

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

The meeting was officially called to order by Joanna Leafblad, President at 7:09 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; Elan Kleis, Trustee

## Roll Call

Members absent:

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Alice Grabowski, Administrative Clerk; Jackie Boyd, Communications Manager

Trustee Healy motioned to approve the February 17, 2020 minutes. Trustee Lindbloom seconded.

## Minutes

Dan McMillan inquired on the status of Schindler Elevator's services. Assistant Director Adamowski stated Schindler Elevator inspected both elevators on February 3, 2020 and has one more visit to complete before July 2020.

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

Chris McClure of McClure Inserra & Company

## Introduction of Visitors

2019 Orland Park Public Library Audit by McClure, Inserra & Company Discussion

Mr. McClure presented highlights from the 2019 audit of the library's financials. A brief overview of the independent auditor's report can be found on pages 1-2 stating the Library received a clean opinion. Mr. McClure reviewed the comparative financial statement on page 4 with regards to assets, revenue and expenses. The net income is up \$88,000 overall. He proceeded with a description from page 7 on the summary of the income and expenses for 2019. The General Fund has a strong balance at the end of the fiscal year. The Special Reserve Fund had spent \$446,735 for the roofing project with a remaining balance of \$1,076,795. Lastly, he explained the debt service fund is used only to pay down debt service. Treasurer McMillan inquired on the exact amount of long-term debt the Library currently has and if it was refinanced recently. Finance Manager Kimmey and Mr. McClure stated this information is found on page 14 of the audit. Finance Manager Kimmey continued that the Village of Orland Park refinanced this amount with a low interest rate of 1.7% which will be paid in full in three years. Treasurer McMillan concluded there are adequate funds to complete the renovation project.

One public comment was submitted via ask OPPL on April 18, 2020 at 4:53 p m by George Skarlotis. Assistant Director Mary Adamowski read the email which contained two questions. The first question was toward the consideration of opening the Library so staff could provide possible curbside service for patrons. The second question asked if the renovation project was still being completed at this time. Treasurer McMillan stated yes to the second question. Director Mary Weimar said Communications Manager Jackie Boyd has responded to the first inquiry stating the Board will meet virtually since we are under the current Stay-At-Home order from Governor Pritzker and provided a link to the Renovation Project web page. Virtual resources are being provided until the Governor changes the Stay-At-Home order.

## Public Comment

None.

**Executive Session**

Secretary McShane motioned to accept the Treasurer's Report for February 2020. Vice President Barcelona seconded.

**Treasurer's Report**

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 accept the payment of bills listing from 2/18/2020-3/16/2020. Secretary McShane seconded.

Trustee Healy questioned the amount paid to Pro Nova Contracting, LLC. Treasurer McMillan stated the dollar amount paid was \$10,756.00. Finance Manager Kimmey explained this company provides painting services. Director Weimar added the painting in the north end of the building was not included in the renovation project. Pro Nova painted the bay near the northwest corner and the columns throughout the second floor. Trustee Healy inquired about Quadient Finance USA, Inc. for postage services and if the cost was for the newsletter. Finance Manager Kimmey said Neopost has changed names and the company provides the library's postage meter service. Trustee Healy also asked about the payment to Swank Movie Licensing USA in the amount of \$1,253.00. She wondered if this dollar amount was necessary and what does that break down to in regards to per person. Director Weimar stated the Library received a 30% discount on these services through RAILS. Manager Klevia will investigate a possible partial refund since we will not be showing movies at this point in time. This is a necessary licensing service for the Library. Assistant Director Adamowski added that this service is a worthwhile expense. Director Weimar will look into the legalities of providing this movie service either through streaming or virtual options.

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 Treasurer's Report for March 2020. Trustee Lindbloom seconded.

Treasurer McMillan commented on the increased number listed for taxes due to the tax payments. Treasurer McMillan stated audio visual expenditure went up considerably. Director Weimar confirmed there was an increase in purchases for OverDrive for the patrons while the Library has been closed. In addition to the physical/electronic DVD and Blu-ray materials there was also an increase in ebooks and Audiobook purchases. Trustee Healy thanked the Library for providing the increase in this type of service, it has been helpful. Treasurer McMillan asked about the \$8,000 bill for the security system. Trustee Healy stated it was for the cameras. Director Weimar agreed. Treasurer McMillan also inquired on the expense of the Library Consultant budget line. Director Weimar said it is payment for the work provided by AV Tech Source and Current Technology during the renovation project. Finance Manager Kimmey said he believes it is for CTC. Director Weimar communicated that the Library is under budget for year to date. Treasurer McMillan questioned the Automation equipment expenses. Trustee Healy commented the expenses for automation is located on both the credit card and on the Amazon bills. Director Weimar acknowledged these expenses explaining the new equipment purchased for the renovation project. This includes but is not limited to monitors, brackets, sound bar, etc. for the new rooms in the renovation project. Trustee Healy asked if the Library received new phones. Manager Kimmey stated ATI provided service to re set up phone lines to the new offices in Administration. Assistant Director Adamowski confirmed 9 different phone lines had to be reestablished due to construction. Treasurer McMillan asked for clarification on Marchive Inc in the amount of \$6,341.68. Director Weimar stated last year Technical Services Manager Wendy Xie recommended contracting an archival company to clean up the Polaris Catalog for maintenance

purposes. Going forward the expected annual cost is \$1,400.00.

President Leafblad interjected at this time to make it aware that the conversation has moved onto the March bills and we have not completed the Treasurer's Report. Roll Call needs to be completed for the Treasurer's report.

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

Treasurer McMillan motioned to accept the payment of bills listing from 3/17/2020-4/20/2020. Trustee Lindbloom seconded.

President Leafblad continued the discussion of the March bills. Treasurer McMillan commented on the amount of monies paid to Wight Construction Services Inc. this month. He asked where we are with the percentage of construction services since about \$600,000.00 was paid for this time frame. Director Weimar responded that we are all up to speed on the renovation and it will be examined further later in the meeting. President Leafblad commented there was a lot of cash paid out. Finance Manager Kimmey clarified the payments to Wight & Co. were the main factors.

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

Due to the Stay at Home order declared by Governor Pritzker, expiration dates for Library cards have been modified to extend into July 2020. There were quite a few cards set to expire this spring. In addition, the fine threshold has been raised to ensure more patrons can access materials. The collection company, Unique, was told not to send any collection notices to patrons. Orland School District 135 reached out to the Library to ask if students living in unincorporated areas of Orland Park could get a library card during this time. Patron Services Manager Theresa Hildebrand has issued cards to many of these students that are set to expire on July 1, 2020. These particular students were left with no resources. E-learning is being utilized in a way that it never has been before. President Leafblad stated that we should be providing these services to the people who need it. Trustee Lindbloom and Secretary McShane confirmed that these changes were definitely needed services for the community. Assistant Director Adamowski has been issuing temporary cards on a daily basis, while Patron Services Manager has been fixing any problems that patrons encounter through the Polaris LEAP app. Director Weimar added this temporary change of extending expiration dates and providing temporary card to non-residents is absolutely necessary.

## **Librarian's Report**

Staff has been coming into the building to help organize the numerous amounts of materials being returned. Currently there are 28 carts of returned items to process. A few staff have begun voluntarily working in the building since some are excited to return. Of course, strict guidelines are in place, such as social distancing with the use of gloves and masks. Scheduling has been carefully arranged for those staff wishing to enter the building to ensure only a few people are in the building at one time. Trustee Lindbloom offered to ask her mother to help provide fabric masks for the staff that includes a pocket for filters when the need arises. Director Weimar thanked Trustee Lindbloom for this generous offer.

Director Weimar announced the Library's Facebook page has several new postings on various topics. They include but are not limited to: Storytime, DIY crafts, science project, an adult book discussion, cyber security, ancestry.com, and World Book links to online learning tools. Staff are completing webinars on a regular basis. Patrons usage of Hoopla and OverDrive are significantly increased during this time. Trustee Healy asked Communications Manager Boyd about the YouTube videos she created. Boyd clarified that she made the videos available through an eblast sent to patrons. Assistant Director Adamowski stated that Boyd put a link on the events calendar to make the Storytimes easily attainable for patrons. Boyd also made several videos for the purpose of staff training only. Trustee Healy stated the Community Resources page that Web Developer Lina Elzahdan launched was similar. President

Leafblad explained that the calendar links is available to the public.

Director Weimar reminded the Library Board of Trustees of the Statement of Economic Interest form is to be completed by May 1, 2020.

The draft of the Reopening Plan for the Library was presented by Director Weimar. This is a 5 Phase plan that will be revised as it is a fluid document that will change to coincide with the Governor's announcements. Libraries are preparing their plans so they may begin offering services once the Governor of Illinois makes the statement to reopen. Staff breaks will need careful scheduling to ensure social distancing. Additionally, there will be restrooms guidelines. Water fountains will be turned off. Staff will phase in curbside service for quarantined in-house materials. The spacing between staff scheduled at public service desks will be examined. Inter Library Loan will not be available for quite some time due to RAILS not yet delivering materials. There will be a need for a gradual transition to full services. It is expected that the Library will need to provide virtual programming services until the end of August. Even as the Library reopens to the public in various ways, it will not have clearance for certain programing. Concerts could possibly be virtual and Community Engagement Manager Sarah Klevia is currently investigating options. Director Weimar opened the discussion looking for input on possible additional items needed.

Treasurer McMillan confirmed that the way to open would have to be slowly. Only one person per study room at this time is necessary. He inquired about staffing requirements during this time frame. Furthermore, he anticipates that as revenue decreases the PTAB's will increase as well. He asked if staffing will be reduced and how it will be handled. Director Weimar stated at this point mainly study rooms are being used for one person since most people use them solo. She continued to explain the use of the large meeting room can be utilized for patrons in providing a space in which can be used to talk to one another using tables, following the social distancing guidelines. As far as staffing goes, there are several open staffing positions that will not be filled at this time. There may be an issue that will need to be addressed when the time arises, how many staff will be able to come back to work as well. Treasurer McMillan inquired if the Adult Services Manager position will be filled. Director Weimar confirmed the Adult Services Manager position is anticipated to be filled this summer since the Adult Services department has a group of good staff that can handle the gap in time. Trustee Healy commented that conservative spending should be considered and to not spend a lot on virtual concerts. Treasurer McMillan took it a step further by questioning if it was possible to provide outdoor concerts given these unprecedented times. Director Weimar confirmed that we will not be sure on the answer to this until the Governor gives the official order to open up the state. President Leafblad asked on the cost of doing virtual concerts. Director Weimar said Manager Klevia is investigating options of obtaining possible discounts. Trustee Healy stated the excitement of attending a concert is part of the experience. Director Weimar agreed physically being onsite enhances the experience so the options available will be explored. Additionally, there are copy right issues to explore if the concert is virtual. Secretary McShane pointed out the quality may lack considerably if the attempt is made on a live virtual concert. President Leafblad spoke about the cost effectiveness and if it is worthwhile in entertainment value. Trustee Lindbloom stated there is some interest for this type of service but it may be best to wait. President Leafblad wondered if prerecorded performances may be preferred. Director Weimar explained this draft document outlines the basic necessities in safety guidelines with each individual department potentially adding to this document. President Leafblad thanked the Library staff for thinking about this option and getting it started.

Treasurer McMillan inquired how staff has been. Director Weimar stated the managers of each department have asked if staff would be willing to voluntarily come into the building to start the opening process. Just today, 4 staff had volunteered to work. There will be 2 more scheduled to come in this week. Schedules are being correlated to maintain social distancing. There are many staff who have various reasons that may inhibit their return, such as child care and compromised health issues. In the next couple of weeks there may be about 30% of staff returning for several hours each shift. Staff is completing quite a bit of e-learning from home and virtual programs have been created and uploaded for patron viewing. Manager Boyd concluded, for the meantime, there will be a Storytime and/or craft posted every day for the next two weeks on the Library's pages.

Assistant Director Adamowski presented the status of the supplies for the building. The Library has ordered 12 portable sneeze guards measuring 24" by 36" with a 4" underpass to be utilized at public service desks. Social distancing floor stickers, from Joe Promotions, are being considered for purchase

for both the patron and staff side of the building. Table tent cards are being created by Graphics to be placed throughout the building as patron and staff reminders on the new social distancing rules. Maintenance Superintendent Steve Newman has been working with three different companies to obtain gloves, sanitizers, wipes and masks. Due to the amount of product needed once the Library reopens and to maintain the safety guidelines, this task will be continuous.

TYCO made a service call on April 3 because the burglar alarm keypad was giving alerts that numerous sensors were faulted. The problem was located at the outside Receiving Room door where the sensor was dislodged and its screw became embedded into the circuit board. TYCO said the damage was caused by the equipment that has been brought in through the doors during the renovation. The building is now able to be armed each day.

A total of 27 tables from Adult Services and Youth Services were refinished by Illinois Upholstery and Refinishing. All of the tables had words and images deeply engraved into the wood which made it necessary for the tables to be refinished instead of just touching up. The cost for the project was \$15,732.00. Stricter procedures will need to be put in place so staff are aware of damage to library property by patrons.

On April 8 the chiller malfunctioned, and Trane was called to service it. Two switches and two fuses were replaced and it is good to run at this time. The chiller flow switch is defective and Trane will replace it once the parts are received.

B & R Irrigation performed the spring system start up, and also shut off the sprinkler valves on the northwest end of the grounds in preparation of the start of The Backyard construction.

Jose Mercado was hired as Maintenance Assistant on March 9. He has been a great help to Steve; putting up shelving, painting, changing lights, taking apart and rebuilding tables for the refinishing project.

Trustee Healy asked if the number of tables repaired was 27 since it was mentioned prior that 32 tables needed work. Assistant Director Adamowski confirmed that only 27 tables actually needed the extensive repair work.

President Leafblad proposed a question to the Library Board of Trustees to possibly move the order of the finance reports to review the bills before the Treasurers report for future meetings. Director Weimar stated this would be a simple agenda change. Trustee Healy agreed this would definitely help clarify items going forward. Finance Manager Kimmey concluded there is no problem making this adjustment.

No report at this time.

a. Update on current construction – For Discussion

Director Weimar provided an update on the renovation project. Project Manager George Gardner has confirmed that Phase 2 is on schedule and set for completion on June 19, 2020. On April 27, 2020 the Backyard project will begin. To better understand the progress of the construction status, a power point presentation was created to allow trustees to see the progress that has been made throughout the project. Images of the Teen Loft, Friends Recycled Read Room, Room 104, and the Board Room were highlighted. With regards to construction in Room 104, Director Weimar explained the ceiling has quite a bit of duct work and pipes that were not shown in the original plans. This has affected the plans for the indirect recess lighting around the perimeter of the room. The perimeter of the large meeting room ceiling will need to be slightly adjusted to allow for a 1-foot height increase instead of the planned 2-foot increase. To help Wight get the room finished on time and on budget this change was necessary. The contingency fund has been used slightly, the construction project began with \$166,977.00 in the fund and currently still has \$165,163.00. With being half way through the construction this dollar amount is impressive. Trustee Healy asked if the new Board room will be big enough to accommodate Board Meetings. Director Weimar responded it is. There is the possibility to use Room 104 or the Multipurpose Room if needed.

**Other Staff Reports**

**Building and Maintenance**

Trustee Healy inquired what is included in Phase 3 versus Phase 2. Director Weimar said the Teen Area, the Large Meeting Room and the Friends Room are included in Phase 2. The areas scheduled for Phase 3 are the Lobby, the Nature Center (which is actually Phases 2 and 3), the Youth Services Area including the Preschool Area, The In-Between, Sensory Room and Mother's Room. Trustee Healy questioned Information Technology Manager Ian Lashbrook's report in which items were moved to the IT Commons, the Lab and the Tech Center. Director Weimar explained how this particular area of the Library has been remodeled. The Computer Lab Area is to be utilized for classes and is surrounded by 3 sides of glass. Next to that area is the Tech Center which also is enclosed on 3 sides that houses equipment for patron use such as copy machines, iMac computers, etc. Lastly is the IT Commons area with a similar set up as before. The social distancing guidelines will need to be reviewed and procedures created to ensure safety for staff and patrons. The patrons need this area of the Library just as much as the materials, especially for job searches. President Leafblad commented that in terms of construction work, it is nice to not have the patrons in the building due to the disruption it causes to the services we provide. Construction does become an inconvenience factor to patrons so it has worked out. Assistant Director Adamowski concluded that the crews are really moving along.

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 HUB International Midwest Commercial Insurance Proposal for May 1, 2020 through May 1, 2021 in the amount of \$71,009

**New Business**

Secretary McShane motioned to approve the HUB International Midwest Commercial Insurance Proposal for May 1, 2020 through May 1, 2021 in the amount of \$71,009. Trustee Healy seconded.

President Leafblad and Treasurer McMillan attended virtual discussions with two different Insurance Companies that were being explored, LIRA and HUB. Treasurer McMillan stated the problem with LIRA was the commitment to a 3 year contract with no price guarantee for years 2 and 3. Additionally, HUB had better coverage on two important aspects, Cybersecurity and Employment Practices Liability Insurance. Although President Leafblad agreed that LIRA was attractive on cost and coverages, due to the current state of economic interests it is necessary to know what the premium costs for the consortium rates will be next year. Director Weimar commented HUB has benefits due to the length of service we have established with them. Secretary McShane inquired about the Social Engineering coverage since the amount listed is \$50,000 which should be at least \$1 million. Finance Manager Kimmey clarified this type of insurance is under the prime coverage and the lesser amount Secretary McShane was referring to is an additional amount of coverage. HDI would cover the primary cyber insurance which is set at \$2 million. Treasurer McMillan stated this coverage amount is well worth it. Finance Manager Kimmey added LIRA had last minute match their coverages to HUB's averages, however the pricing was about the same.

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

Accept the 2019 Orland Park Public Library Audit by McClure, Inserra & Company – For Action

Treasurer McMillan motioned to Accept the 2019 Orland Park Public Library Audit by McClure, Inserra & Company. 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 Resolution Number 2020-01 Resolution Approving and Adopting an Updated Illinois Wage Payment and Collection Act Expense Reimbursement Policy to conform to Illinois Act 100-1094 - For Action

Secretary McShane motioned to approve Resolution Number 2020-01 Resolution Approving and Adopting an Updated Illinois Wage Payment and Collection Act Expense Reimbursement Policy to conform to Illinois Act 100-1094. Trustee Kleis seconded.

Director Weimar explained that in accordance to the Illinois Wage Payment and Collection Act Expense Reimbursement Policy employers are responsible for reimbursing staff for expenditures while working remotely from home. Telecommuting is not considered a part of this reimbursement because the staff chooses to work from home. The purpose of this policy is to ensure staff that have to work off-site have reimbursement options. The employee has to apply for this reimbursement with the necessary paperwork that supports the amount requested from the employer. Secretary McShane asked how the library would tally the costs on phone bills; Internet costs would be easier to calculate. President Leafblad inquired on how would the percentage be determined. Director Weimar responded these items need to be determined in a detailed plan. Treasurer McMillan and President Leafblad agreed the reimbursement policy should include pre-authorized expenses only. Secretary McShane added that clarification needs to be established on exactly what is pre-authorized. Director Weimar stated that expenses paid to employees need to be determined by each individual library as no set guidelines were given by the State. Trustee McMillan said that in cases where expenses are documentable this policy would take effect. It was agreed upon that these details will be examined.

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 for the Media Release Form for Wight & Co related to the Renovation Project - For Action

Vice President Barcelona motioned to approve the Media Release Form for Wight & Co related to the Renovation Project. Treasurer McMillan seconded.

Director Weimar summarized the release form is for photos and video of the renovated areas of the building only. Release of audio, staff pictures or patron pictures will not be included.

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 opening of an ACH account with Marquette Bank for the Operational Fund and approve the ACH Services Agreement – For Action

Secretary McShane motioned to approve the opening of an ACH account with Marquette Bank for the Operational Fund and approve the ACH Services Agreement. Trustee Kleis seconded.

Finance Manager Kimmey stated this ACH account is needed due to the number of retiring employees who still are included in the library's health insurance coverage. This account will make the collection of payments for retiree health insurance coverage easier. Marquette Bank has suggested this as an option. Two authorized signers are required for this account. Assistant Director Adamowski will be added as the third signature for further safeguarding for dual transaction processing procedures.

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 recognized staff members with years of service milestones.

**Announcements**

Director Weimar extended a thank you to all the staff working from home during this unusual time. Working from home is challenging and it is awesome on how much the staff has been able to accomplish.

Director Weimar proclaimed a thank you to all of the patrons in their understanding during this unprecedented time.

President Leafblad said thank you to Administration for doing such a great job.

Trustee McMillan reminded the Library Board of Trustees of the Statement of Economic Interest form that is due April 30, 2020.

Secretary McShane motioned to adjourn the meeting and it was seconded by Treasurer McMillan.

**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 8:56 p.m.

Charles McShane  
Secretary

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

Minutes prepared by Alice Grabowski