

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 16, 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; Bridget Lindbloom, Trustee

**Roll Call**

Members absent: Christian Barcelona, Vice 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; Theresa Hildebrand, Patron Services Manager

Trustee Healy motioned to approve the August 19, 2019 minutes. Secretary McShane seconded.

**Minutes**

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None.

**Introduction of Visitors**

None.

**Public Comment**

Secretary McShane motioned to go into closed session at 7:04 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal or specific employees of the public body or legal counsel for the public body and approval of minutes from prior closed sessions. Trustee Lindbloom seconded the motion. A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye, McShane – aye.

**Executive Session**

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary McShane motioned to resume regular session at 7:28 p m. Trustee Lindbloom seconded. A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye, McShane – aye.

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary McShane motioned to accept the Treasurer’s Report for August 2019. Trustee Lindbloom seconded.

**Treasurer’s Report**

Treasurer McMillan asked about the transfer of funds not showing up yet in the Special Reserve account. Finance Manager Kimmey stated it is not reflected yet in the Special Reserve account but will show up in next month’s report. Trustee Healy pointed out that the Tax Revenues being at 98.4% of the annual budget amount was better than expected. Finance Manager Kimmey also pointed out that the total available funds for renovation projects had increased since last month.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary McShane motioned to accept the payment of bills listing from 8/20/19/-9/16/19. Trustee Lindbloom seconded.

Treasurer McMillan inquired about the payment to Smooth Over Seal and Paving. Assistant Library Director Adamowski stated this was the second and final payment for re-stripping the library parking lot, which was done over the Labor Day weekend and mentioned it went very well. President Leafblad asked about the payment to Ingram. Director Weimar explained they are the biggest book vendor for the library and offer generous discounts. Technical Services Manager Xie went on to explain how there are separate accounts for Adult, Outreach and Youth Services and how her team works to manually match them up from the original order to packing slip to invoice. Treasurer McMillan also asked about the payment to Wingren Landscape, Inc. Adamowski stated this was for the mulch that was done around the library grounds.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Autism Welcome Here: Library Programs, Services and More Grant, is a grant that is sponsored by Libraries and Autism: We're Connected and it promotes inclusion, connecting libraries and the autism community, and bringing awareness of the needs of individuals with Autism Spectrum Disorder, and their families to the library community. Any type of library can apply, and the proposal can fund projects and services for any age group. The deadline is December 1, 2019.

**Librarian's Report**

Adult Services Manager Masura mentioned he will know at the end of September if the library has been awarded. The Americans and the Holocaust Grant which was applied for in late August and Digital Services Manager Lashbrook is very hopeful about the federal Community Catalyst Initiative in which he is currently writing the abstract and should be ready to submit by the deadline date of September 27.

After the bids for the renovation project are awarded, Library Trustees may decide some areas of the renovation may need to be delayed due to budgetary constraints. Library Director Weimar and Assistant Library Director Adamowski will write a Live and Learn Grant to see if costs can be supplemented. The grant is due to the Illinois State Library in January 2020.

In August, the Illinois General Assembly created a Property Tax Relief Task Force in the context of the upcoming vote in 2020 regarding a Fair (graduated income) Tax. Its report is due at the end of 2019; while it may be unlikely that property tax freezes will be recommended, it's important for library voices to be heard on this topic.

HB 252, which redefines "employer" in the Human Rights Act to anyone employing at least one person (formerly 15); or SB 556 Equitable Restrooms Act--All Gender, which requires all single-occupancy restrooms in public buildings to be labeled simply with "restroom" and no reference to gender.

The Ray Hanania program on Politics, Arab Heritage and Comedy went very well with about 40 plus in attendance and Fox News taped his presentation and aired part of it the next morning. We also were very pleased that over 25 patrons attended the showing of the 9-11 Documentary.

The library will be writing a Telecommuting Policy, an alternative to working in the building. There are several positions who could take advantage of this on a limited basis and several libraries already have one in place.

The library will be looking at using an infrared system for patron counting. Digital Services Manager Lashbrook is exploring the cost since this is a better tool than what is currently in place for tracking statistics. He stated he does not believe the system will be cost prohibitive.

Today the library received the close out documents from Wight & Co. for the roofing improvement project. Anthony Roofing did a deduct for \$4039.00 from the contract sum because of the insulation contingency line. There was wet insulation discovered on the north end of the roof and \$5500 of replacement insulation was installed. With the deduct the total amount for the roofing project was reduced and library will FedEx the remaining balance to them tomorrow.

The Library Wide Initiatives Committee, which Andy is the chair, is celebrating National Library Card Sign-up Month by encouraging OPPL patrons to visit some of the 13 businesses that have agreed to partner with the library. Patrons who come into the library to receive a new card, renew their current card or show us their valid library card will receive the incentive booklet. They then have until October 31st to visit the businesses, make a purchase and have their booklet stamped. Patrons are then encouraged to bring their booklet back to the library and be entered into a drawing for prizes. The Toy Story 4 theme has been very popular with the patrons, young and old, and the committee hopes that our patrons take advantage of the great offers. Each day the Toy Story movies are being shown in the lobby and Youth Services is hosting a Toy Story 4 program on September 28. Staff will also be dressing up as Woody, Buzz and the whole gang during that week.

The Friends had a very successful book sale on Saturday, September 7. The sale didn't start until 9 a.m. but patrons were lined up at 8 a.m. ready to purchase books, DVDs and Blu-Rays. There was a steady stream of buyers throughout the 6-hour sale. Friends' members volunteered during the set up on Friday, as well as all day Saturday. Erin Fixel, teen librarian, coordinated about 12 high school volunteers who also were a big help. The monies will be used for programming for children, teens and adults.

Treasurer McMillan asked about the number of classes available last month versus a year ago being so much lower. Lashbrook said the number of classes are down but attendance is up so by lowering the number of available classes the library is in turn seeing better turn out overall. With the coming holiday season the number of available classes will increase to teach those who may have received a new device as a gift. McMillan went on to notice the total teen attendance for the month was only 128. Youth Services Manager Smits acknowledged the number was lower than last year and thought it was most likely due to the teens not being used to using the new reminder system which is a feature within the new website. In the past teens received reminder phone calls from staff. Smits also mentioned there are no computer volunteers needed anymore to, due to the TBS software, which may contribute to lower attendance. In the past teen volunteers would register to man the Youth Services patron computer area to handle print release and troubleshoot computer glitches for youth patrons. Those teens were included in the previous statistic counts. McMillan said he is confident the renovation will help to bring up attendance. Discussion continued and since children in grades 6-12 often have other obligations and activities after school it was suggested by President Leafblad that attendance may improve if the teen program times were shifted later in the evening so those children would have a chance to attend. Director Weimar questioned whether a child who was involved already with after school activities would be inclined to come straight to the library for another program. Assistant Director Adamowski asked about the timing of the Teen Bridge Center's activities. Smits said the programs the library have on Friday were specifically started at 5:00 p.m. due to the Teen Bridge Center starting at 7:00 p.m. Trustee Healy asked about why the library doesn't offer SAT/ACT prep classes. Adamowski said those classes were held in the past but due to the fierce competition with the companies that offer the classes, and the soliciting that is often regularly done by them, it was decided to not offer those types of prep classes.

Treasurer McMillan and Trustee Lindbloom are registered for the ILA Trustee Day on Oct. 24 and President Leafblad would like to attend if her schedule allows.

No report at this time.

**Other Staff Reports**

A. Approval of the Building Committee Minutes from September 10, 2019 – For Action  
Secretary McShane motioned to approve the Building Committee Minutes from September 10, 2019.  
Trustee Lindbloom seconded.

**Building and Maintenance**

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

B. Library Renovation Project Update – For Discussion

Finance Manager Kimmey began the discussion referring to the Recap of Operating Funds Available handout, reiterating that there is a higher amount available for the renovation project now since more tax revenue has been received. Treasurer McMillan asked if the next step was the bidding process. Director Weimar stated yes and that contractors must email CM Steve Moore to receive an electronic invitation after 2 p.m. on Sept. 16 and that a mandatory pre-bid walkthrough is scheduled for Sept. 23. Notices will be going out to prequalified bidders for the interior renovation projects in order to make sure there are enough bidders in each discipline. The bids are due to the library by Oct. 7 for FF & E (1 p.m. CST) and construction bids (2 p.m. CST). Bidding information is currently up on the library website, in pdf form, showing the particulars to bid on. Between Oct. 7 and Oct. 14 the GMAX will be provided to the library and a special meeting of the entire board of trustees will be scheduled soon after to accept the bids, tentatively for Oct. 15. Director Weimar handed-out pictures of possible seating options for Board Room chairs. Updated 3D renderings of the Nature Center, received Oct. 16 from design architect Michael Barnes, were also distributed to the board. The images are detailed and show how see-through the fencing actually could be, which offers a nice open feel while also creating interest from the street. Director Weimar pointed out that not all aspects of the Nature Center are included such as the tree stump jump, but the rendering gives a good insight into what it will offer the patrons. Treasurer McMillan thinks the Nature Center will be a great draw for the Spring and Summer months along with the Fall for Halloween decorations.

No report at this time.

**Finance**

No report at this time.

**Service & Policy**

A. Approval of the Personnel Committee Meeting Minutes from September 10, 2019 – For action

**Personnel**

Secretary McShane motioned to approve the Personnel Committee Meeting Minutes from September 10, 2019. Trustee Healy seconded.

President Leafblad pointed out a grammatical edit and the minutes were approved as amended.

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

Motion passed. 5 ayes, 0 nays, 2 absent

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

A. Approval of the Capital Campaign Brochure – For Action

**Capital  
Campaign  
Committee**

Trustee Lindbloom motioned to approve the Capital Campaign Brochure. President Leafblad seconded.

The revised version of the brochure was distributed to the board by Public Information Manager Boyd. Trustee Healy disliked the Aileen S. Andrew Memorial Library section along with the section that talks about the benefits of giving to the Capital Campaign. In order to have sufficient time to look through the brochure a consensus was made to have the approval of it postponed.

Trustee Lindbloom motioned to postpone the approval of the Capital Campaign Brochure to either the next Building Committee meeting or regularly scheduled Board Meeting in October. Secretary McShane seconded. This will allow the board to have more time to review it.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Budget and Levy for 2020 – For Discussion

**Unfinished  
Business**

Treasurer McMillan asked if the increase for taxes would be 4%. Finance Manager Kimmey said he would recommend it be 4%, which is the same as last year's increase. McMillan asked about the decrease in the 2020 State Grant line from \$195,000 to \$71,000. Director Weimar stated the larger amount in the 2019 budget was the amount that the library had appropriated for the Live and Learn Grant which was not awarded to the library. Director Weimar stated the awarding of the sensory grant and IMLS grant will not be known until after the budget is passed. Weimar will research if other libraries normally add those types of amounts in to their upcoming budget year. McMillan thought it was a good idea since he now understands that monies must be appropriated in order to accept it. Kimmey suggested changing the State Grants line to Federal and State Grants. Trustee Healy asked if the e-rate was factored into the budget. Weimar stated it has not and Digital Services Manager Lashbrook explained how it can be either taken as a refund or a discount. It was noted that the amount for the new task chairs for library staff will be taken out of the operational budget. Due to a privacy issue involving the Lynda.com database, which required users to create a Linked-In account, it will not be offered at the library anymore. An alternative similar resource offered by Gale will be introduced.

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

**New Business**

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 Director Adamowski stated after she and Maintenance Superintendent Newman went to look at other vehicle choices at Rizza Ford, it was clear that the Honda Odyssey was the best option for the library due to its safety features, storage space and size. The price offered was comparable with the other offers received. The current library van is 11 years old and Newman has reported recent problems with the shocks and emissions systems.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Adoption of Resolution No. 2019-07 A Resolution of the Orland Park Public Library, Cook and Will Counties, "Participation in State of Illinois Federal Surplus Property Program" – For Action  
Secretary McShane motioned to adopt Resolution No. 2019-07 A Resolution of the Orland Park Public Library, Cook and Will Counties, "Participation in State of Illinois Federal Surplus Property Program.  
Trustee Lindbloom seconded.

Library Director Weimar stated this Resolution must be adopted every three years in order for the library to be able to continue to host the NASA collection and other discounted Federal offerings.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Information on the Digital Public Library of America and the Illinois Digital Archives for the 2020 Per Capita Grant requirement – For Discussion

Library Director Weimar and Digital Services Manager Lashbrook demonstrated the two archival websites for the board in which links have been emailed to them for the: Founding and Historical Documents Collection and Illinois Digital Archives website.

Approval of the 2020 Salary Schedule – For Action

Secretary McShane motioned to approve the 2020 Salary Schedule. Trustee Lindbloom seconded.

Treasurer McMillan stated the 2020 projection included a 2% across the board increase for all library positions. The pay grade O is also being broken into O1 and O2 since the Patron Services Manager and Public Information Manager, formerly pay grade N, have extra managerial responsibilities that the Assistant Managers do not have. Those two Managers will now fall into pay grade O1.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of staff salaries for 2020 based on a merit raise performance system with the range of merit increase percentages of 0% to 4% – For Action

Secretary McShane motioned to approve staff salaries for 2020 based on a merit raise performance system with the range of merit increase percentages of 0% to 4%. Trustee Lindbloom seconded.

Treasurer McMillan, Personnel Committee Chair, noted as recommended by The Personnel Committee, staff are able to receive a merit increase between 0% to 4% based on their performance.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Library Director's 2019 salary with a merit increase of \_\_%

Secretary McShane motioned to approve the Library Director's 2019 salary with a merit increase of \_\_%. Trustee Lindbloom seconded.

Personnel Committee Chair McMillan asked this to be postponed until he had more submissions to collate.

Secretary McShane motioned to postpone the approval of the Library Director's 2019 salary with a merit increase of \_\_% until the next regularly scheduled board meeting in October. Trustee Lindbloom seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Benefit Cost Allocation for 2020 – For Action

Secretary McShane motioned to approve the Benefit Cost Allocation for 2020. Trustee Lindbloom seconded.

Treasurer McMillan, Personnel Committee Chair, noted this was recommended by the Personnel Committee as outlined in the Health Insurance Breakdown Schedule.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan acknowledged Library Director Weimar's 23 years of service achievement.

**Announcements**

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

**Adjournment**

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:56 p.m.

Charles McShane  
Secretary

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

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

Minutes prepared by Aaron Peterson