

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 17, 2019

The meeting was officially called to order by Joanna Leafblad, President at 7:03 p m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Elan Kleis, Trustee; Bridget Lindbloom, 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; Nicole Suhm, HR Generalist

Trustee Lindbloom motioned to approve the May 20, 2019 minutes. Trustee Kleis seconded.

Minutes

Trustee McMillan asked if there had been a new construction manager appointed. Director Weimar said there was not a new construction manager yet and we were still in the schematic design phase. He also inquired if the roof leak had been fixed yet and Assistant Library Director Adamowski confirmed it had been fixed. Trustee Healy mentioned a few grammatical edits. The minutes were approved as amended.

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

Ken Friker, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None.

Public Comment

Secretary McShane motioned to move into Executive Session to approve closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions and for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body at 7:07 p.m. Trustee Kleis seconded.

Executive Session

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

Vice President Barcelona moved to resume regular session at 7:49 p m. Secretary McShane seconded.

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 Kleis motioned to accept the Treasurer’s Report for May 2019. Trustee Lindbloom seconded.

Treasurer’s Report

Trustee McMillan inquired about the State Grants line item and what the library has received to date. Director Weimar stated the library will receive the entire Per Capita Grant monies in the amount of \$70,600. The amount of \$81,250 was budgeted for FY 2019 to allow for additional grant monies the library may receive from smaller grants that staff may apply for throughout the year. McMillan also asked about the Library Consultant line item in which Director Weimar stated the Consultant line included fee payments for Wight & Company architects including Patty King who is designing the Nature Center, as well as fees for Michael C. Barnes and the website consultant. The budget for that line item is doing well. When McMillan inquired about the Automation Equipment line, Digital Services Manager Lashbrook said the new public and staff computers were the bulk amount of the Automation Equipment line, and there was a cushion budgeted for emergency use if needed. Finance Manager Kimmey stated the payment in May for Liability Insurance was a prepaid expenditure and will be expensed out through the rest of the year.

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 5/21/19/-6/17/19. Trustee McMillan seconded.

Trustee Healy asked if the Comcast e-rate had been established yet. Digital Services Manager Lashbrook stated the application is a significant undertaking that he was not able to handle at this time. The deadline has since past but the newly formed Technology Committee will work toward completing the 2020 application. Secretary McShane inquired about the bill from Current Technologies. Lashbrook said the \$1300 cost was for the backup system which was purchased through CTC. Treasurer McMillan asked about the WebQA bill and Assistant Library Director Adamowski explained the WebQA bill is for software that allows the library to post the FOIA requests, responses and documents to the library’s FOIA portal on its website. McMillan also asked about the LinkedIn bill. Director Weimar explained the LinkedIn bill was the full year payment for the Lynda.com online database. Treasurer McMillan asked if the payments to Wight and Co. and architect Michael Barnes were on schedule. Finance Manager Kimmey confirmed the payments to Wight and Co. and architect Michael Barnes were on schedule. Treasurer McMillan would like to see copies of the past invoices, as well as a schedule of upcoming payments from the architects to gauge their progress.

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

Our first summer concert on June 9 with the jazz Multiplicity Band was held inside due to inclement weather and it was enjoyed by a room full of music enthusiasts. Before the Band began their concert Treasurer Mary Ann Ahl of The Friends of the Orland Park Public Library presented a check in the amount of \$4000 to Director Weimar to be used for the 2019 Summer Reading Challenge. Outreach Manager Cuci had great turnouts for the Showcase with The Traverso’s Singers attracting 170 attendees, while the Chicago Outfit & the Family Secrets Trials brought in 92 patrons. The Summer Reading Challenge Kick-off was held on June 1 and had many activities including Nova Quarter Horses, green screen fun, adult music entertainment, crafts for adults and children, spheros demonstrations, as well as frozen yogurt from TCBY. Youth Services Manager Smits said there were approximately 425 patrons at the kick off with many other patrons signing up online through the Beanstack app. To date 1664 patrons have registered with 95 patrons completing the challenge. Adults

Librarian’s Report

have read 833 books and the children have logged in 125,000 minutes of reading. Trustee Healy raved about the pony rides for children provided by Nova Quarter. Circulation statistics went up from last May by about 2,000 items and Patron Services Manager Hildebrand added there was a 4.1% increase in circulation compared to May 2018.

Patron Services Manager Hildebrand and Technical Services Manager Xie both attended the Innovative User Group Conference in Phoenix, Arizona and said it was very informative. They were able to view new software and their many capabilities, as well as hear how other libraries fully utilize the system's many functions. Hildebrand, Xie and Web Developer Lina Elzahdan have currently completed 9 hours of SQL training. This will allow them to run more precise and specific reports. Secretary McShane mentioned every database is built on SQL database structure and the codes are needed to run reports tailored made for each institution and company. Technical Services Manager Xie said they have different needs and the training is very helpful in each of their daily work.

BookExpo New York City during May 28-31 was exciting with many authors and publishers highlighting their upcoming print and audiobook releases. There seemed to be fewer well known authors but many advanced reader copy books were given out. Director Weimar stated the highlight was hearing Supreme Court Justice Sonja Sotomayor speak on her new children's book titled, *Just Ask*. Trustee Healy talked about how she really enjoyed learning about all the non-conventional audio book information and Vice President Barcelona shared how he enjoyed hearing from George Takei about his upcoming graphic novel. Assistant Library Director Adamowski mentioned the session she attended with Jane Pauley who moderated a panel with the authors of a book called, *How to Raise a Reader*, which discusses ways to instill the love of reading to babies, children and teens.

Assistant Library Director Adamowski and Administrative Clerk Alice Grabowski have been updating the library's various manuals with recently revised policies and procedures. Recently RAILS asked the law firm Ancel Glick to update the requirements of information libraries need to include on their websites. This information has been reviewed and the library has all required information, such as FOIA contact information, Board of Library Trustees positions and contact, and financial information including contracts and monthly circulation and holdings statistics on our site.

Digital Services Manager Lashbrook, Patron Services Clerk Patrick Deitche and Assistant Library Director Adamowski represented the library at the June 13 Market at the Park. Ian demonstrated the spheros in the plaza area at Crescent Park, while Patrick had fun showing the kids and adults how to interact with R2D2. Assistant Library Director Adamowski was able to talk to a lot of patrons about the summer reading challenge and other programs and services. Many of the patrons had great things to say about the library including this year's summer reading theme, the StoryWalk and the Sunday outdoor concerts. Approximately 75 people were interacted with throughout the evening.

No report 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

1. Roofing Project – For Discussion

Both Mark Nelson of Wight & Company and Tony Clausen of Anthony Roofing contacted Assistant Library Director Adamowski June 17 to update the progress of the roofing project. As of Friday, June 14, the sheet metal work was not completed due to the rainy weather. The workers need the remainder of the week to wrap up their work and they plan to schedule the final walk through inspection late next week. The library did send Anthony Roofing their first payment in late May. The remaining balance will be made in two payments with one payment going out this week and the final payment after the inspection. Treasurer McMillan asked about the contingency amount for the insulation. Adamowski confirmed those funds were used to pay for the insulation replacement but there were still monies left over in the insulation contingency budget line.

2. Renovation Project – For Discussion

There have been two preliminary meetings recently focusing on FF&E of the Renovation Project. The meetings were held to review the furniture in the initial design development concepts. On June 5 the ground floor furniture scope was reviewed and on June 14 the 2nd floor scope was discussed. Along with Administration, Youth Services Manager Smits and Patron Services Manager Hildebrand attended with Wight & Company Architect Lisa Schmidt, Interior Designer Erin Oberman and Michael Barnes on June 5. Many pieces will be able to be reused from the Preschool Area such as the train table, light table and caterpillar tables. It was also determined that the children's circular bookshelf needed to be redesigned with walk-throughs much like the earlier renderings showed. A consensus was made that the corral within the Preschool area should be more of a serpentine design and not circular. The public service desks will have a smaller footprint and be situated so staff can see people from different directions. The Welcome Desk located in the lobby will become a smaller movable kiosk. It will be equipped with a cellular phone and some sort of technology to access the library's website and Intranet in order to retrieve information for patrons.

On June 14, Adult Services Manager Masura, Teen Librarian Erin Fixel and Digital Services Manager Lashbrook, along with Administration, met with the architects to discuss the second floor furniture. It was noted that Library Director stressed to the architects at the meeting that the chairs for the meeting room, as well as the multipurpose room needed to be comfortable but stay within the budget. There were two Nature Center meetings held on 5/23 and 6/14. At the first meeting three design choices were presented. It was determined that more green area and deck space were desired. With the new design which was presented on 6/14, the cost estimate has risen to an unforeseen amount. Three choices of fencing were submitted which feature a partial see-through design, however, the safety and cost of them have come into question. Capital Campaign paver bricks may be able to be incorporated for donations and the library maintenance staff would be able to help with building of some of the wooden structures such as the benches and container gardens. Secretary McShane thought the unit prices from Wight and Co. seemed high on many of the items, in particular the chalkboard and water table. Nancy Healy suggested that an informal meeting could be had with the Village's Park and Recreation Department. It was determined the Building Committee would like to have a meeting next week with Wight & Co. Director Weimar will contact Wight to schedule the meeting for June 24.

Approval of revisions to the Interlibrary Loan Policy – For Action

Trustee Kleis motioned to approve the revisions to the Interlibrary Loan Policy. Vice President Barcelona seconded.

Director Weimar stated it has been six years since this Policy was last updated. Weimar continued that there were not many changes to the policy and it has been reorganized for better readability by Patron Services Manager Hildebrand. The circulation of videogames to other libraries will now be included in the Lending Guidelines for Patrons portion of the policy. President Leafblad questioned why the evaluation of the Interlibrary Loan Policy was struck. Director Weimar explained the policy will be reviewed on a more regular basis now and not every three years as it previously stated. Trustee Kleis suggested a few grammatical edits. The Interlibrary Loan Policy was approved as amended.

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 of the revisions to the Homebound Policy – For Action

Trustee Kleis motioned to approve the revisions to the Homebound Policy. Secretary McShane seconded.

Treasurer McMillan pointed out a grammatical edit. McMillan also inquired about the procedure of not collecting fines from homebound patrons. Outreach Services Manager Cuci stated unless materials are destroyed there are never any fines for Homebound patrons. Trustee Healy recommended changes to some of the wording stating there should be consistency with the other library policies. The Homebound Policy was approved as amended.

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 of the revisions to the Policy on Confidentiality of Library Records – For Action

Trustee Kleis motioned to approve the revisions to the Policy on Confidentiality of Library Records. Vice President Barcelona seconded.

Director Weimar stated the policy was rewritten by Klein Thorpe and Jenkins and asked Attorney Friker to explain the changes. Attorney Friker stated recent federal legislation has made revisions and the new policy restates the purpose of language required by federal law. Trustee Healy suggested a wording change and Trustee Kleis noted a grammatical edit. It was recommended that the term “Librarian in Charge” be change to “Person in Charge” to reflect the library’s preferred terminology. The Policy on Confidentiality of Library Records was approved as amended.

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 of the revisions to the Policy with Regard to the Collection, Use, Disclosure and Protection of Individuals’ Social Security Numbers – For Action

Trustee Kleis motioned to approve the revisions to the Policy with Regard to the Collection, Use, Disclosure and Protection of Individuals’ Social Security Numbers. Secretary McShane seconded.

A few minor changes were recommended by attorney Dennis Walsh in order to comply with recent legislation.

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

Resolution No. 2019-04 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Secretary McShane motioned to adopt Resolution No. 2019-04 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection. Trustee Kleis seconded.

Director Weimar stated there was a consensus during executive session as to the release of the December 2018 and the confidential status of the April 2019 minutes. The Resolution was approved as amended.

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

Illinois Public Reserves Investment Management Trust with PMA – For Discussion

Treasurer McMillan talked about some highlights regarding IPRIME and why the library might want to utilize them in the future. It is an investment pool for Municipal Treasurers acting on behalf of municipal subdivisions of Illinois which is earning a slightly better rate of return than is currently being realized. The current library administrator, PMA, would remain as such and only savings account money would be invested in this plan. The board would like to revisit this at the next regularly scheduled board meeting and a Resolution will be drawn up.

Investment of Orland Park Public Library Funds Policy – For Discussion

Director Weimar worked with attorney Dennis Walsh on making the necessary legislative changes and they have been implemented. Trustee Healy asked about the diversification of asset and if the Treasurer reviews the policy on an annual basis. Finance Manager Kimmey stated assets are invested in various investment accounts and Certificate of Deposits. Assets are also diversified between different banks ensuring each balance is kept below the FDIC insured limit. Trustee Healy asked if an audit had ever been requested from PMA. Kimmey stated an audit has not been requested since he has been with the library, but it certainly could be requested at any time. Trustee Healy also asked about the reporting of investments. Kimmey stated he does receive reports form PMA.

Approval of the revision of the Indemnification of Officers, Volunteers, and Employees Policy - For Action

Trustee Kleis motioned to approve the revisions to the Indemnification of Officers, Volunteers, and Employees Policy. Secretary McShane seconded.

By statute, required changes have been made by Attorney Walsh, adding the necessary language.

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 of the Trane Maintenance Contract for the preventive maintenance of our HVAC system including the Tracer Summit Control System in an amount \$9,300 each year for three years from July 1, 2019- June 30, 2020; from July 1, 2020 – June 30, 2021, and from July 1, 2021 – June 30, 2022– For Action

Trustee Kleis motioned to approve the Trane Maintenance Contract for the preventive maintenance of our HVAC system including the Tracer Summit Control System in an amount \$9,300 each year for three years from July 1, 2019- June 30, 2020; from July 1, 2020 – June 30, 2021, and from July 1, 2021 – June 30, 2022. Secretary McShane seconded.

Assistant Library Director Adamowski stated Trane upgraded the library HVAC system in 2017. They do 11 on-site visits annually and are very responsive to any issues. A key benefit of the system allows Maintenance Superintendent Steve Newman to monitor library internal temperature conditions remotely. There was a 3% increase between 2018-2019 and there will be a 4% fixed increase over the next three, according to the proposed contract. President Leafblad noticed some changes were made to the terms and conditions. Adamowski said Attorney Walsh had made some changes and Trane had approved them.

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

2019 Strategic Plan Update – For Discussion

Assistant Library Director Adamowski presented an overview of the 2019 Strategic Plan highlighting some of the action steps that have been already completed and some of which are currently in progress.

President Leafblad shared congratulations to the two library staff members who were in attendance for having recently met years of service milestones; Aaron Peterson 3 years and Kelly Cuci 19 years.

Announcements

Vice President Barcelona motioned to adjourn the meeting and it was seconded by Trustee Kleis.

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 9:50 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson