

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 18, 2020

The meeting was officially called to order by Joanna Leafblad, President at 7:17 p.m.

Call To Order

Members present: Joanna Leafblad, President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee; Elan Kleis, Trustee

Roll Call

Members absent: Christian Barcelona, Vice President

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Jackie Boyd, Communications Manager; Ian Lashbrook, Digital Services Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Nicole Suhm, HR Generalist

Trustee Lindbloom motioned to approve the April 20, 2020 minutes. Secretary McShane seconded.

Minutes

Trustee Healy would like the second half of the Public Comment section to be re-written for better clarification. Director Weimar said she would rewrite the section. Healy also asked if the issues with the Polaris Leap app had been fixed. Patron Services Manager Hildebrand said she was able to utilize the Leap app from home to field emails from patrons with questions about their accounts, make adjustments to patron accounts and process library card applications. She continued that the app is primarily used by the Outreach Services department but worked out nicely while working from home during the lockdown.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None.

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Trustee Healy motioned to accept the payment of bills listing from 4/21/2020-5/18/2020. Secretary McShane seconded.

Payment of Bills

Treasurer McMillan asked for an update on the percentage payment completion amount to Wight Construction Services Inc. Finance Manager Kimmey stated the documents with those figures are back in the office so he will follow up with him the next time checks are signed. McMillan asked about the payment to Northern Glass. Director Weimar stated the payment was for the broken glass in the lobby which was paid in full by insurance. Trustee Healy asked about the \$10,383.76 payment to Recorded Books for periodicals. Director Weimar confirmed the payment was for the annual subscription of online periodicals through Recorded Books' platform RBDigital. Finance Manager Kimmey confirmed this was an annual amount. Since EBSCO doesn't carry everything under the online periodical category, Recorded Books and Rivistas are utilized in order to cover the remaining titles. Further RB Digital promotion will be looked into so patrons are made more aware of this service. Treasurer McMillan asked if the payment to Forward Space was related to the renovation. Assistant Director

Treasurer's Report

Adamowski said it was for the refinishing of tables in Adult and Youth Services. Healy asked about the payment to Innovative Interfaces, Inc. Director Weimer said it is the annual ILS payment for Polaris, inclusive of the Leap app. OverDrive and Ingram Marc records are integrated into the catalog automatically through EDI. Innovative had bought Polaris three years ago.

A roll call vote as follows: Barcelona – absent; Healy – aye; Kleis – aye; 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 April 2020. Trustee Lindbloom seconded.

Treasurer McMillan asked if the State Grant budget line item would still be realized this year in light on the COVID-19 situation. Director Weimar stated that amount is based off of the library's entire per capita amount and it should be received since it is based on 2019 documentation. Trustee Healy asked when budgeting would start. Finance Manager Kimmey stated approximately June or July. Director Weimar stated preliminary discussions happen in July, followed with health insurance discussions in August and concluding with specific line item discussion in September. McMillan asked if the State declared bankruptcy would the library still receive the State Grant money. Weimar thought the money would be received and that it was guaranteed. Director Weimar mentioned that the Library Supplies budget line item is over budget due to COVID-19 supply items and she acknowledged the great work Senior Administrative Coordinator Peterson has done to find numerous hard to find items including masks, face shields, gloves, sanitizer, free standing refillable sanitizer kiosks and even disinfectant wipes. Trustee Healy would like the Village of Orland Park contacted to see if they have any of their .41 cent masks (limit 200) still available along with hand sanitizer. Jennifer from the Village was contacted and she stated their masks are being sold at .61 (limit 100) and their foam sanitizer is \$45.50/gallon. These prices are the same or more than what we have been able to find for those same items.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Except for a few staff who are working remotely for part of their scheduled hours, and using either FFCRA or FMLA time the other days, all staff are back working in the building. Curbside service started May 11th and nothing but positivity has been offered by the patrons. Patron Services Manager Hildebrand confirmed there have been over 2000 items checked out so far and the online form has been tweaked to streamline the logistics of the entire process. All Patron Services staff members have been taking turns handling the curbside pick-up service and they have received a lot of positive feedback from the patrons. Director Weimar is assuming the responsibilities of the Adult Services Manager while the position remains open, interviews are currently being conducted with the hope to have it filled by July 1. The Lynda.com database has received clearance from ALA for their new revamping of their software and since there will no longer be a possibility of any invasion of privacy, the library will reestablish the popular service and utilize the remaining credit we have with them. Board members received copies of the virtual program/circulation statistics showing Hoopla was up over 89% and OverDrive increased by almost 80%. Youth Services Manager Smits talked about how her staff is creatively posting videos and getting big hits with their story times, DIY crafts, STEAM experiments and Ask a Librarian videos. She said more virtual programs will be upcoming this summer including an Animal Crossing Escape Room experience. Since it was mentioned the sound was rather hard to hear on a particular video Communications Manager Boyd is looking into getting a new inexpensive camcorder that will allow for clearer sound on future library videos. Outreach Services Manager Kleiva stated the posted Yoga videos have been getting many hits with one getting over 1000 and that more Yoga programming will be coming this summer since someone contacted her offering to post

Librarian's Report

videos for the library for free. On May 28 there will be a program featuring organizational guru Kon Mari. Home deliveries are slated to start up again this week with totes that have been stocked with magazines and books including large print. Digital Services Manager Lashbrook talked about how the new green-screen and lighting rig setup is almost complete in the new computer lab area and how his staff is currently repurposing microphones to go along with it. The upcoming Pen-Pal program will be an exciting way to connect with the local assisted living facilities as well as kids. The Ancestry database statistics have increased exponentially over the Stay-At-Home order and someone recently contacted Kleiva offering to do a free genealogy program for the library.

Social distancing signage has been received.

Depending on the news from the State, we will be looking to start Phase 3 of the Reopening Plan allowing a limited number of patrons in at a time, along with computer use by appointment.

The Village needed more information from Wight regarding some structural needs and it is hoped to start The Backyard work next week. Per our CM, George Gardner, we will complete Phase 2 by June 19th. He was looking at the Tween area which is in Phase 3 and hopes to get that started right after Memorial Day. You received the cost analysis report and the contingency fund is still strong and the project is still going smoothly. There is not a problem with workers and staff in the building at the same time.

The staff yesterday afternoon discovered numerous leaks (12) on the southwest section of the second floor, near the teen area after a very heavy rainfall. Administration contacted Tony Clausen of Anthony Roofing and Wight & Co. architect Mark Nelson to let them know of the problem. They immediately responded to let the library know that roofers would be out no later than Tuesday morning to assess the problem. The roofing project was completed in August 2019 with a 2-year warranty on labor and a 20-year warranty on roofing materials.

The invoice for \$2642.87 from Johnson Controls Security Solutions was submitted to Wight Construction for payment. The damage to the burglar alarm system was caused from heavy equipment being moved through the receiving room doors by subcontractors.

Maintenance Superintendent Steve Newman and assistant Jose Mercado have been working around the building and grounds as the spring weather is here. They installed the aerator in the pond, removed the plow and salt spreader from the truck and performed maintenance checks on the boilers.

Vitalii Kulyk will begin his duties as Custodian tomorrow. Steve will train him for the next two weeks and Kulyk will then work Mondays-Fridays in the evenings.

Assistant Director Adamowski, along with Maintenance Superintendent Newman and Senior Administrative Coordinator Peterson have been very proactive in purchasing and maintaining PPE supplies for staff as they head back to work. Social distancing stickers and decals were delivered today from Joe Promotions and will be placed throughout the building as reminders. Graphics is also creating table tent cards, posters and other safety signs.

The staff would like to thank Pat McLaughlin for sending over 90 cloth masks for the staff to wear. Everyone had fun picking out a fun design and it meant a lot to be remembered. Thank you for what you are doing for the Orland Park community.

Director Weimar thanked Treasurer McMillan for providing lunch for the staff members last week and he plans to continue once each week until the Stay-At-Home order is lifted as a thank you to the dedicated staff members who are present. The Graphics department was also thanked for getting all of the social media and statistics out right away in addition to the Summer Reading 2020 mailer. A digital newsletter is in the works.

No report at this time.

Other Staff Reports

a. Orland Park Public Library Renovation Project update- For Discussion
Director Weimar stated Phase 1 has ended and Phase 3 begins June 19. After answering some questions from the Village in regards to structural issues about the Backyard Nature Center construction is slated to begin May 26. Board members received a cost analysis contingency report that shows spending is on track and very little of the contingency has been spent even with a few small design changes recently suggested by Youth Services Manager Smits. President Leafblad thanked the Capital Campaign committee for all of their hard work even though the planned events had to be postponed due to COVID-19.

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 Number 2020-02 regarding the 2020 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

New Business

Secretary McShane motioned to adopt Resolution Number 2020-02 regarding the 2020 Annual Resolution Authorizing Public Library Non-Resident Cards. Trustee Leafblad seconded.

Director Weimar stated this is an annual resolution done every May allowing individuals who live beyond the jurisdictional boundaries of the Orland Park Public Library and who do not live within the boundaries of another public library to receive library service. The library uses the Tax Bill Method when determining the fee for a non-resident library card.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of invoice from Michael C. Barnes for additional renderings of project – For Action

Secretary McShane motioned to approve the invoice from Michael C. Barnes for additional renderings of project. Trustee Lindbloom seconded.

Director Weimar stated that architect Michael Barnes has an app that documents the hours worked on different parts of the project. He is asking to be reimbursed for the 3d renderings he previously provided to the Library free of charge. Treasurer McMillan asked if there was value in the extra work

he did for the 3d renderings. Weimar stated the renderings were used quite a bit and helped a lot to visualize different aspects of the project. McMillan suggested paying half of the unbilled services submitted by Barnes since they were integral to the project and President Leafblad agreed since we used the renderings extensively during the project. Secretary McShane agreed that 6-8 hours of work each day warranted reimbursement. Trustee Healy disagreed and said he was just trying to earn our business and even wondered if it was a legal request. Director Weimar stated it was legal since it is an official agenda item and Barnes was very helpful with the renderings but it is understood by all that these are not preapproved charges. McMillan suggested again paying half especially since Barnes is someone in which the library has a history with that dates back to the original construction of the building and who will hopefully be associated with the library in the future. Trustee Lindbloom recalled Barnes doing some renderings of the Nature Center to add on to the brochure that were of value too and was in favor of paying at least a portion of what was requested. Assistant Director Adamowski said Barnes did many different renderings for the Youth Services department that were very helpful when it came down to making numerous final decisions.

A vote was taken on paying architect Michael Barnes in the amount of \$7,112.50.

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

Motion passed. 6 ayes, 0 nays, 1 absent

President Leafblad acknowledged staff who reached their anniversary milestone, in particular Senior Administrative Coordinator Peterson for 4 years on staff. Treasurer McMillan thanked all the staff members who have been on the front lines during these challenging times for their great work. Director Weimar thanked HR Generalist Suhm for fielding all the staff phone calls regarding different questions or concerns about the COVID-19 situation. The Social Committee is looking into ways to try to get staff back into the swing of things and are even thinking about how to safely celebrate a staff member's recent graduation in which she earned her Master's in Library and Information Science Degree. Treasurer McMillan and President Leafblad recommended going back to a live meeting at the library for the next monthly board meeting and both thanked Director Weimar for her calm leadership while having to deal with many challenging situations related to the renovation and COVID-19. Trustee Healy thanked Director Weimar and Assistant Director Adamowski for being in the building every day since mid-March and completing the necessary tasks. Director Weimar thanked the Board members and department managers for all of their support over this time period where a lot of quick thinking and action has been necessary, equating it to the Nike slogan "Just Do It".

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:28 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson