

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 21, 2019

The meeting was officially called to order by Joanna Leafblad, President at 7:05 p m.

Call To Order

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

Roll Call

Members absent: 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; Sarah Kleiva, Community Engagement Manager

Trustee Healy motioned to approve the September 16, 2019 minutes. Trustee Lindbloom seconded.

Minutes

Trustee Healy pointed out a few grammatical edits and the minutes were approved as amended.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Steve Moore, Construction Manager, Wight & Co
Lisa Schmidt, Architect, Wight & Co.
Divya Jain, Architect, Wight & Co.
Michael Barnes, Architect, michael c barnes, pllc

Introduction of Visitors

Discussion ensued regarding the GMAX recommendation, see item 1. under Unfinished Business.

None.

Public Comment

Secretary McShane motioned to go into closed session at 8:08 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of 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 – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy motioned to resume regular session at 9:37 p.m. Secretary McShane seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

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

Treasurer's Report

Treasurer McMillan asked about the transfer of funds into the Special Reserve account. Finance Manager Kimmey stated the transfer of \$200,000 has been completed. McMillan asked if there would be any more funding from State Grants this year. Director Weimar stated since the Per Capita Grant had come in there would not be anything additional until next year. She also explained the library hopes to receive Per Capita Grant monies of approximately \$70,000 in 2020. Trustee Healy asked when the library would expect the census information to be made available. Weimar stated the updated census statistics should be available in 2021 or 2022. Treasurer McMillan questioned why the Outreach Services FY2020 budget line was so much lower than the previous year. Assistant Library Director Adamowski explained the FY2019 line included funds for the purchase of a new van. Healy asked about the Life/Health insurance budget line and Kimmey stated that the amount should be okay for 2020 and reminded the board that if any increase is incurred for the upcoming year, it would be capped at 5%, which has been built into the budget line. Kimmey also explained that this year will be the only one in which the library will have a cap.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Barcelona motioned to accept the payment of bills listing from 9/17/19-10/21/19. Secretary McShane seconded.

Treasurer McMillan inquired about the payment to DLZ Industrial Surveying, Inc. and Director Weimar stated it was for the land survey for the Nature Center project. McMillan also asked about the purchases made through Joe Promotions. Public Information Manager Boyd explained that Joe Promotions, formerly Go Promotions, was utilized to purchase tote bags; Halloween trick-or-treat tote bags for Youth Services, window clings which will be given to patrons throughout the renovation project and library card holders.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Jackie Boyd has taken the Public Information Manager position on a permanent basis. Sarah Kleiva started as Community Engagement Manager of the Outreach Department on Oct. 16. Kleiva spoke a little about herself and said she is very excited to be part of the Orland Park Public Library and is ready to start networking and get out into the community. Director Weimar thanked the Outreach Assistants, Theresa Marketti, Dushaun Phelps and Arianna Simmons, for keeping the department going since July when the former manager retired. She also credited Human Resources Generalist Nicole Suhm for handling the Outreach staff scheduling and Assistant Director Adamowski for managing the department's collection development. Director Weimar is currently reviewing the Outreach Services Assistant job description with Kleiva so it can be posted soon. Trustee McMillan asked to have an updated organizational chart inclusive of employees names distributed to board members.

Librarian's Report

Public Information Manager Boyd applied for and received a Google Ad Grant through the Friends of the Orland Park Public Library's 501 C3 status. Boyd stated the Google Ad Grant is in-kind advertising and the library will receive \$10,000 a month in Google ads for a year, which may be able to be continued in the future. These ads will provide the library better optimization for patrons are searching for the library online.

Patron Services Manager Hildebrand and Digital Services Manager Lashbrook spoke on the quarterly statistics handout. A few adjustments were made compared to the same handout provided last quarter. It was also noted that the average program attendance per program were all up compared to last year with the exception of teen. Lashbrook is looking into a way to call teens to remind them of a program they registered for as it used to be done in the past rather than have the library send them the less effective email reminders. Currently text messaging is not available through the library's website.

Secretary McShane asked if a pay per text option like Twilio could be utilized. Lashbrook will look into that option, however, he would like to come up with a long term plan and not a temporary fix. Director Weimar also mentioned that third party vendors usually want to sell data on their customers, which is why the Lynda.com subscription will be dropped at the end of 2019. Hildebrand pointed out that physical audiovisual items were declining in circulation while digital and streaming services were on the rise. The Hoopla app continues to be very popular among OPPL patrons. Trustee Healy said the library app Boopsie is not very good and would like other options looked into.

Trustee McMillan was pleased to see that overall patron attendance was up again compared to last yet. Digital Services Manager Lashbrook regretfully stated that he missed a vital step in the process of applying for the Institute of Museums and Libraries Services' Federal Community Catalyst Initiative grant. A certified letter needed to be sent to the government in order to be approved to receive the funds, so the application cannot be submitted. The funding, if awarded, would have been used toward the cost of the Nature Center.

On Sept. 27 there were heavy rains continuously throughout the day and evening. Numerous leaks from the roof were discovered near the clearstory windows closest to the Teen Area and Community Connection, as well as the fireplace. A call was made to Tony Clausen of Anthony Roofing and the foreman of the project came early Saturday morning to caulk the windows. He was not made aware of the fireplace leak and there was some minor leakage during a recent rain. Anthony Roofing was notified again and today the roofers discovered three holes on the west fireplace wall. They have been repaired and the areas affected will be closely monitored during any future rains.

This is the time of the year when many annual inspections are conducted. The Village of Orland Park inspected both the staff and patron elevators and both passed. Schindler Elevator will conduct the hydraulic safety test within the next few weeks. Reliable Fire & Security tested the fire alarms and sprinkler systems throughout the building and all are in working order.

Maintenance Superintendent Newman attended training provided by Trane Heating and Air on Oct. 17. The all-day session dealt with the operational maintenance of the chillers. Manuals were provided for him that can be used for future reference. Newman reported that the training Trane provided was very useful.

Tom East, Custodian for the past 11 years at OPPL, recently left his position to take another job in carpet cleaning. Timothy Harper was hired to replace Tom and began his duties last week.

The Volunteer Appreciation Luncheon is scheduled for Wednesday, October 30 at noon. Please feel free to join us for lunch as we thank the 35 volunteers who assist the staff on a daily basis.

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

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

Orland Park Public Library Renovation project's presentation of the GMAX recommendation based on the bid scope reviews along with a recommendation for the Furniture Dealer – For Discussion

**Unfinished
Business**

Construction Manager (CM) Moore began the discussion referring to the GMAX Summary spreadsheet he distributed to the board members. A guaranteed maximum price or GMAX was outlined with all subcontractor amounts and corresponding fees, permits, reimbursables and a 5% contingency included. Since scope reviews have been completed, a 5% contingency amount was determined that would be used to cover any miscellaneous design or construction concerns that may arise. Architect, engineering and construction fees from Wight are included in the GMAX total amount. The design architect fees are being billed separately by architect Michael Barnes. CM Moore reminded the board that any monies not spent during the renovation project will be given back to the library. Treasurer McMillan asked how change orders are handled. CM Moore stated if a drafting error was discovered they would cover that cost, however, if it was something in addition to the scope of the project, then monies from the 5% contingency would go toward the cost. Treasurer McMillan asked about the AV/IT Equipment and Installation line amount showing as Unestimated. Director Weimar stated AV equipment, building maintenance and library consultant budget line item costs will be coming from the operational budget, and funds have been added to cover those renovation costs from other revenue sources. Data pulls, moving equipment and library furniture will also be accounted for in the operational budget. Digital Services Manager Lashbrook will get firmer estimates but he feels they will be on budget. CM Moore went through the six alternate bids and recommended not to go with any of them. He said the estimates were either too high or too low possibly due to bidders misunderstanding the necessary work. Having a dry sprinkler system installed in the server room was discussed. Finance Manager Kimmey will look into the current insurance coverages if the cyber security insurance would be utilized as a result of sprinkler incurred damage. Lashbrook will investigate the survival rate of using a dry system. Next CM Moore went through the Bid/Estimate comparison portion of the spreadsheet along with the Cost Per Room section. The Millwork estimate was high, but changes have been made to the design of the desks to lower the costs. Architect Schmidt mentioned the lighting estimate was lower due to design changes made by Architect Michael Barnes. Schmidt then went through Wight's recommendations for FF&E, referring to their summary, analysis document. The five bids were discussed by Schmidt detailing the evaluation process and why Henrickson should be awarded the bid.

Director Weimar reiterated that the GMAX of the project including the 5% contingency fee is \$3,377,764 total. The FF & E cost of \$250,354.46 will be taken from the FY2020 operational fund. With the design architect fees for Michael Barnes included, the total project cost is \$3,703,119. The amount of \$3,500,000 has been appropriated into next year's budget for the project.

The GMAX and 2020 budget and levy will be on the agenda for approval at a Special Board Meeting on Tuesday Oct. 29. Architect Schmidt will attend the meeting.

Approval of the Capital Campaign Brochure – For Action

Trustee Lindbloom motioned to approve the Capital Campaign Brochure. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Library Director's 2020 salary with a merit increase – For Action

Secretary McShane motioned to approve the Library Director's 2020 salary with a merit increase. Vice President Barcelona seconded.

Finance Manager Kimmey stated that he would need the merit increase amount in order to finalize the employee salary line for the FY2020 budget.

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

Motion passed. 6 ayes, 0 nays, 1 absent

2020 Budget – For Discussion

New Business

No discussion.

Approval of the revisions to the 2020 Salary Schedule – For Action

Secretary McShane motioned to approve the revisions to the 2020 Salary Schedule. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Telecommuting Policy of the Employee Handbook – For Action

Secretary McShane motioned to approve the Telecommuting Policy of the Employee Handbook. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the 2019 audit engagement letter from McClure Inserra, & Co. in the amount of \$12,800 – For Action

Secretary McShane motioned to approve the 2019 audit engagement letter from McClure Inserra & Co. in the amount of \$12,800. Vice President Barcelona seconded.

Finance Manager Kimmey stated the amount was higher than the previous year due to the change in GASB requirements and the new actuarial work. Treasurer McMillan would like the wording of the sentence in the second to last paragraph of the last page be made more clear to reflect that no additional work is to be done without notifying the library first. Finance Manager Kimmey said he is very much on top of their work and will be in touch with them to see about having that sentence revised.

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

Motion passed. 6 ayes, 0 nays, 1 absent

President Leafblad acknowledged all the staff who had incurred years of service milestones.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 10:18 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson