. Trustees agreed to include their library email and library phone number on the cards. Treasurer McMillan would prefer to have his cell phone number listed. Public Information Manager Fordice stated the cards are reasonably priced and could be ordered.

**Announcements**

Treasurer McMillan motioned to adjourn the meeting and it was seconded by Trustee Lindbloom.

**Adjournment**

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

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:07 p.m.

Charles McShane  
Secretary

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

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

Minutes prepared by Aaron Peterson