

Minutes of the Special Meeting of the Capital Campaign Committee of the Board of Library Trustees of the Orland Park Public Library held July 1, 2020

The meeting was officially called to order by Trustee Bridget Lindbloom, Chair of the Capital Campaign at 7:04 p.m.

Call To Order

Members present: Bridget Lindbloom, Chair; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Nancy Healy, Trustee; Joanna Leafblad, President (7:10 p.m.)

Roll Call

Members absent: None

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Alice Grabowski, Administrative Clerk; Jackie Boyd, Communications Manager; Sarah Kleiva, Community Engagement Manager

None

Introduction of Visitors

None

Public Comment

Creating a virtual tour of the Renovation Project — For Discussion

New Business

Committee Chair Lindbloom began by introducing the concept of a virtual tour of the library's completed renovation areas. It was a disappointment the Capital Campaign event was canceled in April, and therefore, creating a virtual tour is an opportunity to present to the public the completed building renovation areas along with the parts still under construction. A combination of Board Members and staff will host the virtual event. The managers of each department would present the highlights of particular areas, such as Patron Services Manager Theresa Hildebrand and Youth Services Manager Brandi Smits. Treasurer McMillan inquired if this would be a formal event, having more of a reception ambience, as a toast to the Library. Chair Lindbloom confirmed the intention of the video is to treat the camera as the guest at a formal reception. Treasurer McMillan added Communications Manager Jackie Boyd and the Graphics department could add various images into the video, possibly to create a "Great Gatsby" feel. Chair Lindbloom added incorporating images of before and after photos would be ideal. Library Director Mary Weimar stated in order to complete this correctly, a professional videographer would need to be hired. Communications Manager Boyd said a professional has the equipment needed to include voice-overs in the video to provide a more finished product. Treasurer McMillan and Vice President Barcelona agreed the library could contact a videographer previously used for Village events, as well as library events. Treasurer McMillan suggested bringing in various other individuals from the Village and community to help present. Chair Lindbloom advised the length should not exceed a certain time limit due to possible loss of interest. Director Weimar asked if 4 minutes would be appropriate. Boyd responded the average attention span on Library Facebook videos is 3 minutes. Treasurer McMillan proposed creating a number of videos featuring different areas in each. Chair Lindbloom agreed that shorter specific videos is optimal. President

Leafblad suggested featuring a different Village/community member in each video. Director Weimar stated several areas of the Library, which are close to completion, should be highlighted: The Tech Center, IT Commons Area, The Computer Lab, The Multi-Purpose Room, Room 104, The Friends Room and The Teen Loft. Assistant Director Adamowski confirmed in each of the locations finishing details need to be completed. Director Weimar estimated the end of July is the earliest feasible finalization date. President Leafblad inquired if all of the Board Members will be presenting. Chair Lindbloom, Treasurer McMillan and President Leafblad all agreed to perform in a presentation video. Treasurer McMillan asked about The Backyard project. Director Weimar responded The Backyard project was delayed due to final approval of permits from the Village. This area will be highlighted in the virtual tour as a work in process.

Phase 3 will be starting July 15, 2020 including The In-Between and the Preschool Area. Chair Lindbloom questioned if the Children's portal entrance was in this phase. Assistant Director Adamowski confirmed the portal is in Phase 3, as well as the Lobby. Trustee Healy asked if the event that was scheduled for April will happen later or if it is canceled. Chair Lindbloom stated due to Illinois State guidelines any event over 50 is prohibited. This event was estimated for over 100 people. The virtual tour can be done now in lieu of the event. However, a possible smaller group event is a possibility after the project is fully completed. Treasurer McMillan inquired about the fund raising efforts especially with the Backyard Donor Wall. Chair Lindbloom suggested information be presented to businesses and the public, including personal letters to certain businesses as an option. Director Weimar continued collaboration is needed between Project Manager George Gardner and the videographer to determine probable dates for the virtual event. Trustee Healy questioned the intended audience of the Virtual Event. Chair Lindbloom proposed it is for the whole community, therefore the videos could be posted on the website. President Leafblad mentioned Trustee Elan Kleis has a theater background and should be considered for possible assistance. Treasurer McMillan suggested using local vendors as presenters. President Leafblad stated as time progresses, a possible late fall costume event for the donors could be planned. Director Weimar stated The Backyard estimated completion date is October 15, 2020. Inside capacity, restrictions are set at 5 people per 1,000 square feet per the State of Illinois. Chair Lindbloom explored the idea of a couple of different nights to host events featuring The Backyard. Trustee Healy added most people like being invited to a party/event. Trustee Healy offered the idea of having an event more than once to ensure all are included. Chair Lindbloom suggested having two events on the same day, spaced out in two-hour windows. Trustee Healy was concerned on the stress level this creates for staff. Director Weimar said vendors would be more likely to donate to an event if it was scheduled for one day. Director Weimar concluded final details will need to be discussed mid-July by phone/email or potential meeting. Communications Manager Boyd confirmed she will contact the suggested videographer.

Current donations update – For Discussion

Director Weimar presented an updated Capital Campaign Donors 2019-2020 form to include donation dates and an additional donor. She will reach out to the Jay Parker family, a former Board of Library Trustee, in regards to what memorial piece they would wish to purchase since the donation was already processed. Trustee Healy's donation will be applied to the Patron Holds Shelf located in the Lobby. Donations from both Grasso Graphics and Trane have been received and are earmarked for end panels. Additionally, Lou Flavio, owner of Today's Business Solutions, will be contacted to confirm the location and wording of his donation. Trustee Healy stated corrections are needed in the brochure. Communications Manager Boyd offered to correct certain items. Director Weimar recommended using completed renovation pictures. Assistant Director Adamowski confirmed once the areas are completed, those pictures could be incorporated. President Leafblad inquired on the price points of the naming locations. Chair Lindbloom suggested altering the price amounts for some of the naming opportunities. Treasurer McMillan stated the brochure acknowledges the businesses and individuals who donated. He continued to state once the printed brochure is completed these could be sent to the generous benefactors to show our gratitude. Director Weimar concurred printing names on the brochure with the location of the donation application is ideal. Trustee Healy suggested updating the paver guide. Director Weimar confirmed several new paver donations were received and will be included. The library is expecting to send out a printed newsletter in the fall, which will include these names.

Donor Wall Design – For Discussion

Assistant Director Adamowski discussed the proposed design for the Donor Wall, which leads to entrance of The Backyard. On the third page is a mockup of the wall with names including burr oak leaves in a cascading manner. Treasurer McMillan inquired about the location of the Donor Wall. Assistant Director Adamowski responded the anticipated location is through the door located at the north end of the Preschool Area. Director Weimar added this area is a breezeway, with approximately 5 feet of wall space on the right side. Assistant Director Adamowski provided a rendering displaying how patrons will walk past this area on the way out to the nature center. Director Weimar stated the Donor Wall will be constructed of colored resin panels and custom vinyl cutouts of burr oak leaves would be applied to the panels. Donors names would also be constructed of vinyl and incorporated into the burr oak leaf design. There will be differences in the names placed on the wall in regards to size and color depending on the size of the donation. Past donations should be included. Assistant Director Adamowski pointed out the resin panels will be raised from the wall and provide a 3-D effect.

Director Weimar inquired on the minimum dollar amount requirement to have the names placed on this wall and if this particular design was favored. President Leafblad and the committee members agreed the design was very pretty. Assistant Director Adamowski asked if it was desired to incorporate an animal into this, possibly from the mural. Chair Lindbloom affirmed using an animal from the mural instead of the one in the image would be preferred. Treasurer McMillan questioned who would walk by this area. Director Weimar and Assistant Director Adamowski stated all patrons walking to The Backyard would see the mural, as well as the patrons using the adjacent staircase. Treasurer McMillan expressed his concern regarding the donations made to other areas of the library, such as the Teen Loft, listed on this wall by The Backyard. He stated the wall would only be visible to those who pass by this particular area. Director Weimar said the donations made to specific parts of the library will have the names on those exact locations. Treasurer McMillan inquired if the names of the donors will be placed in both locations. Assistant Director Adamowski answered in addition to the donors for the inside of the library, the names of the donors for The Backyard will be included on the donor wall. Director Weimar stated the wall could be placed somewhere else. Discussion continued as to the placement of the wall and if names of all donors should be included or just those patrons who donate to The Backyard in particular. President Leafblad stated if the wall is for all donors it should be placed elsewhere. Chair Lindbloom added the traffic to this area will increase and inquired how the policy of no adults in the children's area if they are not with a child will be enforced. Director Weimar stated this would not be limited anymore. Treasurer McMillan said if the location of the Donor Wall stays in the back hallway, it might become an issue for fully acknowledging the donors. President Leafblad inquired if it was feasible to place panels by the entrance to each department with the specific names listed. Assistant Director Adamowski stated there is no wall by the Recycled Reads area. President Leafblad requested the wall be placed closer to the entrance of the Library. Director Weimar suggested the brick wall in the Lobby, the biggest area available. President Leafblad commented on how beautiful the burr oak leaves in the rendering are and she hopes they will be used along with possible mural sections. Director Weimar stated the library owns the rights to the mural and she will let the architects know it should be incorporated into the wall. Trustee Healy thanked the other Board Members for voicing their opinions on the placement of the donor wall. Director Weimar affirmed the design is preferred with the change of location. Vice President Barcelona mentioned the wall will need to be anchored to the brick. Director Weimar stated names will be posted on the donor wall after a minimum of \$1,000 donation. Chair Lindbloom asked if 3 panels is too large of a wall. Director Weimar responded one of the panels is an explanation of the building. Treasurer McMillan said the three panels are needed to ensure there is room to place all of the names without overcrowding.

President Leafblad inquired how many people could be accommodated in The Backyard. This is an option to host a larger gathering for an inaugural event. Assistant Director Adamowski will follow up with Project Manager George Gardner for this information. Trustee Healy asked if there are heat lamps in The Backyard. Chair Lindbloom and Treasurer McMillan agreed the use of heat lamps would increase the usage of this area. Vice President Barcelona commented heat lamps fueled on propane are not expensive. Trustee Healy stated updates are needed to the building wall with the trustees' names. Director Weimar confirmed another plaque is being pursued which will display the names of the trustees who served during the renovation project. She continued that The Backyard could possibly be the background design.

Committee Chair Lindbloom motioned to adjourn the meeting and it was seconded by Vice President Barcelona.

Adjournment

A roll call vote as follows: Barcelona - aye; Healy – aye; Lindbloom – aye; McMillan –aye.

Motion passed. 4 ayes, 0 nays, 0 absent

The meeting was adjourned at 8:19 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Alice Grabowski