

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 16, 2019

The meeting was officially called to order by Joanna Leafblad, President at 7:02 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; Andrew Masura, Adult Services Manager; Jackie Boyd, Communications Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Nicole Suhm, HR Generalist

Secretary McShane motioned to approve the November 18, 2019 minutes. Trustee Lindbloom seconded.

Minutes

Trustee Healy and Treasurer McMillan pointed out a couple 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

None.

Introduction of Visitors

None.

Public Comment

Secretary McShane motioned to go into closed session at 7:07 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. Vice President Barcelona 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

Secretary McShane motioned to resume regular session at 7:26 p m. Trustee Lindbloom 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 November 2019. Secretary McShane seconded.

Treasurer’s Report

Treasurer McMillan inquired about the State Grants budget line. Finance Manager Kimmey said since the Live and Learn Grant was not applied for the total amount on the State Grants budget line was

lowered for FY 2020. Director Weimar also mentioned since the 2018 Per Capita Grant was received late and the 2019 Per Capita Grant was received on time that also made the total amount for FY 2019 larger. Trustee Healy asked if the grant Youth Services Manager Smits was applying for was included. Smits stated the grant amount was not included and it will be less than \$5,000 if it is awarded. Weimar stated Tyco Security came out to purge the access card system. Current Technologies recently installed a better quality camera in the main lobby vestibule. Treasurer McMillan talked through the PMA Financial Network Investments handout that showed various graphs and an account summary. Finance Manager Kimmey stated the Treasurer's Report was inclusive of the latest payments made for the renovation project

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 11/19/19-12/16/19. Secretary McShane seconded.

Treasurer McMillan asked why the total for one of the checks didn't match the bill amount. This was later cleared up by Senior Administrative Coordinator Peterson who stated the bill in question was the credit card statement and it did not show the credits that were received for that bill cycle, thus the check amount was correct. Trustee Healy asked about the Ollis vendor. Youth Services Manager Smits said it was one of the book vendors she uses in the later part of the year. McMillan inquired about the bill from Grasso Graphics. Communications Manager Boyd stated they are the vendor who prints the library newsletter. McMillan commented about the Consumer Reports database statistics being down and questioned if it was a necessary database to continue. Director Weimar said she thought consumer reviews on websites may be where people are turning to for that type of information. Digital Services Manager Lashbrook thought the number may not be accurate, and would like to utilize Google Analytics for more accurate statistics and he will double check this with the Web Developer Lina Elzahdan. Boyd mentioned she started doing a hashtag Database Tuesday on Facebook where a different database is promoted each week. Technical Services Manager Xie said database searches done on Polaris are not counted in the EBSCO statistics.

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

Our youth programs were very well attended this month. Youth Services Manager Smits said the Annual Holly Jolly Story Times had over 400 patrons in attendance to see Santa Claus over a three day period. Library volunteer Rita Murray portrayed Mrs. Claus during the Story Times and Digital Services Manager Lashbrook played the guitar as entertainment too. A special thank you to Treasurer McMillan for playing Santa Claus to the little ones. The Polar Express program had about 35 attendees where the story was read while being projected on a screen. Staff collected the "train tickets" and silver bells were given to all the children. The impromptu first annual Christmas story held at the library's Story Walk on Saturday 12/14/19 had 30 children and families braved the cooler weather to hear Santa read a story. This was well attended due to the low promotion and discussion ensued with ideas on how the program could be improved for next year. Communications Manager Boyd suggested having anyone who is a member of the Friends of the Orland Park Public Library be able to get VIP access to see Santa.

Librarian's Report

On 12/12/19, the Friends of the Orland Park Public Library donated \$10,000 for library programming for patrons of all ages. The check was presented at the Traverso Singer's Christmas program in the afternoon. At the same time, a check in the amount of \$2,000 was presented to the library from memorial donations made in Jay Parker's name to the library's Capital Campaign fund for a naming opportunity. A Capital Campaign committee meeting will be held in the near future after a meeting is held first with managers in order to get ideas ready. Community Engagement Manager Kleiva would

like to have an after-hours event in April 2020 with stake holders to show them the progress of the renovation project. A family event will be planned for spring or summer, and a celebratory grand-reopening event will be held in fall.

M.T. Kelley Electric has begun installing the new generator. In case of a power failure to the building, the generator will power the basement sump pump, as well as allow the restrooms near Room 104 and the 2nd floor to operate. The cost of the project is \$11,938.00 and should be completed by the end of this week.

There is a short in the electrical motherboard, which has affected the lighting in some staff and patron areas. Steve had difficulty tracking down a new board because the library's boards are obsolete. He was able to locate a replacement board from Intelligent Lighting in Minneapolis that should be compatible with our system. An additional board was ordered in case any of the other 5 board stop functioning.

In keeping with the Local Records Act, documents meeting the inclusive dates were destroyed by Shark Shredding on December 12.

The Friends of the Orland Park Public Library participated in the Giving Tuesday initiative on December 3. This worldwide program encourages people to donate to a non-profit organization of their choosing. The Friends received \$371.00 in donations and that amount will lessen after credit card fees are deducted.

Many pieces of furniture were moved to the basement for storage during the renovation project. Some of the furniture will not be put back due to new furniture being ordered. Attorney Ken Friker of Klein Thorpe & Jenkins has stated the furniture may be offered to other libraries through the RAILS website. Inventory of the furniture, including computer tables and study carrels that were removed from the Quiet Study room will be completed by Assistant Director Adamowski.

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

Approval of the 2020 Per Capita Grant – For Action

New Business

Secretary McShane motioned to approve the 2020 Per Capita Grant. Vice President Barcelona seconded.

Trustee Healy pointed out a few grammatical edits and it was 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

Resolution No. 2019 – 10 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available for Public Inspection of the Board of Library Trustees of the Village of Orland Park – For Action

Secretary McShane motioned to approve the Resolution No. 2019 – 10 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available for Public Inspection of the Board of Library Trustees of the Village of Orland Park. Vice President Barcelona seconded.

The resolution was approved as amended since there were a few changes that were discussed earlier in the closed session.

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

Resolution No. 2019 – 11 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action

Secretary McShane motioned to approve the Resolution No. 2019 – 11 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park. Vice President Barcelona seconded.

Director Weimar stated the last 18 months of audio is kept.

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

Resolution No. 2019-12 Approving and Adopting a Workplace and Sexual Harassment Policy to Conform to Illinois Public Act 100-0554 of the Board of Library Trustees of the Village of Orland Park – For Action

Vice President Barcelona motioned to approve the Resolution No. 2019-12 Approving and Adopting a Workplace and Sexual Harassment Policy to Conform to Illinois Public Act 100-0554 of the Board of Library Trustees of the Village of Orland Park. Secretary McShane seconded.

Director Weimar stated that at the November 2019 Board Meeting the Employee Handbook was changed per Attorney Fricker and now a Resolution was required to match it and conform to the law. All library staff will have training on this subject in 2020.

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 PMA 2020 Financial Investment Plan and Cash Flow Projection 2020 – For Action

Secretary McShane motioned to approve the PMA 2020 Financial Investment Plan and Cash Flow Projection. Vice President Barcelona seconded.

Discussion in regards to the PMA Financial Network handout report began with Trustee Healy asking about the difference between ISC and FRI as shown on the last information overview page. Finance Manager Kimmey stated ISC are liquid investments and FRI are investments that are in Certificate of Deposits (CDs). He also mentioned that funds are being taken from the operating account and put into the construction account which explained why a deficit was showing for FY 2020 on the cover page of the report. Treasurer McMillan pointed out that by May 2021 there is a projected 4 million dollar balance. Healy asked if the Bank of China was a US entity. Kimmey confirmed it was and has FDIC coverage for those funds. Director Weimar mentioned that no more than one CD can be held in the same bank. Kimmey said the inverse yield curve had a slight impact and had pushed the money market rates up making them better than CD's currently. He also confirmed the December bond principle payment to the Village had been made.

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 Current Technologies contract to provide cable drops for the Library's Renovation Project in the amount of \$42,891.42 – For Action

Secretary McShane motioned to approve the Current Technologies contract to provide cable drops for the Library's Renovation Project in the amount of \$42,891.42. Vice President Barcelona seconded.

Director Weimar stated three companies were contacted. Digital Services Manager Lashbrook said of the two quotes that came in Current Technologies was comparable to the lower one and he felt comfortable with them doing the job. Treasurer McMillan asked if it would be paid for out of the operating account. Finance Manager Kimmey confirmed it would be coming out of the operating account in 2020.

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 AV TechSource contract to provide installation of AV equipment for the Library's Renovation Project for a total amount of \$69,978.49 – For Action

Secretary McShane motioned to approve the AV TechSource contract to provide installation of AV equipment for the Library's Renovation Project for a total amount of \$66,560.85 as amended. Vice President Barcelona seconded.

Director Weimar stated an updated email was sent to the board members 12/13/19 with the updated quotes making the new total \$66,560.85. Out of the three companies that were contacted Digital

Services Manager Lashbrook said AV TechSource was \$10,000 less and he believes has better customer service. A few consumer based flat screen televisions were purchased on Cyber Monday at great prices. The projectors that will be in The Nature Center and in the computer lab were switched out for less expensive ones since they are projecting on frosted glass.

The motion was approved with the amended amount of \$66,560.85.

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

2019-2020 Strategic Plan Update – For Discussion

Assistant Director Adamowski presented an overview of the 2019 Strategic Plan, which is still in progress. She thanked the Management Team for all of their help to get numerous action steps completed and discussion ensued. Treasurer McMillan asked about a comment he read in regards to auto renewals. Patron Services Manager Hildebrand said she was wary about implementing such a system because if one of the books a patron has out is being requested by another patron it would not be able to be renewed and thus would create confusion. Director Weimar stated there would be a loss of revenue and circulation statistics would potentially be artificially inflated if an auto renewal system was utilized. Human Resource Generalist Suhm said at the Frankfort Library after testing out auto renewals for a couple months has in fact reverted back. Adamowski added that foot traffic may be reduced, resulting in a lessened community center feel. McMillan said it is very important to maintain a community center atmosphere and shared the news he recently heard about Chicago Mayor Lightfoot's plans to open all 81 branches of the Chicago Public Libraries on Sundays because they are considered community centers. President Leafblad mentioned a lot of families aren't able to afford computers. Treasurer McMillan would like the cover page of the Strategic Plan to show 2019-2020 instead of just 2019 and Adamowski will make the edit.

Approval for the registration for a Library Trustee(s) to attend the Public Library Association Conference in Nashville, TN from February 25-29, 2020 in the amount of \$305 each and the membership cost of \$144 each – For Action

Vice President Barcelona motioned to approve the registration for a Library Trustee(s) to attend the Public Library Association Conference in Nashville, TN from February 25-29, 2020 in the amount of \$305 each and the membership cost of \$144 each. Secretary McShane seconded.

Director Weimar stated no staff will be attending PLA this year due to the renovation in order to save money and to have the managers remain available. The reservations and the rooms that were pre-registered last September and can be cancelled. Trustee Healy may be interested in attending.

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

Treasurer McMillan asked about the correspondence from Patron Services Clerk Therese Freeman where she objected to the selection made for the Patron Services Senior Clerk position. She stated the recent hire did not meet the qualifications outlined in the job advertisement. However, since a thorough interview process was completed by Patron Services Manager Theresa Hildebrand and Human Resource Generalist Nicole Suhm, which showed the candidate had numerous well founded qualifications the selection was justifiably made.

Announcements

Treasurer McMillan 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 – aye; Lindbloom – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

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

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson