

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 19, 2019

The meeting was officially called to order by Christian Barcelona, Vice President at 7:00 p m.

Call To Order

Members present: Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Joanna Leafblad, President; Elan Kleis, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andy Masura, Adult Services Manager; Jackie Boyd, Public Information Manager; Julie Pryor, Assistant Patron Services Manager

Secretary McShane motioned to approve the July 15, 2019 minutes. Trustee Lindbloom seconded.

Minutes

Trustee McMillan inquired if the meeting with the Village's Parks and Recreation Committee had been scheduled to discuss their input about building materials that could be suggested for the Nature Center. Library Director Weimar asked the board's permission to contact Orland Park Mayor Keith Pekau to acquaint him with the schematic design plans and answer any questions he may have about the renovation project. After discussing the renovation plans with the Mayor Director Weimar will then contact the Parks and Recreation Committee to meet with them. Treasurer McMillan is the chair of the Parks and Recreation Committee Advisory Board so he will look into adding a presentation by the library on to the agenda for the next meeting. Treasurer McMillan suggested to Library Director that she contact Kathy Clifford about being added to a future agenda. The Parks and Recreation Committee meets on the first Tuesday every other month.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Ken Friker, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Secretary McShane motioned to accept the Treasurer's Report for July 2019. Vice President Barcelona seconded.

Treasurer's Report

Trustee McMillan asked about the budget in general. Finance Manager Kimmey took the opportunity to speak about the spreadsheet given to the board members entitled Recap of Operating Funds Available for Renovation and Building Repairs As of July 31, 2019. It was broken down into two sections with the first half figures showing the total available amount for the Renovation and the second for the available amount in the Special Reserve account. Director Weimar stressed six months of the next year's operating budget was subtracted out of the first section since it is recommended to always have that amount on hand. The projected lower tax revenues, major operating expenditures and FY 2019 transfer of funds from the Operational Budget to Special Reserve account amounts were also subtracted out of the top section. A discussion continued in which it was pointed out that monies from

the Building Maintenance account could potentially be used for upgrade of a generator, purchase of a new van, pin striping the parking lot and repairs for water fountains.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy motioned to accept the payment of bills listing from 7/16/19/-8/19/19. Secretary McShane seconded.

Trustee Healy asked about the bills from Joe Promotions, as well as if payments to KT&J were up to date. Public Information Manager Boyd said green fabric tote bags were recently purchased to be given out to patrons in house and at community outreach events. Director Weimar added plastic megaphones for the end of Summer reading party; and yo-yos were also purchased for the Taste of Orland booth prizes, while key chains were bought for the adult Summer Reading incentive. Director Weimar said a few bills from KT&J had just come in the mail and were being paid which will make the status current.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The Library has applied for The Americans and the Holocaust Grant. Adult Services Manager Masura explained the parameters of the grant and thanked Mary Weimar, Mary Adamowski, Nicole Suhm, Brandi Smits, Judy Brannigan, Kortnee Fingler, Jackie Boyd and Kristin Holding for their help in providing support letters and other necessary documentation before submitting the application. If the grant is accepted Masura stated it would come to the library in 2021 or 2022. Director Weimar has made inquiries to the Smithsonian Institute for their current traveling exhibit, Patios, Pools and the Invention of the American Backyard. Digital Services Manager Lashbrook stated the exhibit had been on display at the previous library he was on staff at and thought it was fun and interesting, but took up a large amount of square footage with its 12 large display panels. After contacting the exhibit coordinator, the library was told the exhibit is scheduled to Spring, 2020, but it may be extended due to the interest shown by other libraries. The ALA Program Office was contacted by Director Weimar to see if the exhibit Dust, Drought and Dreams Gone Dry was still available. The exhibit has returned to its original home of Oklahoma State University and Director Weimar may contact the University to see if they will loan the project to our library.

Librarian's Report

For the Per Capita Grant, the last component is that staff and trustees familiarize themselves with Digital Public Library of America. This will be highlighted at the September meeting. The Illinois Digital Archive website hosts the library's NASA collection, so we have been involved in it for several years. There is a link to our website to IDA.

The library is currently interviewing for the Manager of the Outreach department's open position. The job description was changed to be more encompassing to Community Engagement Manager. This department will strive to serve a wider age group and concentrate on forming partnerships with local area businesses. The Community Engagement Manager will also be in charge of the volunteers and internship programs. The name of the Outreach Services Department will stay the same. More emphasis on serving all ages is highlighted.

The library was privileged to host the delegates from Shang Hai, China. Public Information Manager Boyd and Technical Services Manager Xie were kind enough to assist by each handling one of the groups for the tour. There were nineteen delegates, so one tour group would have been hard to manage. They were very interested in the current budget and the schematic design spiral book was passed around to show some of the areas being renovated.

The End of the Summer Party was held Aug. 10. Youth Services Manager Smits said the event was a

great success and heard a consensus from patrons that it was better than last year with 420 in attendance. There was a video game truck with a Just Dance TV set up, pizza from Papa Joe's donated by Joe Rizza Ford, a reptile show and a nerf blaster battle royale in the stacks. Thanks go to Kortnee Fingler, Erin Fixel, Vanessa Fernandez, Becky McCormack, Terry Freeman, Denise Mitchell, Jill Murphy, Mary Adamowski, Brandi Smits, Joey Mangio, Stephanie Thomas, and Chris Schultz (as our roving photographer) for their very hard work and clean-up!

Treasurer McMillan asked about the irate patron he read about in the customer service log who was talking loudly on her cell phone and was asked to leave. Director Weimar stated the patron left fairly quickly and it seemed to be most likely a one-time occurrence. McMillan was pleased to see that patron attendance was up by 6%. McMillan asked about the number of IT program offerings being reduced recently. Digital Services Manager Lashbrook said the amount of some programs were cut due to the low turnouts for them and the amount of staff time needed to prepare and teach. Trustee Healy asked if there could be a program for VHS to DVD converting using the conversion devices which are available to be checked out. Lashbrook didn't think a special program was necessary since the device is easy to use and comes with directions on how to use it. Patrons can always ask for help at any time from IT staff.

Trustee Healy asked if the issue with the library website was resolved. Digital Services Manager Lashbrook stated after contacting the library IT consultant, the website design team and the library representative at Polaris, he finally found out that a certificate had expired and needed to be updated. Healy asked if paper logs could be made available for summer reading. Youth Services Manager Smits stated they are available upon request in her Youth Services Department and they are always given out in the Adult Services Department. Trustee Healy also inquired about the Game of Groans and Grins meeting. HR Generalist Suhm explained this is a monthly communications meeting she facilitates with all staff on a rotating basis. Suhm offers training, activities and discussion about the library. Trustee Healy attended the reception on Aug. 14 hosted by State Representative's Kelly Burke and Fran Hurley honoring elected women in the 35th and 36th districts.

Hundreds and hundreds of people stopped by the OPPL booth at the Taste of Orland. The "Show Me Your Library Card" giveaway were colorful yo-yos, a throwback from years gone by. Over 425 patrons entered our drawing for "Guess How Many Pages?" Market in the Park ended on July 18th. The last day featured children's poet and author Heidi Roemer. The number of people at the Market was less than expected because the weather was extremely hot.

Anthony Roofing completed the roofing project in early August. The sheet metal work was the final piece of the project. A Sarnafil representative completed their final inspection last week and any repairs they felt necessary were made at that time.

A leak was discovered last Tuesday evening by the staff on the northwest side of the roof near the fireplace. Tony Clausen, Anthony Roofing site manager was notified the next morning and he said that a roofer would be out to inspect it. Tony was contacted again today to see if the repair has been made but the library has not heard back from him yet.

Once the repair is complete and the warranty is received, the final payment will be delivered to Anthony Roofing.

As discussed at last month's meeting, the library will not have the parking lot seal coated until after the renovation project is completed, but instead the lot's parking space striping will be done. Smoothover Sealing and Pave Co. will do the work over the Labor Day holiday when the library is closed for two days.

The library held its annual In-service Day on August 3. Patron Services Manager Theresa Hildebrand chaired the event and she and her committee did a great job of keeping 88 staff members motivated and happy all day. The morning's keynote speaker was Brian Shepard, Library Director of Indian Trails PLD and his communication manager Susan Dennison. ITPLD recently completed their construction project and they shared their stories of how their staff and patrons fared during the project. Opie, the library's construction mascot, was introduced to the staff and Jackie Boyd has been sending weekly emails to the staff from Opie updating them on the renovation project. Ian Lashbrook presented Cyber Security to the staff and told us the Do's and Don'ts of email. Staff attended three breakout sessions in

the afternoon: Yoga, Mindfulness and Change Management. Staff also participated in a tornado drill. Service awards were given to five staff members and service years ranged from 5 to 25 years. The library's first ever Dessert Derby was held in which staff brought in homemade desserts. The judges chose Theresa as the winner!

The Friends of OPPL will hold their Fall Extravaganza book sale on Saturday, September 7 from 9:00-3:00 p.m. The Friends held their last sale in April and the earnings from that event was given to the library for programming for all ages.

No report at this time.

Other Staff Reports

- a. Approval of the Building Committee Minutes of August 12, 2019 – For Action
Trustee Lindbloom motioned to approve the Building Committee Minutes of August 12, 2019. Secretary McShane seconded.

Building and Maintenance

Treasurer McMillan asked about the DLZ Surveying proposal. Director Weimar stated it has been scanned in and is ready. Trustee Healy would like to have current vendors of the library added to the list of bid recipients for the lighting conversion, millwork and plumbing projects. Director Weimar agreed with the idea. McMillan thought the budget was acceptable with the 10%-12% contingency being included and with the 12% for general conditions. The IT Server Room is too far away to tap into the chilled water pipes so Vice President Barcelona suggested using a split system with a separate air conditioner unit on the roof. Digital Services Manager Lashbrook said since the amount of servers the library will utilize in the future will only diminish getting a reasonable and affordable means of cooling would be the way to go. Director Weimar stated answers from the architects on cost savings and differences had not yet been received and that another Building Committee meeting could be held in September.

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

Motion passed. 5 ayes, 0 nays, 2 absent

- b. Orland Park Public Library Renovation Project – For Discussion

Along with the above discussion continued and Director Weimar said Architect Lisa Schmidt would be contacted about the server room being cooled. Vice President Barcelona reiterated that a rooftop unit would be the best way to go for the current and future cooling needs of the server room.

- c. The Nature Center Project – For Discussion

Grants are currently being written for the Nature Center. Digital Services Manager Lashbrook is applying for a federal Community Catalyst Initiative of IMLS which asks libraries to innovate by sparking change within the community. He thinks there is a good possibility of the library being selected because he is able to submit actual plans that have been drawn up showing the intention to engage patrons in unique and innovative ways.

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

a. Fundraising Ideas – For Discussion

**Capital
Campaign
Committee**

Library Director Weimar started the discussion by having the board members look at the Building on our Commitment to You pamphlet that Public Information Manager Boyd created. Trustee Healy wasn't sure mentioning the library had been saving money was a good idea. Treasurer McMillan thought it was reasonable especially since it would ease any concerns patrons may have about raising the levy to pay for the renovations. He also said that stressing the library as the "community jewel" is important. The Naming Rights and Gift Opportunities section was discussed next. It was agreed that the dollar amounts should be flexible and Secretary McShane thought that the large meeting room and sensory room were undervalued along with the nursing room being too high. Trustee Lindbloom suggested the prices for the large meeting room and teen room could be reversed. Treasurer McMillan stated the Nature Center Reading Courtyard should be shortened to just Nature Center. Trustee Healy mentioned the pictures on the page could encompass the dollar amounts for those certain sections i.e. Children's Library, SMART Lab and Nature Center. Director Weimar stated the pictures in the pamphlet will be updated and will correspond with picture to dollar amount. A few grammatical edits were pointed out by Trustee Healy and Treasurer McMillan. McMillan would like to see the Aileen S. Andrew Memorial Library highlighted more. The trustees felt it was important to show a larger diverse group of people on the front of the pamphlet Secretary McShane said the contact information should be the same throughout. Director Weimar asked if the pamphlet should be mailed out to patrons. Treasurer McMillan said it would be better to personally hand out the pamphlets at events such as ribbon cuttings or other upcoming community events.

b. Approval of Capital Campaign Committee Minutes of August 5, 2019 – For Action

Secretary McShane motioned to approve the Capital Campaign Committee Minutes of August 5, 2019. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Barcelona would like to see the old sample paint colors that are painted on the wall in Room 104 painted over as soon as possible.

**Unfinished
Business**

Approval to revise the cost of the Paver Program bricks from \$75 to \$150 for a 4x8 and from \$150 to \$225 for an 8x8 brick – For Action

New Business

Secretary McShane motioned to approve revising the cost of the Paver Program bricks from \$75 to \$150 for a 4x8 and from \$150 to \$225 for an 8x8 brick. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Naming Opportunities for Capital Campaign which include rooms and other area costs – For Action

Secretary McShane motioned to approve the Naming Opportunities for Capital Campaign which include room and other area costs. Trustee Lindbloom seconded.

Approved as amended as discussed above.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Memorial Donation cost to be revised to \$50 per book purchased - For Action

Trustee Healy motioned to approve the Memorial Donation cost to be revised to \$50 per book purchased. Secretary McShane seconded.

Director Weimar stated the increase would help cover the cost of a book, as well as the processing cost of materials. She continued that the information would be updated on the library website for clarification.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for purchase of a 2019 RL6H5KEXW 4dr Wgn EX in the amount of \$28,079.81 - For Action

Secretary McShane motioned to approve the purchase of a 2019 RL6H5KEXW 4dr Wgn EX in the amount of \$28,079.81. Trustee Lindbloom seconded.

Assistant Library Director Adamowski stated the current library van is 11 years old and Steve has reported recent problems with the emissions systems, as well as the shocks. Treasurer McMillan proposed another minivan option. Director Weimar will present the alternative option to Maintenance Superintendent Newman, and he and Adamowski will arrange to meet the sales rep to view the options.

Vice President Barcelona motioned to postpone action until the next regularly scheduled board meeting. Trustee Lindbloom seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for Board of Library Trustees to attend Trustee Day of the Illinois Library Association's Annual Conference on October 24th for \$175 each – For Action

Secretary McShane motioned to approve the Board of Library Trustees to attend Trustee Day of the Illinois Library Association's Annual Conference on October 24th for \$175 each. Trustee Healy seconded.

Director Weimar said all Trustees may attend this annual conference which will be held at the Tinley Park Convention Center. Vice President Barcelona and Trustee Lindbloom are planning to attend.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for Mary Adamowski, Ian Lashbrook, Erin Fixel, Kortnee Fingler, Alex Pappas, Jenna Schwartz, Vanessa Fernandez, and John Burke, to attend the Illinois Library Association's Annual Conference from October 22 – 24, 2019 at the Tinley Park Convention Center in the amount of \$1,800 – For Action

Secretary McShane motioned to approve Mary Adamowski, Ian Lashbrook, Erin Fixel, Kortnee Fingler, Alex Pappas, Jenna Schwartz, Vanessa Fernandez, and John Burke, to attend the Illinois Library Association's Annual Conference from October 22 – 24, 2019 at the Tinley Park Convention Center in the amount of \$1,800. Trustee Lindbloom seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Adoption of Resolution No. 2019- 06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account – For Action

Secretary McShane motioned to adopt Resolution No. 2019- 06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account. Trustee Lindbloom seconded.

Trustee McMillan stated as per the earlier discussion with Finance Manager Kimmey, during the Treasurer's Report above, the transfer of funds makes sense fiscally.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan welcomed Public Services Manager Boyd back.

Announcements

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

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 9:00 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson