

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 15, 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; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee; Elan Kleis, Trustee (via phone)

Roll Call

Members absent:

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

Treasurer McMillan motioned to approve the May 18, 2020 minutes. Secretary McShane seconded.

Minutes

Treasurer McMillan asked if the minutes needed to indicate the meeting was held via Zoom. Trustee Lindbloom pointed out that the April minutes were held over Zoom and did not indicate it. Director Weimar stated she believed the minutes did not need to reflect the meeting platform since it was indicated on the agenda. McMillan asked if the roof leaks had been repaired. Assistant Director Adamowski said the roof leaks have been repaired and she will speak about it more during the Librarians' Report. Trustee Healy pointed out a couple grammatical edits. The May 18, 2020 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

Mallory Milluzzi , Attorney from Klein Thorpe & Jenkins

Introduction of Visitors

None.

Public Comment

Vice President Barcelona motioned to move into closed session at 7:12 p.m. to approve closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions. Trustee Lindbloom seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Executive Session

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer McMillan motioned to resume regular session at 7:18 p m. Secretary McShane seconded. 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 5/19/2020-6/15/2020. Vice President Barcelona seconded.

Payment of Bills

Trustee Healy asked if billing from Klein Thorpe & Jenkins was current. Finance Manager Kimmey confirmed the billing was up to date. Healy asked about the payment to Grey House Publishing, Inc.

and TCC Learning LLC. Director Weimar stated the Weiss Ratings & Grey House Publishing payment is for the annual Financial Ratings Series online database subscription and the TCC Learning payment was for The Careers College Job Search database. Patrons are mostly using computers for browsing online, and database computers are currently not available for patrons in house, although they may be accessed remotely. Trustee Lindbloom asked about the payment to Quadient Leasing USA, Inc. Finance Manager Kimmey explained the library leases the postage machine through Quadient, which was formerly called Neopost.

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 May 2020. Trustee Lindbloom seconded.

Treasurer’s Report

Treasurer McMillan said the book expenses looked strange specifically since there was such a large increase in the book expense line. Finance Manager Kimmey stated book payments had been backlogged due to COVID-19 and are now up to date. It was also explained the book budget is over due to the increased purchase of ebooks. More patrons have been introduced to electronic book reading during the pandemic and staff are purchasing more to handle the demand. Director Weimar mentioned the payment for periodicals is made once a year for print magazines to EBSCO and the vendor Rivistas covers any magazines EBSCO doesn’t carry. She also stated the digital magazine payment to RB digital was made in April. Director Weimar mentioned currently newspapers are not available for checkout by patrons, but all magazines, including the current issue may be checked out. President Leafblad asked if newspapers could be given to patrons or donated. Director Weimar felt this was a good idea but would like to refer back to the OCLC REALM project study to see how long the virus lives on different surfaces before donating anything. Assistant Director Adamowski mentioned that normally the library hosts a magazine giveaway during National Library Week, but many patrons did not take them when they were put out for Curbside Pickup patrons. Adamowski did say the magazines have been donated to a special education school. Trustee Healy was pleased to see the total operational expenditures under budget by over \$240,000 on a year-to-date basis. McMillan asked about the Library Furniture budget line. Adamowski stated since Henricksen had not fully billed the library yet that budget line is currently under budget. Healy asked what impact the audit has had on the budget. Finance Manager Kimmey stated the impact was a negligible amount of around \$12,000. Kimmey also stated the Annual Treasurer’s bond was completed and the Annual Treasurer’s Report had been published in the Daily Southtown newspaper, as well as the submittal of the Workers’ Compensation Audit report. Healy was happy the library was now part of the discounted E-Rate program. Director Weimar explained the E-Rate discount will appear as a monthly refund via Comcast instead of a lump sum refund at the end of the year.

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 Per Capita Grant was awarded to the library. Patrons as of June 15, 2020 are able to enter the library by appointment only for 45 minute intervals. Twenty patrons in the Adult Services department and 10 in the Youth Services department is the maximum amount to be admitted currently. Treasurer McMillan asked about Phase 4 beginning June 25 and President Leafblad stated the date is not certain and was only an estimate. McMillan asked if the library would be participating in Market At the Park. Assistant Director Adamowski stated she had been in contact with Doreen from the Village and the library will have a booth at Market At the Park from July-August with take-and-make type crafts. Trustee Healy thought the virtual art wall was very creative and asked how long the virtual Escape Room would run for. There currently is no end date for the virtual Escape Room.

Librarian’s Report

After the heavy rains in mid-May, the roof had multiple leaks near the teen area. Anthony Roofing did come the following day and made the repairs. It was discovered that caulk was missing in those areas. The trustees agreed that a meeting with Anthony Roofing and Mark Nelson from Wight & Co. should be scheduled so a discussion could be had concerning the consistent problems with the roof. Secretary McShane suggested an inspection should be conducted to locate any other potential leaking problems. Assistant Director Adamowski said she would contact them immediately to set up an appointment.

Schindler Elevator made their final inspection of the library's two elevators and they are in good working order. The contract ends on July 15 and the library has decided not to renew it because of the unsatisfactory service Schindler has given. Maintenance Superintendent Newman is investigating other local elevator companies that the library can use in the future.

No report at this time.

**Other Staff
Reports**

a. Renovation Project Update – For Discussion

**Building and
Maintenance**

Director Weimar referred to the Interior Renovation Construction Schedule diagram provided by Wight & Co. and highlighted the timeline of Phase 2 was on track. The new meeting Room 104 and Teen Loft are seeing great progress and next month's regularly scheduled meeting of the board of library trustees will more than likely be held in Room 104. The Phase 2 punch list date is scheduled for June 25 and will include Room 104, the Teen Loft, the Board Room and the Friends Recycled Reads room.

b. Security exit button installation – For Discussion

Director Weimar explained how a swipe card is needed to enter the new multi-purpose room. A motion sensor is located on the inside of the room above the door which when triggered will allow the patron to exit through the door. At times the sensor needs to be reset by motion which may cause the door not to immediately open. Having to do that work around to reset the sensor may create confusion for patrons. For the safety of staff and patrons, it is necessary for a security exit button to be installed so anyone who is inside and having trouble exiting due to the sensor sensitivity will be able to easily unlock the door.

c. Plastic laminate covers for wire management in IT Commons - For Discussion

Director Weimar explained there is conduit running underneath the new computer tables in the IT Commons areas that is positioned in a way that may allow patrons to accidentally kick it with their feet. Many options were suggested by the architects and a decision was made that laminate covers are the best option to safely cover all the wires.

d. Thermostat mixing valve for staff sink – For Discussion

Director Weimar stated the construction of The Nest (mother's room) has begun and in regards to the water pipes it was noted that the water can become scalding hot when used. It was suggested by George Gardner that a thermostat mixing valve be installed to regulate the temperature of the water. Contingency funds in the amount of approximately \$4,000 will be used to cover the costs of the security exit button, plastic laminate covers and thermostat mixing valve. Treasurer McMillan asked about the progress of Nature Center. Director Weimar stated ground leveling work for The Backyard began on June 8 and the project is moving forward with a completion date of early October.

e. Analysis of the Renovation Project Budget – For Discussion

Finance Manger Kimmey reviewed the Recap of Renovation Project spreadsheet with the members of the board. The spreadsheet broke down the payments to Wight Construction Services, Wight & Company and Michael C Barnes, Architect. The remaining balance due to Wight Construction Services to complete the renovation project was also highlighted. Treasurer McMillan was pleased with the total funds available for current and future renovation projects and he and President Leafblad felt one positive that came out of COVID-19 stay-at-home order was that much of the renovation construction could be done while the library was closed to patrons.

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**

2019 Board of Review settlements and upcoming 2020 triennial re-assessment with the Cook County Board of Review – For Discussion

New Business

Mallory Milluzzi attorney from Klein Thorpe & Jenkins gave a summary of the 2019 tax appeal process. She explained how instead of intervening at the PTAB level they are now intervening at the board of appeals level, so money wouldn't be lost if there was a reassessment, which resulted in tax savings for the library. KTJ billing costs will also be lower as a result. Milluzzi went through a spreadsheet with the board showing the triennial refund exposure, final refunds per settlement and savings amounts for the 18 properties where a resolution had been reached. 77% of exposure was saved. Treasurer McMillan asked if the impact would be sizable if residential assessments were reduced by 10%. Milluzzi stated the impact would not be as high as it would be on commercial properties. The board of appeal method will be used going forward for 2020, 2021 and 2022. McMillan asked if the Von Maur tax abatement had taken affect yet. Milluzzi stated Von Maur did not have an impact for 2019. Finance Manager Kimmey asked if the board of appeal level process would be used solely instead of doing PTAB appeals. Milluzzi stated the board of appeal method will be used for the most part but there may be some instances where PTAB appeals are done. Director Weimar asked when the assessments for this area would be done. Milluzzi stated she thought the assessments for this area would be done this fall.

Approve the three year janitorial contract from Neviol Inc. in the amount of \$81,720 for 2020-2021 plus \$2,250 per month for disinfectant cleaning services; \$84,180 for 2021-2022; and \$86,700 for 2022-2023 – For Action

Trustee Healy pointed out the additional disinfectant cleaning services amount only applies to 2020-2021. Assistant Director Adamowski mentioned the additional disinfection services are able to be discontinued at any time. Treasurer McMillan would like prorated verbiage added into the contract in case services are canceled midway during a contracted month. Director Weimar reminded the board that the owner of Neviol has cleaned the library since 2004 and Olga and her staff take great pride in the work they do for the library. McMillan asked if the day shift person was necessary. Director Weimar said that horizontal dusting of surfaces and shelving, as well as other tasks that are done during the day shift are important. McMillan asked if the study room door glass should be cleaned more than twice a year. Director Weimar said it is enough for Neviol to do a deep cleaning twice a year of the glass doors, and the library maintenance staff does touch up cleaning of the doors frequently throughout the year. McMillan asked for clarification on the Default section wording, specifically “cancelled or annulled”. President Leafblad said it meant that if someone was in violation, the other party has 30 days to write a notice to cancel the contract deeming it null and void. Assistant Director Adamowski stated Neviol has provided disinfectant cleaning since the beginning of the pandemic at no extra cost to the library and she feels Neviol will provide the same excellent quality of service in the future.

Trustee Healy motioned to approve the three year janitorial contract from Neviol Inc. in the amount of \$81,720 for 2020-2021 plus \$2,250 per month for disinfectant cleaning services; \$84,180 for 2021-2022; and \$86,700 for 2022-2023. Trustee Lindbloom seconded.

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 installation of one security exit button in the Multipurpose Room by Airport Electric Co. in the amount of \$1,771.01 – For Action

Treasurer McMillan motioned to approve the installation of one security exit button in the Multipurpose Room by Airport Electric Co. in the amount of \$1,771.01. 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 three laminate wire management covers for the IT Commons Area provided by Henricksen in the amount of \$1,799.68 – For Action

Secretary McShane motioned to approve the three laminate wire management covers for the IT Commons Area provided by Henricksen in the amount of \$1,799.68. Vice President Barcelona 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 installation of a thermostat mixing valve for the staff sink by C.R. Leonard Plumbing and Heating for a cost of \$370 – For Action

Vice President Barcelona motioned to approve the installation of a thermostat mixing valve for the staff sink by C.R. Leonard Plumbing and Heating for a cost of \$370. 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

Resolution No. 2020-03 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Secretary McShane motioned to adopt Resolution No. 2020-03 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection. Treasurer McMillan 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

President Leafblad acknowledged staff members with years of service milestones.

Announcements

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

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 8:41 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson