

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

The meeting was officially called to order by Christian Barcelona, Vice President at 7:00 p m.

Call To Order

Members present: Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Elan Kleis, Trustee, Joanna Leafblad, President

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Katie Allen, Adult Services Manager; Jackie Boyd, Communications Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Nicole Suhm, HR Generalist

Treasurer McMillan motioned to approve the June 15, 2020 minutes. Secretary McShane seconded.

Minutes

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None.

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Secretary McShane motioned to accept the payment of bills listing from 6/16/2020-7/20/2020. Trustee Healy seconded.

Payment of Bills

Treasurer McMillan asked about the payment to GovQA. Assistant Director Adamowski stated this was for the yearly contract with the digital FOIA portal. Trustee Healy questioned if the digital portal was still needed. Adamowski stated commercial FOIA's occur still and the portal allows the library to be transparent with its requests and responses. The Village also subscribes to GovQA. Healy asked about the payment to Today's Business Solutions, Inc. (TBS). TBS recently installed new scanner equipment and their annual service fee was also paid.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary McShane motioned to accept the Treasurer's Report for June 2020. Trustee Lindbloom seconded.

Treasurer's Report

Treasurer McMillan asked about the current open positions at the library. Director Weimar stated that some positions will be eliminated through attrition as staff resign. The Adult Services Manager position was recently filled by Reference Librarian 2 Katie Allan. Only one of the two available part-time Reference 1 positions in Adult Services will be filled, while the Reference 2 Librarian position will be eliminated. The part-time Reference 1 position in Youth Services will not be filled at this time. Patron Services has 2 part-time Clerk positions open but just one slot will be filled. McMillan noted the Building Maintenance, Library Consultant, and Postage budget lines were all running low compared to their budgeted amounts. Director Weimar stated the Building Maintenance line had an additional \$60,000 added for the renovation. Normally that line item is funded at \$250,000 with half of the monies being spent and the remaining put into Special Reserves. The Library Consultant line has been allocated for the data pull work that is being done by Current Technologies Corporation (CTC). Finance Manager Kimmey mentioned the Automation Maintenance line incurs most of its activity in the first part of the year. The library newsletter postage will be an upcoming expense or approximately \$8,000 going towards the Postage budget.

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

Motion passed. 5 ayes, 0 nays, 2 absent

HR Generalist Nicole Suhm has resigned to follow her dream job in social work. Newly appointed Adult Services Manager Katie Allan introduced herself.

Librarian's Report

The library has circulated 10,000 more items, online and physical materials, compared to last month. The library opened to Phase Four on July 1, 2020. Using a door counter app on the library iPads, which erases each evening, staff can keep track of the number of patrons entering/exiting the building, as well as in our limited areas. At this time, the patrons have been understanding and respectful of our limitations by wearing masks and social distancing. Many students have been using the Study Rooms. Computer usage is steady but not overwhelming. Our highest to date is about 350 patrons in the building throughout the entire day.

Curbside is now called Grab N' Go and has been quite successful. Patron Services Manager Hildebrand said the library is in its 11th week of getting books to patrons, which is way ahead of neighboring libraries. She also said there is now a new method for patrons to respond to their hold notifications and pick which day they want to come. Patrons who show a library card from another library that cannot be reached due to COVID-19 related closures are being given a one month grace period to use their home library card here.

Taste of Orland will be a challenge as staff are very reluctant to sit in the library's tent despite social distancing assurances. The lack of mask requirements is troublesome. One solution to participate would be to bag all of the children's giveaways and distribute them in front of the library during our open hours. A sign indicating this giveaway could be located at our booth at the Taste of Orland can direct them to visit us. The circle drive provides a convenient way for picking up these giveaways. The trustees agreed this was a good solution.

Patrons are delighted with Home Bound deliveries. Outreach Services Manager Kleiva said there are currently three residences where totes full of books are being delivered, those being: Smith Crossing, Brookdale and Thomas Place. She said the virtual programming is going very well with the interactive ones doing the best overall. The Tiny Painting Corner program where supplies were picked up at the library and then followed along with online was very well received along with the three part series on Dungeons and Dragons. The English Conversation classes, held online every Tuesday, are doing well and a citizenship class will be coming this fall.

Although local schools have not announced their fall reopening plans, the Youth Services staff has developed awesome Homeschool resources inclusive of videos on the library's YouTube page. Youth Services Manager Smits said two of the part-time Reference Librarians have extensive experience with Homeschooling and they have put together a six video series called Homeshool 101. The first series

was just released and is getting a lot of Facebook hits. The Homeschool page also features a list of local Homeschool groups and co-ops in the area along with descriptions about them and links to their websites. The Escape Rooms continue to do very well along with the weekly Storytimes.

Trustee Healy asked about the Museum Adventure Passes. Smits said there was some disconnect between the Brookfield Zoo and the Museum Adventure Pass company but it was determined that the Zoo will accept the passes on an appointment only basis. Some of the other museums on the list are either not participating currently or are not open yet. Healy asked Adult Services Manager Allan if she knew about Kanopy and if it has been considered. Allan stated she is aware of Kanopy and understands it is a streaming service featuring independent films and educational videos for kids and adults. She will look into this as another possible option to be offered to patrons.

Trustee Healy asked if searching Hoopla titles was best done through Polaris. Technical Services Manager Xie answered that patrons will get the most complete search through Polaris. Xie continued there are 25,000 titles in Hoopla currently. Healy said it would be good to highlight this service to our patrons. Trustee Healy said Xie is doing a great job of putting Hoopla titles into Polaris and would like this to be advertised or highlighted somehow. Communications Manager Boyd will look into the advertising aspect.

Maintenance Assistant Jose Mercado resigned his position on June 24. The part-time IMRF position has been posted and Steve Newman, Nicole Suhm and Assistant Director Adamowski interviewed the one candidate. Awaiting background check results, it is the hope to have this position filled by the end of the week.

On July 1 B & R Irrigation repaired a sprinkler line that was damaged during the excavation work on The Backyard. The smashed wire took about three hours to repair. Wight Construction has agreed to have their subcontractors pay for the damage.

The staff, as well as Neviol Cleaning Services are doing a thorough job of cleaning and sanitizing both the public and staff areas of the building. Each public-facing department is given a weekly cleaning task checklist in which staff sign off at designated times of the day when they have cleaned areas such as the computers, keyboards, elevators, staircase banister, and restroom flat surfaces. Aaron Peterson notified Assistant Director Adamowski today that the 10 touchless hand sanitizer stations, that were ordered months ago, will arrive by mid-week.

Director Weimar and Assistant Director Adamowski have been staffing the Market at the Park booth for the past three weeks. Although the attendance is down from last year's events, the patrons who have stopped by have had nothing but positive things to say to us and are very happy the library has reopened. Many have let us know they are enjoying the e-resources, as well as the virtual programming. Bagged crafts were distributed to the children. We have had some very hot days out there, but it has been great reconnecting with our patrons and letting them know we still have many services and programs available for them.

No report at this time.

- a. Masonry repair work on roof – For Discussion

On June 22, Wight & Co. architect Mark Nelson and a representative from Anthony Roofing met with Director Weimar, Maintenance Superintendent Newman and Assistant Director Adamowski to discuss the continuous problem with leaks in the newly completed roof. An inspection of the roof was completed that day and Mark Nelson submitted a report to the library with their findings a week later. It was confirmed that improper masonry flashing and subsequent applications of sealant and caulking at the roofing/masonry stair enclosure is the probable cause of the water infiltration.

Wight Construction CM George Gardner recommended three masonry contractors to contact to inspect

**Other Staff
Reports**

**Building and
Maintenance**

the roof's brickwork. Two of the three companies did come out and both agreed with the report. Cyberdyne also informed Steve of a vertical 8 foot long/inch wide gap between the building and the roof that may be the true cause of the problem. It was recommended by Cyberdyne that Steve fill the gap with caulk to see if the leaking stops. A water test could then be conducted to see if the caulking fixes the problem. It would be a less expensive fix to try before having more intense work done. The more intensive work would include removing three courses of brick along a 20 x 3 feet segment and replace the flashing materials. Adamowski will let Steve know to fill the gap with caulk and then complete the water test.

b. Additional work needed in areas under renovation – For Discussion

Director Weimar referred to the July 16, 2020 document from Project Manager George Gardner and detailed the extra work that he is recommending. At the south elevation In-Between area where the west wall intercepts this millwork, it was discovered that the wall was comprised of corkboard and not drywall as previously thought. Assistant Director Adamowski stated the walls that make up the Storytime room are also corkboard and said it looks exactly like drywall. Since the wall needs to be made of drywall in order to apply the vinyl graphic to the wall there will be an additional cost of \$7,119 to prepare it for proper installation of the wall covering and \$200-\$300 for priming and painting. The money would come from the contingency fund.

Director Weimar stated it was discovered, upon beginning the demolition of the millwork at the south elevation In-Between area, the existing drywall had water damage. The water damaged stud cavities were then cleaned and treated with a bleach solution, and the replaced drywall was sealed with joint tape and compound before re-installation of the existing millwork. Flooding over the years in the Youth Services department had contributed to this situation and the work done is being tracked on a time and material basis. Trustee Healy would like the library building insurance representative to be contacted to see if they will cover this expense.

Director Weimar stated there are metal stanchions located throughout the main Youth Services area that protrude from underneath the floor, that carry electric and data to various fixtures. Since they would reduce the flexibility of the current and future changes to the layout it is recommended to replace them with new floor boxes, identical to the ones in Room 104. This work is very labor intensive requiring floor x-ray scanning, cutting and chipping of concrete along with possible re-routing of existing circuits with a cost of \$29,486. Trustee Healy asked if the stanchion that wasn't converted in the Adult Services area should be done at the same time. The rest of the present board members agreed it would be a good idea and most cost efficient to have all the stanchions replaced now. Treasurer McMillan asked how much is available in the contingency fund. Finance Manager Kimmey stated approximately \$150,000.

c. Renovation Project – For Discussion

Director Weimar demonstrated the newly installed projectors and light and sound system with the new wall mounted controls for the board members.

The Interior Renovation Construction Schedule document was reviewed and it was highlighted that Room 104, Board Room and Friends room have been completed. Patron Services Manager Hildebrand said the lobby renovation is a major part of Phase 3. CM Gardner let her know the lobby will be done in three sections, and patrons will be able to access the library through the lobby at all times.

Vice President Barcelona asked if it had been determined how many data drops will occur. CM Gardner has scheduled a meeting with Current Technologies Corporation (CTC) for tomorrow, July 21, 2020, to meet and discuss data drops and connectivity.

Treasurer McMillan said the owners of Darwin Furniture would be interested in sponsoring the Nursing Room. Director Weimar stated the construction of the Nursing Room, which will be known as The Nest, is in progress and on schedule to be done by the middle of August.

Henricksen will be coming back out to replace some stools in the Teen Loft which were given to the

library on a temporary basis until the permanent furniture was finished. Assistant Director Adamowski mentioned some of the teen soft furniture pieces are puddling and a technician will be onsite to fix the problem. Director Weimar mentioned the punch list still needs to be completed by Henricksen.

The new Adult Services Reference Desk set up has been well received by staff and naturally incorporates social distancing measures which is an added benefit.

Trustee Healy asked who was in charge of updating the Policy guidelines for The Backyard. Director Weimar stated The Backyard policies would fall under the Youth Services department and that all policies will soon be reviewed by the Management Team during upcoming meetings.

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 minutes to the Capital Campaign Committee held on July 1, 2020- For Action

**Capital
Campaign
Committee**

Secretary McShane motioned to approve the July 1, 2020 Capital Campaign Committee minutes. Vice President Barcelona seconded.

Treasurer McMillan asked if Assistant Director Adamowski followed up with Project Manager George Gardner in regards to how many people could be accommodated in The Backyard. Assistant Director Adamowski stated she still needed to follow up with George on this question.

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

Motion passed. 5 ayes, 0 nays, 2 absent

- b. Capital Campaign Committee Update – For Discussion

Trustee Lindbloom reiterated her suggestion of doing a virtual video tour of the renovation. Communications Manager Boyd stated the videographer that the library has used in the past is available on Friday mornings. Treasurer McMillan said he still thinks that short videos, approximately 3 minutes each, of each department would be best and would like to somehow incorporate celebrities such as Leonardo DiCaprio, from when he was in The Great Gatsby, to help draw and keep viewers' attention. Trustee Healy stated she would like a clock installed in the Room 104.

None.

**Unfinished
Business**

Adoption of Resolution No. 2020-04 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account – For Action

Secretary McShane motioned to adopt Resolution No. 2020- 04 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account. Treasurer McMillan seconded.

Finance Manager Kimmey stated once a year based on financial results if there is a surplus, funds could be set aside for future building repair needs. \$200,000 was transferred last year and since there is a surplus of \$300,000 currently, an amount of \$150,000 was suggested to be transferred this year. Director Weimer reiterated these Special Reserve funds can only be used on the building or library grounds, and may not be used for staff salaries, staff development or materials.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the cost of \$29,486 for replacing the current stanchion and converting them to floor boxes by Airport Electric – For Action

Treasurer McMillan motioned to approve the cost of \$29,486 for replacing the current stanchion and converting them to floor boxes by Airport Electric. Secretary McShane seconded.

Approved as amended not to exceed \$40,000 to reflect the inclusion of the stanchion in the Adult Services department.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Strategic Plan Update – For Discussion

Assistant Library Director Adamowski presented an overview of the 2019-2020 Strategic Plan highlighting that the majority of the action steps have been completed with only a few remaining in progress. The Management Team will begin writing the next Strategic Plan in August which will cover years 2021-2022.

Fiscal Year 2021 Budget and Levy – For Discussion

Finance Manager Kimmey started the discussion talking about revenues while referring to the Budget, Levy, Appropriation FY2021 spreadsheet document. The document is a first rough draft in which numbers could fluctuate as the budgeting season moves forward.

Kimmey stated the Impact Fees budget line and the majority of the others have been trended down. Kimmey continued that the Fines revenue line has been lowered because a lesser amount of fines may be collected because of decreased patron usage of the library due to the pandemic. Further the Interest Income budget line has been lowered due to rate drops in the past six months along with the fact that there are less funds available to earn interest. Non-resident fees is another line item that will be lowered due to less activity.

The FY 2020 levy is currently at 4% and after discussion about possibly using 2% for FY2021, as illustrated on the spreadsheet, Treasurer McMillan suggested a higher levy percentage be used because of all the businesses that have or are going out of business due to COVID-19, which in turn would result in receiving less overall tax revenue. Finance Manager Kimmey stated is it unknown how much tax revenue would be received next year and added if more PTABs are filed, that too would likely contribute to less revenue.

Director Weimar continued the discussion talking about expenditures stating Books expenses are increasing because it includes e-books, which has seen a spike in usage. The Audio Visual Materials expenses are also rising due to the cost incurred from having to purchase multiple copies of some e-audiobooks. This budget line also includes DVDs, and Blu-Rays. The Consulting and Library Furniture budgets will be lower since the renovation will have been completed. Finance Manager Kimmey added that the Salaries expense is only projected to increase by 1.5% Kimmey stated Health Insurance costs could rise 10%-30% in 2021. Director Weimar added she had heard LIRA said the industry is looking to increasing costs by 30%-40%. McMillan noted the Worker's Compensation budget line increased by 20% and it was mentioned that there is currently \$13,000 reserved funds that are restricted for use only for unemployment claims. The Building and Custodial Supplies budget has been raised due to COVID-19 for the purchase of PPE supplies. Kimmey noted that if those funds were not used by the end of the year they could be moved to the Special Reserve account. Assistant Director Adamowski stated either further roof repairs or resurfacing of the parking lot are upcoming projects for 2021 after the renovation has been completed. One proposal has been received already for the parking lot to get an idea of the expense amount and more bids will be requested if the project is moved forward. McMillan asked about why the Contribution to IMRF budget increased almost 27%. Kimmey stated the rise in IMRF budget was due to four employees taking early retirement incentives or ERI. Director Weimar reiterated that this is only the first draft and the budget needed to be passed by November so more revisions will be made in the upcoming months. Kimmey stated the Annual Financial Report numbers were submitted to the Comptroller's Office but noted that since the library is not a unit component of The Village government, the Comptroller's Office is putting the library in a quasi-unreportable area and the auditor concurred.

Trustee Lindbloom asked if the dates on the correspondence received document were correct. Director Weimar confirmed they were correct and had been received while the stay-at-home order was in effect.

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 – absent; Leafblad – absent; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:48 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson