

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 15, 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; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Elan Kleis, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Christian Barcelona, Vice President

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; 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 Kleis motioned to approve the June 17, 2019 minutes. Secretary McShane seconded.

Minutes

Trustee McMillan asked if the meeting, as suggested by Trustee Healy at the last board meeting, with the Village's Park and Recreation Department was ever scheduled. Assistant Library Director Adamowski will look into scheduling a meeting with the department to informally discuss any suggestions they could offer about play equipment for the proposed Nature Center.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Ken Friker, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Kristen Holding, Graphics Assistant, spoke on her desire to attend the Photoshop World Conference in Las Vegas, Nevada from August 21-23, 2019. She won a badge worth \$800 to attend the conference. Since Photoshop is part of the Adobe suite, which she utilizes on a daily basis for her position at the library, she would like to attend in order to learn from the top professionals in the field. Director Weimar stated her schedule will be created to coincide with her non-exempt status.

None.

Public Comment

None.

Executive Session

Trustee Kleis motioned to accept the Treasurer's Report for June 2019. Secretary McShane seconded.

Treasurer's Report

Trustee McMillan inquired about the Building Maintenance budget line and Assistant Library Director Adamowski stated three of four payments have been made to Anthony Tecta America Roofing for the roofing project. Following the Capital Needs Assessment which was conducted in 2017, the second half of the roofing project is slated to be done in 2023. Director Weimar stated plowing and salt costs were lower than expected. Discussion ensued in regards to resurfacing the asphalt parking lot. Board members, McMillan, Healy and Leafblad all thought waiting until after the renovation project is completed in 2020 would be a good idea due to the heavy trucks that will be coming and going during the renovation. Director Weimar thought the stripe painting of the parking lot might need to be done in 2019. McMillan also asked about the Automation Equipment budget line and Digital Services Manager Lashbrook stated 75% of the budget was spent on new computers for the library.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy motioned to accept the payment of bills listing from 6/18/19/-7/15/19. Secretary McShane seconded.

Trustee McMillan asked what caused the voided checks that appeared in the check detail. Finance Manager Kimmey explained when his computer was recently replaced the printer settings were changed and a job was sent to the wrong printer. This problem has since been fixed by the IT Department. Kimmey also explained the roofing payments were coming out of the Special Reserve fund so the operating budget would not be affected.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The Summer Concert series is going very well. Legacy, Chicago’s premier rock and soul band had a very high attendance of 209. Outreach Services Manager Cuci said she was very excited about the upcoming salsa band, Suenos Latin-Jazz, on July 28. “It’s Showtime At Your Library,” this summer’s program has used the Beanstack app for the first time to allow patrons to register for the program, as well as log their reading. The app has received good feedback from patrons and staff. Youth Services Manager Smits said Adult, Teen and Youth completion totals have already exceeded last year’s at this time and are on track to beat last year’s totals. Smits talked about how recent programs in Youth Services had great turnout including: The Circus Time program which had 153 patrons, the Family Mystery Party program had 44 patrons, the Disney Pixar family trivia program had 55 and the Laser Comedy show had 70 patrons in attendance. Digital Services Manager Lashbrook talked about the first and second quarter statistics while referring to a graph document. He explained how program attendance was up over 4,000 patrons compared to the same time last year. Trustee McMillan stated he noticed the teen program attendance numbers had actually gone down and Smits stated that was most likely due to printing automation being implemented instead of teen volunteers releasing print jobs. All circulation types including Device, eMedia and print are up for the year; however, AV is down and this is most likely due to the Blu-Ray and CD categories and the effect streaming services, such as Hoopla and Spotify, are having on circulation of these material types.

Librarian’s Report

After contacting Mark Schaeffer of the Illinois State Library in regards to possible grant funding for the Nature Center, Live and Learn Grant monies cannot fund any project outside a library building/facility and can only be used for projects that have not yet been started. Possible other sources for funding that the library will investigate include Target Community grants, as well as Institute of Museum and Library Services grants.

Per Capita Grant FY 2020 requirement for attending/or viewing an organizational management webinar/workshop has been assigned to all staff and trustees. Two trustees have completed the requirement to date. Staff are to have their requirements completed by the end of October.

Trustee Healy asked about the newly established monthly Communications meetings. Human Resource Generalist Suhm runs the meetings in which all staff receive informal training on topics such as LBTGQ and de-escalation along with icebreaker activities. Healy also was pleased to see the study room usage was high. Trustee McMillan was happy to see patron attendance was up and that the Ancestry-database usage was very high. Adult Services Masura said genealogy has been a very popular area of interest lately.

Wight engineers have made two visits to the library to do on-site inspections for the upcoming renovation project. On June 21 the plumbing and mechanical engineers completed their preliminary inspections, while the electrical engineer visited on July 2.

The 10 exterior door locks were replaced with new ones last week. This action was taken because of the loss of a master key. Key personnel such as Administration and all PICs have been given a copy of the new key. The old master key will open the rest of the interior door locks.

In the FY 2019 budget, money was allocated for the library to purchase a new van for staff to use for work-related travel such as to nursing homes, schools, meetings and conferences. Steve Newman and Administration have received pricing for the cost of vans. The two quotes given to us have come in lower than the \$36,000 that was budgeted. The current van is a 2008 model and is in good condition, but does have some rusting on the lower panels. Trustee Healy did not think a new van was needed but showed concern when it was determined that longer trips were made with the van to places, such as, Peoria and Indianapolis. Treasurer McMillan mentioned the average lifespan of a car is 11.8 years. Assistant Library Director Adamowski and Maintenance Superintendent Steve Newman will continue to look for a van that will meet the needs of the staff and outreach to the community.

The staff will participate for the final time this summer at the upcoming Market at the Park on July 18. Crafts will be brought for the children to create on-site or to take home. The library signed on to participate at the Market 4 times this summer; only one event was rained out.

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. Renovation Project Update – For Discussion

Unfinished Business

Director Weimar met with Assistant Library Director Adamowski, Digital Services Manager Lashbrook, Youth Services Manager Smits, Teen Librarian Fixel and Maintenance Superintendent Newman about flooring options. Anti-static capability, stain protection and colors were all areas of interest. Carpet option 1 is the field carpet which would replace the second floor carpet with a new rectangular plank style carpeting. Carpet option 2 is the accent carpet that would be installed in the bay areas, main corridors and meeting rooms. Using existing basement stock, the Nurazzo tile that is in the lobby, main stairwell and Room 104 corridor will be installed outside of the 2nd floor patron restroom area. The service desks will consist of millwork and will allow ample room for staff to work and interact with patrons. Youth Services Manager Smits expressed positive feedback about the serpentine structure that is being created for the Preschool Area. The structure will house the board books, allow for seating for adults and children and also organically create a barrier to corral the children. Director Weimar reported that architect John Lucas is no longer with Wight & Co. Architect Divya Jain has joined the project, and Steve Moore has been assigned as the new construction manager. Trustee Healy asked about electrical outlets and data ports. Digital Services Manager Lashbrook said those features will be built into the project accordingly. Power and data ports will be recessed where necessary. The next Building Committee meeting will be on August 12 along with a Personnel meeting on September

9, and the Capital Campaign Committee will meet August 5.

2. Roofing Project Update – For Discussion

Assistant Library Director Adamowski checked with Tony Clausen, Wight’s Project Manager for the library’s roofing project to see when the job would be completed. As of last Friday 7/12, Mr. Clausen confirmed the sheet metal would be completed by Thursday 7/18 and the inspector will be coming out the week of July 22 for his warranty approval. Clausen said he would be in touch if anything changes.

Wight Architect Mark Nelson will give the library an update concerning the insulation budget line soon. The bid form listed a cost of \$9,539.00 for insulation and \$5,500.00 of that money was used to replace wet insulation found on the north end of the roof. Clarification has been asked to determine if the remainder of \$4,039.00 is deducted from the amount due to Anthony Roofing. The library has one final payment which includes the retainage amount and will be paid once an answer is given about the insulation line item and the final inspection is completed.

Approval for Kristen Holding to attend the Photoshop World Conference in Las Vegas, Nevada from August 21-23, 2019 in an amount not to exceed \$950 – For Action

New Business

Trustee Kleis motioned to approve for Kristen Holding to attend the Photoshop World Conference in Las Vegas, Nevada from August 21-23, 2019 in an amount not to exceed \$950. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval to join IPrime, a cash management fund exclusively for Illinois municipalities through PMA– For Action

Trustee Healy motioned to approve joining IPrime, a cash management fund exclusively for Illinois municipalities through PMA. Secretary McShane seconded.

Treasurer McMillan said he likes the benefits of being part of IPrime which currently has over 40 municipalities within the consortium with many more likely to join. It is an opportunity to earn a little more interest on any liquid cash that hasn’t already been invested.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Adoption of Resolution 2019-05 “Resolution Approving and Authorizing (1) PMA Financial Network, LLC and PMA Securities, LLC to Provide Investment Services and (2) Execution of the declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust” – For Action

Trustee Kleis motioned to adopt Resolution 2019-05 “Resolution Approving and Authorizing (1) PMA Financial Network LLC and PMA Securities, LLC to Provide Investment Services and (2) Execution of the declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust.” Secretary McShane seconded.

Director Weimar stated this was the resolution to join IPrime.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the revisions to the Investment of Orland Park Public Library Funds Policy – For Action

Secretary McShane motioned to approve the revisions to the Investment of Orland Park Public Library Funds Policy. Trustee Kleis seconded.

Director Weimar stated that the investment policy has been updated to show IPrime language along with the updated legislation according to KT&J per last month's regular board meeting discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Per Capita Grant 2020 requirement reviewing Chapter 3 of *Serving Our Public 3.0 : Standards for Illinois Public Libraries* – For Discussion

Director Weimar reviewed the Standards for Illinois Public Libraries: Serving Our Public 3.0 document. Trustee Healy inquired about the salary schedule approval and when staff meet the midpoint of their salary range. Director Weimar stated that Management Association, now called HR Source, recommended hiring new staff closer to the midpoint of the approved salary schedule. Previously the library hired staff at the minimum of the salary schedule which put the library behind thus the library began a three-year salary schedule to move all staff to the level they should have been paid. Because of the current salary schedule, Weimar stated the library should be in good shape as the minimum wage increases begin. Human Resource Generalist Nicole Suhm gave a brief description of the Culture Club, a committee in which managers meet on a monthly basis to discuss ways in which to change the organization's culture in a positive way. Trustee McMillan said he saw a survey recently that showed culture was more important than compensation in terms of retaining employees.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Per Capita Grant 2020 requirement reviewing Chapter 11 and Appendices of the *Trustee Facts File*, 4th edition – For Discussion

Director Weimar talked about fundraising opportunities, the Friends Foundation and local government entities. President Leafblad was surprised that board members could be involved in fund raising and it was confirmed by Attorney Friker that it was allowed. A new capital campaign fund program through letter correspondence may be utilized since a specific monetary need has been identified in the form of the Nature Center. Since the Friends of the Orland Park Public Library has 501c3 status, they can request funding on behalf of the library.

Budget and Levy FY2020 – For Discussion

Finance Manager Kimmey referred to the Budget, Levy, Appropriation FY2020 document and stated it was a first rough draft in which numbers would fluctuate as budgeting season moves forward. The levy is currently at 4% and that is reflected in the document. Trustee McMillan asked about the Von Maur real estate taxes impact on the library and Kimmey stated the library's tax abatement would be approximately \$125,000 over 10 years. Kimmey stated Impact Fees and Replacement Taxes budget lines were reflected lower due to noticed trends. McMillan asked about the State Grants budget line being lowered by approximately 60%. Director Weimar said money was appropriated in 2019 for all of the grants that were being applied for but not all of them were awarded, in particular the Live & Learn Grant from the Illinois State Library. Kimmey verified an expense offset was put into the budget so the bottom line would not be impacted if any of the grants applied to were not awarded. When renovation project amounts become more clear from Wight & Co. those figures will be inputted into the draft budget. Kimmey stated minimum wage modeling has begun and it was determined that the position of shelver would be the most impacted and will see those wages increase over the next few years until 1/1/2025 when they would be at the new \$15 minimum wage requirement. Pay grades would be feathered up to avoid pay grade compaction.

Acceptance of the Proposal for additional services from Wight & Co for the Nature Center Scope of Work in an amount of \$38,500 – For Action

Trustee Kleis motioned to accept the Proposal for additional services from Wight & Co for the Nature Center Scope of Work in an amount of \$38,500. Secretary McShane seconded.

Secretary McShane would like to see the lower cost amounts for many of the interactive items for the Nature Center such as: composite deck pricing, the water table and chalkboards. Trustee Lindbloom explained the total amounts shown do include labor costs. McShane requested that Wight & Co. breakout the labor costs from the materials pricing. Assistant Library Director Adamowski mentioned that the library's maintenance staff has an excellent carpentry skill set which may be utilized when creating some of the center's wood elements. Discussion ensued if the Nature Center project should proceed and if so, should it be done during the renovation or after. Trustee McMillan was very positive about the Nature Center and thought it would help distinguish the community especially since it will be visible from outside the building and well worth the additional cost. He thinks both children and adults will be able to utilize the Nature Center for years to come. President Leafblad thought it would be good to have another place within the library for patrons to come and participate in nature and literacy-related programs. President Leafblad and Trustee Lindbloom agreed the Nature Center should be constructed during the upcoming renovation project. Leafblad also stated the project is consistent with the overall goal of the renovation project. Director Weimar stated the conceptual design of the center is \$5,300 and the consultant fees totaled \$38,500. Trustee Healy expressed resistance about the proposed project and wondered primarily about the maintenance and upkeep. Director Weimar said the composite flooring will have a lifetime warranty with minimal maintenance required. Digital Services Manager Lashbrook said he just learned of an IMLS grant for community catalyst programs for green spaces and thought the library would have a great chance of receiving it. Treasurer McMillan also mentioned the Lion's Club may also be a source of donated funds for the Nature Center.

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

Motion passed. 5 ayes, 1 nays, 1 absent

Approve the authorization of signatures for the PMA accounts – For Action

Trustee Kleis motioned to approve the authorization of signatures for the PMA accounts. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None.

Announcements

Trustee Kleis motioned to adjourn the meeting and it was seconded by Secretary McShane.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:14 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson