

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 17, 2020

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; 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; 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

Trustee Kleis motioned to approve the January 20, 2020 minutes. Secretary McShane seconded.

## Minutes

Trustee Healy praised the great attention to detail Senior Administrative Coordinator Peterson showed in finding the sales tax charge on the renovation furniture and pointed out a typo on the first page. 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

George Gardner, Project Manager of Wight and Co.  
Ken Friker, Attorney from Klein Thorpe and Jenkins

## Introduction of Visitors

Dave Smigaj

## Public Comment

None.

## Executive Session

Trustee Kleis motioned to accept the Treasurer’s Report for January 2020. Secretary McShane seconded.

## Treasurer’s Report

Treasurer McMillan inquired about the Taxes revenue budget line being low. Finance Manager Kimmey stated January is a low revenue month and reiterated the budget is on a straight line accounting method. In regards to the Life/Health Insurance expenditure budget line, inquired by McMillan, Kimmey stated there was some savings due to BCBS credits being applied to our January 2020 invoice. Kimmey also stated the Automation Maintenance budget line incurred half of the cost of the cable drops, which came from the operating budget. Trustee Healy asked about the vendor Impact Networking. Director Weimar explained Impact is the vendor the library orders copy paper from annually, while Konica Minolta is the vendor for the library’s copy machines.

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

Secretary McShane motioned to accept the payment of bills listing from 1/21/20/-2/17/20. Vice

President Barcelona seconded.

Trustee Healy commented that the Comcast cable bill was high. Digital Services Manager Lashbrook said the service agreement was upgraded last fall. He continued that the E-Rate documents had been submitted and better service will be available at a lower rate once the rate is established. Secretary McShane asked what the current download speed was and Lashbrook said 1 Gigabit. Lashbrook continued there is heavy downloading occurring at the library and speed is important to patrons and staff. IT will add more access points after the renovation project is completed. Healy said the library should consider advertising its upload speed especially if it improves under E-Rate. Treasurer McMillan asked about the payment to Bayscan Technologies. Technical Services Manager Xie stated RFID and Stingray security tags for audio visual materials were purchased for the entire year. McMillan asked about the payment to Current Technologies and Lashbrook stated the annual consultant retainer fee, as well as the cable drop payments were made. McMillan asked about the payment to M.T. Kelley Electric and Assistant Library Director Adamowski stated a new generator was recently installed which will power the basement sump pump, and allow the restrooms near Room 104 and the 2<sup>nd</sup> floor to operate in the event of a power outage. McMillan asked about the payment to Reliable Fire Equipment Co. and Adamowski confirmed the annual payment was made and they had come out to ensure all the library fire equipment was functional. Director Weimar stated the payment to HUB International Limited was made in order to meet one of the requirements on the IPLAR report in regards to a surety bond.

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

Digital Services Manager Lashbrook spoke about the Nintendo program that was featured in the Orland Park Prairie newspaper over two pages. 331 patrons attended the interactive gaming exhibit where you were able to see and play the various iterations of the Super Mario videogames, from the original Nintendo Entertainment System through the Nintendo Switch. Lashbrook emphasized the program was a wonderful family interactive event and he was happy with the team effort from the various departments. Adult Services Manager Masura spoke about the recent Meet the Author event with Elizabeth Berg. 98 patrons were in attendance with 40 copies of her latest release, *The Confession Club*, sold. The Orland Park Bakery donated pastries for the event. Patron Services Manager Hildebrand stated circulation was up 2.29% in January vs. 2019 and the gate count was up by 5%.

## **Librarian's Report**

The library will be sending 32 tables to Illinois Upholstery and Refinishing beginning this Wednesday for cleaning, touch up and recoating. Some of the tables may need to be completely refinished depending on the damage to the wood. Twenty tables will be sent from Adult Services and 12 from Youth Services. The process takes approximately 2 weeks and will be done in 3 phases.

Some of the furniture that will not be repurposed within the renovation project, such as computer task chairs, computer tables and atlas stands have been posted on the RAILS website. As of today, the library has sold numerous chairs to surrounding libraries.

On February 3, a letter from KTJ was sent to Schindler Elevator informing them that they are to schedule the two remaining annual inspections before the expiration date of the contract, which is July 1. The library nor KTJ has heard from Schindler and a follow-up phone call will need to be made.

The AON unit motor which provides heating and cooling for Room 104, Board Room and kitchenette stopped working. Steve was able to troubleshoot the problem temporarily until Trane was able to install a new motor.

Maintenance Assistant Joe Ebert resigned his position today effective immediately. A job ad has been posted in-house, as well as on the library website. At this time, the library would like to hire two assistants to help Steve with general maintenance and minor repairs.

Al Kackys was hired as the evening custodian to assist with cleaning and general upkeep of the

building and grounds. He will work the hours of 5:00-10:00 p.m

No report at this time.

**Other Staff  
Reports**

- a. Approval of the Minutes of the Building Committee from January 27, 2020 – For Action

Secretary McShane motioned to approve the Minutes of the Building Committee from January 27, 2020. Trustee Lindbloom seconded.

**Building and  
Maintenance**

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

- b. Renovation Project Update – For Discussion

Project Manager George Gardner of Wight and Co. spoke about the three phase renovation project and praised Director Weimar for being so flexible with the space needed to complete the work. The punch list is set for March 6, followed by Midwest Office reinstalling workstations March 9—11. The new furniture from Henricksen will be brought in March 12 and 13. The computer task chairs for the 2<sup>nd</sup> floor are delayed by one month, but Henricksen has promised to loan the library task chairs so the areas can be reopened to patrons. Treasurer McMillan asked if the glass was up in the multi-purpose room yet. Gardner confirmed the glass was installed along with the new carpeting. He added that the entire second floor carpeting refresh is almost complete. The original carpet vendor, Nolan, is on the job and are working very efficiently. Gardner said Bid Package 3 which includes the children’s reading courtyard bids were opened recently and he issued a letter of recommendation to Director Weimar with an April 1 start date goal. He stated an appearance review will need to be held first with the Village of Orland Park and the application will be submitted this week. Treasurer McMillan asked for confirmation the Nature Center total cost would be \$249,000. Gardner confirmed that amount was correct, and Director Weimar reminded the trustees the Nature Center is included in the GMAX. Weimar mentioned some pieces for the Nature Center will be purchased using the operational budget. Gardner mentioned the Water Table would be installed by their contractors. KTJ Attorney Ken Friker stated the contractors are associated with Wight and Co. and not the library board of trustees. President Leafblad reiterated his statement saying if there were any issues with any of the contractors the protocol would be to go to Wight and Co., not to the contractor. Trustee Healy would like to be able to consider another vendor for the stanchion replacements due to the quote from Airport Electric being so high. Healy also mentioned her disappointment with the company during the project. Gardner stated they are tracking an early October 2020 completion date, three weeks ahead of schedule. He distributed an updated timeline to the board showing completion through phase two, inclusive of the Nature Center. Director Weimar mentioned the idea of calling the Nature Center, “Our Backyard” which was well received by the board. The latest renderings of the Children’s Library mural were shown to the board portraying the entrance portal and the new entrance to the Nature Center area. The existing nature theme represented by the “More Than Grass” mural will be extended with a vinyl nature graphic near the new Nature Center entrance with birds flying high on the wall to tie the old and new sections together. Trustee Healy remarked the library was smart to buy the rights to the mural which gives it unconditional rights to use.

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. Approval of the Minutes of the Capital Campaign Committee from January 27, 2020 – For Action

**Capital Campaign Committee**

Trustee Lindbloom motioned to approve the Minutes of the Capital Campaign Committee from January 27, 2020. Trustee Kleis seconded.

Trustee Healy pointed out a grammatical edit. 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

b. Capital Campaign Update – For Discussion

Director Weimar stated 112 invitations were mailed out February 14 for the April 4 fundraising event, and a second set of donation letters were sent out focusing on larger businesses. Treasurer McMillan mentioned several local businesses that would be willing to cater food and desserts for the event and also mentioned he'd be able to get sleeves of golf balls with the library logo printed on them. He will work with Communications Manager Boyd to obtain the library logo. The golf balls could be used at the fundraising event, as well as a separate mini-golf event in the future. Boyd stated travel coffee mugs have been ordered with the library logo on them to be given out at the event and any extras could be used for the Summer Reading Program. It was also mentioned that gift bags will be given out at the event. The bags would include the mugs, construction cone stress balls, OPPL window clings and the Capital Campaign brochure. President Leafblad will follow up with a telephone call to Carl Sandburg High School to see if one of their musical groups could perform at the event.

None.

**Unfinished Business**

Approval of the Wight and Co.'s recommendation for the Nature Center area bid packages – For Action

**New Business**

Vice President Barcelona motioned to approve Wight and Co.'s recommendation for the Nature Center area bid packages. 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

Approval of the Illinois Public Library Annual Report for Fiscal Year 2019 – For Action

Vice President Barcelona motioned to approve the Illinois Public Library Annual Report for Fiscal Year 2019. Trustee Lindbloom seconded.

Treasurer McMillan asked what RAILS stood for. Director Weimar stated it is an acronym for Reaching Across Illinois Libraries System and it is the library's system that provides delivery service, continuing education, networking opportunities and group purchases and vendor discounts among other things for northern and west-central Illinois. Treasurer McMillan asked about Lucky Day materials. Director Weimar stated the Lucky Day materials checkout times and fines are as follows: books, Magazines; 1 week/\$1 a day and Blu-rays, DVDs and Music CDs; 3 Days/\$1 a day. The materials are intended for those patrons who are voracious readers and who do not mind the shorter checkout times. In regards to 10.2 of the IPLAR report, Trustee Healy commented on the amount of money spent for electronic materials. Director Weimar stated more money is being put toward the purchase of ebooks due to patron demand. Over the last 6 weeks a total of \$20,000 has been spent on the collection. Director Weimar pointed out she has requested the Illinois State Library to consider collecting statistics on Outreach services, as well as count school visits separately from programming numbers. Treasurer McMillan inquired as to who delivers materials to the homebound. Community Engagement Manager Kleiva said there were 200 homebound library card holders and her staff delivers to them on a scheduled basis. She also suggested her department would like to begin marketing to newer demographics such as new mothers. Treasurer McMillan questioned the current fair market value for the library's real estate; however, after learning the square footage of the library the amount per square foot was accurate to him.

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 closing of Sunday, May 24, 2020 for the Memorial Day holiday; Sunday, July 5, 2020 for the Independence holiday; and Sunday, September 6, 2020 for the Labor Day holiday; - For Action

Trustee Healy motioned to approve the closing of Sunday, May 24, 2020 for the Memorial Day holiday; Sunday, July 5, 2020 for the Independence holiday; and Sunday, September 6, 2020 for the Labor Day holiday. Trustee Lindbloom seconded.

Director Weimar stated the library's annual In-Service day is usually held on the Friday of the village's Taste of Orland weekend, however, due to the renovation project and with the intent of not inconveniencing the patrons, the library will not be closing at all this year. Treasurer McMillan asked how parking would be handled during the Taste event. Director Weimar stated Friday and Sunday would be test days since the library was always open on Saturday in the past and that no problem is foreseen. President Leafblad suggested blocking/roping off parking spaces for library patrons, however, how to go about policing those spots was not clear.

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

Vice President Barcelona motioned to approve the revisions to the Employee Handbook. Trustee Lindbloom seconded.

Director Weimar recommended tabling this agenda item because the wording is unclear. The language will be rewritten.

The approval of the revisions to the Employee Handbook was tabled until the next regularly scheduled board meeting.

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 revision to the Patron Behavior Policy – For Action

Trustee Kleis motioned to approve the revision to the Patron Behavior Policy. Trustee Lindbloom seconded.

Trustee Kleis and Treasurer McMillan pointed out a couple of grammatical edits.

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 revision to the Schedule of Fines – For Action

Trustee Kleis motioned to approve the revision to the Schedule of Fines. Secretary McShane seconded.

Various categories of materials have had their fines lowered to accommodate patrons. Trustee Healy suggested the Flick Pix boxes fine be reduced by \$1 to \$2/week and that revision was unanimously agreed upon. The revision to the Schedule of Fines was approved as amended.

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

Approval for the registration, travel, accommodations and meals for a Library Trustee (s) to attend the Book Expo Conference in New York City, NY from May 27-30, 2020 in an amount not to exceed \$1,600 each - For Action

Trustee Kleis motioned to approve the registration, travel, accommodations and meals for a Library Trustee (s) to attend the Book Expo Conference in New York City, NY from May 27-30, 2020 in an amount not to exceed \$1,600 each. Secretary McShane seconded.

Director Weimar stated President Leafblad will be attending the Book Expo Conference this year.

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

Approval for the registration, travel, accommodations and meals for Assistant Library Director Mary Adamowski and Library Director Mary Weimar to attend the Book Expo Conference in New York City, NY from May 27-30, 2020 in an amount not to exceed \$2,500 - For Action

Trustee Kleis motioned to approve the registration, travel, accommodations and meals for Assistant Library Director Mary Adamowski and Library Director Mary Weimar to attend the Book Expo Conference in New York City, NY from May 27-30, 2020 in an amount not to exceed \$2,500. 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.

Director Weimar reminded Vice President Barcelona and Treasurer McMillan that the ILA Legislative Meet-Up is on Feb 21, 2020. Assistant Library Director Adamowski will also attend. Treasurer McMillan asked if members of the board are able to contribute to the Staff Picks book recommendations. Communications Manager Boyd said the board is welcome to send her book recommendations along with reviews anytime. President Leafblad recognized staff members with years of service milestones. Trustee Healy asked why all staff attended-Bloodborne Pathogen training. Director Weimar stated it is a state requirement that all library staff watch a video webinar on that subject annually. Adamowski mentioned staff are also required to have sexual harassment training each year, as well. Trustee Healy, referring to a customer service log comment, praised HR Generalist Suhm and Adult Services Manager Masura for helping a patron locate and retrieve her phone from the recycling bin in the parking lot. Healy also acknowledged the CompTIA Security+ Certification Prep webinars IT Assistant 2 Ewasiuk attended and how great the Youth Services 1000 Books On The Wall display looks.

**Announcements**

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

**Adjournment**

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 8:59 p.m.

Charles McShane  
Secretary

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

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

Minutes prepared by Aaron Peterson