

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 20, 2020

The meeting was officially called to order by Joanna Leafblad, President at 7:07 p m.

**Call To Order**

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

**Roll Call**

Members absent: Charles McShane, Secretary; Elan Kleis, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; 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

Vice President Barcelona motioned to approve the December 16, 2019 minutes. Treasurer McMillan seconded.

**Minutes**

Treasurer McMillan pointed out a couple of 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 – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Lou Flavio, owner of Today’s Business Solutions, Inc. was greeted by the Library Board of Trustees. Director Weimar stated Mr. Flavio and TBS have been longtime supporters of libraries through the excellent products and services his company offers. She continued to state the new TBS systems that have been put in place recently at the library are great since they allow more reporting and accounting capabilities for the Patron Services department. Flavio spoke on behalf of TBS stating they were pleased to be a part of the library’s renovation project as a donor and he affirmed that TBS hopes to continue to be a great partner of the library, as well as continue to support the Orland Park community. He proceeded to present a donation check in the amount of \$5,000 which will benefit the library’s Capital Campaign.

**Introduction of Visitors**

None.

**Public Comment**

None.

**Executive Session**

Vice President Barcelona motioned to accept the Treasurer’s Report for December 2019. Trustee Lindbloom seconded.

**Treasurer’s Report**

Treasurer McMillan inquired about the taxes budget line being slightly under 100% received. Finance Manager Kimmey confirmed that PTAB’s were the cause of the tax line missing the 100% mark. Director Weimar stated since the Live and Learn Grant was not awarded this year that budget line was less than the budgeted amount. Weimar also explained the library did not appropriate additional monies in the Grants budget line except for Per Capita money because the library will not apply for the Live and Learn Grant in 2020. The library plans to apply for the 2021 Live and Learn Grant for possible funding for roofing improvements. McMillan asked if the Project Next Generation grant could be a possibility for the library since Schaumburg Library District recently received it, however, Director Weimar said many libraries were awarded the grant because of their economic condition and there are some underfunded areas that the Schaumburg Library services. McMillan asked Digital Services

Manager Lashbrook if the federal Community Catalyst Initiative he was so hopeful about getting could be reapplied for in 2020. Lashbrook said the renovations would be completed before he could reapply so it would no longer be an option. The Fines budget line was under budget, however, Director Weimar felt that \$50,000 is a significant amount of revenue brought in and wondered if it might be good to lower some of the fine amounts as an act of goodwill toward the patrons. Patron Services Manager Hildebrand suggested lowering the fines on music CDs since currently it is significantly higher than neighboring libraries. She also mentioned that at times the Lucky Day materials create confusion when patrons return the items since they say they were unaware that they have a shorter loan time period for them. Lashbrook also stated since fines haven't been able to be taken online for several months that could have been part of the reason for being under budgeted. He added TBS will have those systems running soon. Director Weimar said the February agenda will include a motion to revise the Schedule of Fines. McMillan praised the library staff for keeping expenditures down and since they have been so prudent with spending that enables more savings to be used for projects such as the Nature Center.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy motioned to accept the payment of bills listing from 12/17/19/-1/20/20. Vice President Barcelona seconded.

Treasurer McMillan asked about the ABDO-Spotlight-Magic Wagon vendor. Youth Services Manager Smits said they are one of her Youth Services book vendors for non-fiction materials. Director Weimar stated the payment to Henricksen for the new furniture was recently made and pointed out the company had included sales tax on their invoices, which was brought to the attention of Finance Manager Kimmey by Senior Administrative Coordinator Peterson. With the deduction of the sales tax, the invoice amounts were reduced by over \$16,000.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The Per Capita Grant was filed in December. The Illinois Public Library Annual Report (IPLAR) is in progress and is due by February 29<sup>th</sup> and department managers have been assigned reporting responsibilities. The library filed the Annual Library Certification with the Illinois State Library this month which is to be completed by the end of March. The library has filed its tax exempt status for 2020. The Library filed its list of Statement of Economic Interest filers. Emails should be sent by March to members of this list for filing with Cook County.

## **Librarian's Report**

The ILA South Suburban Legislative Meet-Up is February 21 at 7:45 a.m. at Tinley Park Public Library. There will also be a Trustee workshop sponsored by ATLAS on May 9th at the Alsip-Merrionette Park Public Library District.

The Orland Historical Society is doing a fundraiser and creating an Orland-Opoly game. Their President is Diane Grah, an IT Assistant 1 here at the library. The request was for a donation to be on the board game and after discussion it was decided that squares S1-S4 for \$125 will be attempted to be purchased first, followed by B1-B3 for \$120 and the RR1-RR4 spots for \$200 if S1-S4 are not available.

The catalog is in need of some upgrading, in particular, the MARC records. There are about 150,000 authority records to fix; and there is a cost to keep this authority file updated on a quarterly basis. The authority processing per record, which includes adding the reading notes profile (accelerated reader, Lexile) is \$3,026. The maintenance of the MARC records is \$3,999 annually. The company who provides this service is Marcive, Inc. located in San Antonio, TX. RDA cataloging is the new method

that has been adopted which is much more user friendly. Treasurer McMillan asked why it would be more to maintain than the cost to implement. Library Director Weimar stated since there will be quarterly updates done to keep all the records up to date and the catalogs clean their annual fee is justified due to the quantity of records. It was agreed by the board that enabling easier searching by patrons is important.

Digital Services Manager Lashbook reviewed the 2019 Statistics charts handout with the board and highlighted that in 2019, the library offered 83 less programs but had 1,844 more patrons attend programs. Device checkouts, game consoles, game controllers, Hotspots, Rokus, iPads, Kill-a-Watt meters, Playaway Launchpads, Playaway Views, SMART Lab equipment, and Smart Speakers circulation doubled from last year and continue to rise.

Finance Manager Kimmey gave an update according to the Recap of Operating Funds Available spreadsheet handout, which showed total funds available of over \$3.8 million and a Special Reserve amount of over \$1 million. Director Weimar also pointed out there is always six months of budget that is never touched which remains invested. The completion of the roofing project will be part of the 2021 budget.

As previously mentioned in last month's report, there was a problem with the lights being activated throughout the building. The problem was thought to be the motherboard and Steve was able to locate a replacement board. After a discussion with the construction crew it was discovered that the electricians from Airport Electric failed to connect a circuit after working on it. The circuit has been reconnected and Steve has returned one of the two motherboards for a refund. One board will be kept as the system is older and the part was difficult to locate.

Today Steve reported one of the two boilers is out of commission. The replacement part has proven difficult for him to find, but he has contacted Boiler Source who is working to locate the part.

The generator project wrapped up last week. 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 2<sup>nd</sup> floor to operate.

Timothy Harper resigned as custodian on January 7. The job has been posted but no applications have yet been received. The ad is posted in house, as well as on the RAILS website and Moraine Valley Community College job site. HR Generalist Nicole Suhm will send the job ad to other sites.

Steve Newman and Joe Ebert have been doing a great job keeping up with snow removal. The snowfall last Friday and Saturday was heavy and wet but the parking lot and sidewalks were cleared and salted. District 135 loaded the truck with more salt this morning which should be enough for the snow that is expected later this week.

Schindler Elevator was notified by mail last week that the library will not renew its contract when it expires later this year. The library has been very dissatisfied with the lack of service from the company. Steve is researching other companies to service the elevator beginning in July.

At the Friends of the Orland Park Public Library January 7 meeting, Tom and Mary Ann Ahl resigned their positions as President and Treasurer. They served on the board for many years and volunteered hundreds of hours. Mary Ann also served as library trustee for over 30 years.

Staff will be able to take a sneak peek of the progress of the renovation project on Wednesday afternoon. Jackie arranged the tour times to show the staff what's happening behind the scenes.

Trustee Healy asked Community Engagement Manager Kleiva if she had started looking into future programming for the library. Kleiva stated she is working on getting together goat yoga, beer tasting, and paint and sip programs. She said events that feature experts instead of, for example, historical reenactments are trending better lately. She is also looking into some music entertainment to incorporate in along with the very popular Summer Concert Series held outside in the plaza of the library. Treasurer McMillan mentioned the local business, The Brass Tap has a Chamber event called Arts and Drafts in which he thought the library could get involved with. Kleiva is also looking into ways the library can help support the Village census efforts and programming and vice versa.

No report at this time.

**Other Staff Reports**

a. Update on current construction – For Discussion

**Building and Maintenance**

Director Weimar stated Field Reports were sent via email to all the board members. Steve Moore, who was serving as the library’s Construction Manager has accepted another position at a different company as of early January. George Gardner is the new Project Manager. He is onsite at the library at least once a week. George and Larry Lones, the Project Supervisor, meet with Director Weimar, Assistant Director Adamowski, Maintenance Superintendent Newman and Digital Services Manager Lashbrook weekly for updates on the project. While working on the renovation project, an electrician from Airport Electric accidentally drilled a quarter inch hole into a pipe that drained the fire suppression system resulting in flooding and water damage throughout the Receiving Room. Lones assured the library Airport Electric will reimburse the library for any damage that was caused. Stanchions that feed data and power were demoed so floor boxes can be installed for easier access for patrons. There are seven additional stanchions on the 2<sup>nd</sup> floor that were not included in the scope of the project. A quote for the removal of the stanchions has been requested and will be presented at the next Building Committee meeting. The 2<sup>nd</sup> floor study rooms and bay areas that are not being renovated need to be painted. Project Superintendent Lones has requested quotes from two painting companies. These quotes will also be on the agenda of the next Building Committee meeting.

Assistant Director Adamowski stated 25 black mesh task chairs ordered through Henricksen were delivered in late December. The chairs will be used at the services desks, as well as some individual workstations. The cost of the chairs will be paid from the FY 2019 furniture line. The CD shelving units in Adult Services are currently being dismantled and moved further north in the department by Maintenance Superintendent Newman and Maintenance Assistant Ebert. Adult Services Manager Masura said more shifting needs to be done from the south part of the floor to the north, otherwise known as back shifting, with the remaining audiovisual materials. CTC recently signed the contract for the cable drop project. Digital Services Manager Lashbrook mentioned the subcontractors discovered wiring that they did not know what it connected to. The unknown wiring was cut, resulting in two additional hours of cost. With regards to the 2<sup>nd</sup> floor IT area and Multipurpose Room, Director Weimar said the architects from Wight and Co. have suggested painting the walls monochromatic blue with the arches of the adjacent corridors a soft white color.

b. Upcoming meeting date – For Action

President Leafblad motioned to schedule the next Building and Maintenance Committee meeting Jan. 27, 2020 at 6:00 p m. Vice President Barcelona seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

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**

a. Fundraising Opportunities – For Discussion

**Capital  
Campaign  
Committee**

Trustee Lindbloom started the discussion stating a donor letter was sent out mid-December to ten vendors the library interacts with and thus far three responses have been received. Joe Promotions and Grasso Graphic confirmed they will be making donations in the near future. Capital Campaign Chair Lindbloom sent follow-up emails to the remaining 7 businesses, and will have committee members reach out by telephone if no response is received. On Saturday April 4, 2020 a fund raising event for past and potential donors, as well as community stakeholders will be held after hours at 7:00 p.m. at the library. Hardhat tours of the completed Phase 1 areas, as well as the Phase 2 areas under renovation will be available for anyone interested in getting a sneak peek behind the scenes. Fine tuning details will be made at the next Capital Campaign Committee meeting. Trustee Healy would like the donor brochure pamphlet to be updated to show 2019 statistics instead of 2018 and Boyd said she would make those edits and print new brochures.

b. Upcoming meeting date – For Action

President Leafblad motioned to schedule the next Capital Campaign Committee meeting Jan. 27, 2020 at 7:00 p.m. Vice President Barcelona seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None.

**Unfinished  
Business**

Approval of the wire transfers to pay bills for Fiscal Year 2020 – For Action

**New Business**

Trustee Healy motioned to approve the wire transfers to pay bills for Fiscal Year 2020. Treasurer McMillan seconded.

Director Weimar mentioned this is completed annually in January so funds can be moved from the PMA account to Marquette Bank for bill payments throughout the fiscal year.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for Library Trustee(s) registration to attend the Illinois Library Association Legislative Meet-Up on February 21, 2020 at the Tinley Park Public Library in the amount of \$25 each – For Action

Treasurer McMillan motioned to approve Library Trustee(s) registration to attend the Illinois Library Association Legislative Meet-Up on February 21, 2020 at the Tinley Park Public Library in the amount of \$25 each. Vice President Barcelona seconded.

Director Weimar stated two board members, Vice President Barcelona and Treasurer McMillan, will be attending the Legislative Meet-Up on Feb. 21, 2020 at 7:45-10:00 a.m. and breakfast is included.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for the travel, accommodations and meals for Library Trustee Nancy Healy to attend the Public Library Association Conference in Nashville, TN from February 25-28, 2020 in an amount not to exceed \$2,500 - For Action

Vice President Barcelona motioned to approve the travel, accommodations and meals for Library trustee Nancy Healy to attend the Public Library Association Conference in Nashville, TN from February 25-28, 2020 in an amount not to exceed \$2,500. Trustee Lindbloom seconded.

Director Weimar confirmed she had transferred her reservations to Trustee Healy.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for conference fee, travel, accommodations and meals for Wendy Xie to attend the Innovative User Group Conference from April 16-19, 2020 in Minneapolis, MN in an amount not to exceed \$1,800 - For Action

Vice President Barcelona motioned to approve conference fee, travel, accommodations and meals for Wendy Xie to attend the Innovative User Group Conference from April 16-19, 2020 in Minneapolis, MN in an amount not to exceed \$1,800. Trustee Lindbloom seconded.

Director Weimar stated this was an annual conference regarding our ILS-Polaris that is necessary to attend.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Recommendation by the Capital Campaign Committee for a Fundraising Event to be held on April 4, 2020 using funds from the Capital Campaign Fund not to exceed \$2,500 – For Action

Treasurer McMillan motioned to approve the Recommendation by the Capital Campaign Committee for a Fundraising Event to be held on April 4, 2020 using funds from the Capital Campaign Fund not to exceed \$2,500. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

President Leafblad recognized staff members with years of service milestones.

**Announcements**

Treasurer McMillan motioned to adjourn the meeting and it was seconded by Vice President Barcelona.

**Adjournment**

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:57 p.m.

Charles McShane  
Secretary

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

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

Minutes prepared by Aaron Peterson