

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 18, 2019

The meeting was officially called to order by Joanna Leafblad, President at 7:00 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; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andrew Masura, Adult Services Manager; Jackie Boyd, Communications Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager

Trustee Healy motioned to approve the October 21, 2019 minutes. Secretary McShane seconded.

Minutes

Trustee Healy pointed out a grammatical edit and 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

Trustee Healy motioned to approve the October 28, 2019 Special Meeting minutes. Secretary McShane seconded.

Trustee Healy acknowledged the minutes were very well done.

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, Klein, Thorpe & Jenkins

Introduction of Visitors

None.

Public Comment

None.

Executive Session

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

Treasurer’s Report

Treasurer McMillan inquired about the tax revenues and if there would be much more revenue coming in through the end of the year. Finance Manger Kimmey said tax revenues are in line to receive approximately 99% of the budgeted amount by year-end. Director Weimar stated this is higher than average compared to other local libraries. There will, however, be a \$12,500 loss per year in tax

revenue for the next 10 years due to the Real Estate Tax Abatement, item number 1 on the agenda under New Business. The total funds available for current and future renovation projects has increased to \$3,810,626. The expenses account for the purchase of new staff task chairs, as well as the cost of a new generator. Director Weimar is considering hosting Polaris off site in 2021 which will allow Innovative to handle problems as they arise. Kimmey and Administration recently met with the library's health insurance broker, Assurance, and there will be an overall increase of 5.9%. He also stated that the Village of Orland Park had recently refinanced \$1.9 million in bonds for the library building at a lower rate, and in doing so, are requiring the library pay them \$33,000 to cover the escrow account. After the payment of approximately \$33,000 there will be a total net savings of about \$33,000. Attorney Friker said since the bonds are not callable the money needed to be put up to repay the original bond holders and when you factor in the funds that were borrowed at a lower rate it nets out to a savings of \$33,000. Trustee Healy asked if we could pay it off early. Director Weimar stated as interest accrues in the savings accounts there would be more available to possibly put towards paying it off faster, but the interest on the savings accounts is higher so it would not be financially prudent.

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 motioned to accept the payment of bills listing from 10/22/19-11/18/19. Secretary McShane seconded.

No discussion

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

Another version of staff names by department document was distributed to board members in their board envelopes, along with the most recent schedule of library policy updates. The Volunteer and Food Policies sections will be the next policies to be revised. The listing of the 2020 Board meetings was also included in the envelopes and will be posted unless there are any necessary changes.

Librarian's Report

Digital Services Manager Lashbrook spoke on the Gazelle People counter. The new infrared counter would be installed above the entryway costing \$1,500 for installation and \$300 per year for the software which includes any updates needed for the hardware. It is important to switch to infrared counting since the current system is not counting each patron individually.

Youth Services Manager Smits gave an update on the procedures for notifying teens about programs they have registered for, including teen volunteering. Not notifying teens by phone call reminders seems to be the difference between the 2019 and 2018 program attendance numbers. Adding third party software to automatically make calls will be looked into as a possible solution. Secretary McShane said the integration could be difficult to implement and may also be costly. Smits said the recent Frozen Hot Chocolate and Escape Room teen programs were very popular. In the future Escape Room programs will be considered for adults.

Communications Manager Boyd talked about the Boopsie app which is steadily down in usage and is costly. The upgraded website and catalog should be highlighted so patrons become comfortable and knowledgeable about using its features. The Boopsie app is slated to be taken down 12/30/19. Trustee Healy asked about the website audit that was mentioned in the Graphics Board Report. Boyd said she and Graphics Assistant Kristen Holding are working with library web developer Lina Elzadhan to replace old photos that had been brought over from the old website with actual pictures of patrons to help humanize it. Boyd also created a donation button on the Friends of the Orland Park Library to hopefully increase the amount of monetary donations to the organization.

Adult Services Manager Masura spoke in regards to a question Trustee Healy had regarding the Macmillan eBook embargo. Director Weimar has written a letter to the CEO of Macmillan Publishing expressing disapproval of the new changes for Macmillan ebook purchases for libraries. They have not responded to her letter. In an effort to decrease the average wait time for patrons and increase circulation, the Adult Services department recently spent about \$15,000 on ebooks and eaudio books. The purchases were made to fill holds and patron recommendations, as the collection is essentially a patron driven collection.

Community Engagement Manager Kleiva stated there were 910 total attendance at the Community Expo at Carl Sandburg High School where 160 pieces of marketing materials were distributed. A cooking program celebrating National Mousse Day will be held 11/19/19 and The Traverso Singers will be performing 12/12/19 at 2:00. At that event, the Friends will present a check to Director Weimar for future programming.

Youth Services Manager Smits stated there was a high turnout for storytimes over the past month with 467 total patrons in attendance along with 108 attending the Sesame Street 50th Anniversary Spectacular and 143 attending the Dia de los Muertos program.

Trustee Healy inquired why Communications Manager Boyd attended the Maintenance Onboarding. Boyd said she wanted to become more familiar with the building and the various responsibilities of Maintenance staff.

Treasurer McMillan asked about the *How To Deal With Office Gossip* continuing education webinar. Assistant Director Adamowski said the Management Team attended the webinar so they could gather information to pass on to their staff the importance of not talking about fellow staff members. She continued that this is especially important now because of the renovation project and the importance of staff relaying the correct information as it is disseminated through Administration and Communication Manager Boyd.

Wight Construction Project Superintendent Larry Lones is now located in Room 102, along with Project Manager George Gardner. Lones and Gardner will conduct bi-weekly construction update meetings with Administration and Maintenance Superintendent Newman.

An inventory of all major purchases the library made from September 2018 through September 2019 is being completed at this time. Items such as the pick-up truck and Outreach van will be included, as well as monitors, towers, iPads and other items of significant value. The inventory should be completed by early December and will be submitted to Industrial Appraisal.

The library has been approved by the state to dispose of its documents in keeping with the Local Records Act. The documents will be collected and shredded by mid-December.

Communications Manager Boyd assisted the Friends of the Orland Park Public Library with the upcoming December 3rd #Giving Tuesday initiative. This global initiative asks that people consider donating to non-profit organizations such as the Friends.

Trustee Healy asked about matching from other businesses and Boyd stated she is looking into it.

The library celebrated its Kick-off event last Wednesday. The patrons were excited to see the newest renderings of the areas being repurposed and many had very positive comments for the staff. Refreshments were set up in the lobby for everyone to enjoy, as well as a Giant Jenga game, Spin the Wheel and Pin the Hammer on Opie. Patrons took pictures with the life-size cutout of Opie. Staff wore construction gear and answered questions about the project and handed out construction cone stress balls and window clings. The library hopes to host more fun days to keep the line of communication open for patrons and staff.

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

None.

Unfinished Business

Adoption of Resolution 2019-09 “The Resolution Providing for Real Estate Tax Abatement” – For Action

New Business

Secretary McShane motioned to adopt Resolution 2019-09 “The Resolution Providing for Real Estate Tax Abatement” Vice President Barcelona seconded.

Director Weimar stated this resolution is required to be passed within 60 days of agreeing to the tax abatement.

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 Employee Handbook – For Action

Trustee Kleis motioned to approve the revisions to the Employee Handbook. Secretary McShane seconded.

Director Weimar stated due to upcoming Illinois legislation regarding cannabis and anti-harassment the library policy was revised to match their requirements. Another change to the handbook includes that no staff member shall enter or remain in the building during closed business hours unless accompanied by another staff member. Treasurer McMillan asked about details on the library Employment Practices Liability Insurance. Finance Manager Kimmey said he will look into getting information on the EPLI insurance. McMillan asked about situations in which staff members have a dating relationship with each other. Director Weimar gave an example of two past employees who dated each other while they were employed at the library in different departments. This type of situation happens infrequently and will be monitored on a case by case basis. McMillan asked how the library would go about testing for

cannabis in a situation where staff may have used a cannabis product a couple days prior (after work hours). Weimar stated if there is a definitive smell and the employee appeared to be under the influence during work hours, there would be reason for concern and the library would take action. She will also connect with the Village to see how they have dealt with these situations in the past. McMillan asked about bullying and if it applies to staff if they are bullied by patrons. Weimar stated that it is covered within the posted Patron Behavior Policy.

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 Wight & Company AIA Contract for the Orland Park Public Library Renovation project – For Action

Secretary McShane motioned to approve the Wight & Company AIA Contract for the Orland Park Public Library Renovation project. Trustee Kleis seconded.

Attorney Friker has reviewed the contract and the addendum to the contract was already vetted by Attorney Dennis Walsh. Treasurer McMillan mentioned this contract is subject to any change orders but if it was a design error there should not be any additional charges incurred by the library. Director Weimar agreed and said a Building Committee meeting would be called if necessary to discuss change orders that affect cost. Friker stated that it is a GMAX contract and Wight should hold to that amount unless it is a drafting error for example or if the library decided to add to the scope of the project. Finance Manager Kimmey reminded the board that there is a 5% contingency built in to the GMAX amount for change orders and if there are not change orders that amount would be refunded to the library.

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 Henricksen contract to purchase the furniture for the Orland Park Public Library Renovation Project – For Action

Secretary McShane motioned to approve the Henricksen contract to purchase the furniture for the Orland Park Public Library Renovation Project. Trustee Kleis seconded.

President Leafblad asked when the Rider to the purchasing agreement would be available. Director Weimar said it was received and included with the board packets as a draft since the board did not approve the contract yet. Weimar stated Henricksen will bill the library directly. Attorney Friker stated Henricksen cannot charge interest on any late payment.

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 Current Technologies consulting contract in the amount of \$27,000 for 2020 – For Action

Secretary McShane motioned to approve the Current Technologies Consulting contract in the amount of \$27,000 for 2020. Trustee Kleis seconded.

Treasurer McMillan asked how the cost compared with last year. Director Weimar stated the cost was the same as last year and that some hours are slated to be rolled over since not all of them were used. Digital Services Manager Lashbrook said that hours were cut at the beginning of the year and that lessened amount is working out well. The budget line item of Automation Consultant is a little higher than last year due to the renovation. Secretary McShane asked if there could be a discount for a two or three year renewal. Weimar stated since the library requested a change of consultant recently the rate is now flat and would not be able to be discounted.

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 Midwest Office Interiors contract to dismantle and rebuild specific furniture to be repurposed in the Orland Park Public Library Renovation Project in the amount of \$16,250 – For Action

Trustee Kleis motioned to approve the Midwest Office Interiors contract to dismantle and rebuild specific furniture to be repurposed in the Orland Park Public Library Renovation Project in the amount of \$16,250. Secretary McShane seconded.

Director Weimar stated the quote from Henrickson was higher than the Midwest Office Interiors quote, and the library has been satisfied with the work that Midwest has performed in the past. Midwest will begin dismantling the designated workstations within the next few days and rebuild them in Spring 2020. The pieces will be stored onsite in the library basement. Trustee Healy asked about considering using the company Hallet. Weimar stated the shelving would not be needed to be moved by a moving company as the carpet installation will go around existing shelving. Midwest is being used because they are familiar with the breakdown of our workstations.

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

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 Kleis.

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 8:23 p.m.

Adjournment

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

