

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 17, 2020

The meeting was officially called to order by Joanna Leafblad, President at 7:04 p m.

Call To Order

Members present: Joanna Leafblad, President, Christian Barcelona, Vice President; Dan McMillan, Treasurer; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Elan Kleis, Trustee, Charles McShane, Secretary

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

Treasurer McMillan motioned to approve the July 20, 2020 minutes. Vice President Barcelona seconded.

Minutes

Trustee Healy suggested adding verbiage on the last sentence of the last paragraph to indicate the auditor agreed with what Finance Manager Kimmey stated in regards to the Comptroller's Office. The minutes were approved as amended.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None.

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Vice President Barcelona motioned to accept the payment of bills listing from 7/21/2020-8/17/2020. Trustee Lindbloom seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Trane. Assistant Director Adamowski stated the \$9300 was for the annual maintenance agreement. McMillan also inquired about the additional \$1315 check to Trane. Adamowski said the cost was for repairs to the boilers which was not covered under the annual agreement. Trustee Healy asked about the payment to OCLC. Director Weimar stated this was for the annual contract for WebDewey. Healy inquired about the payment to Dell in the amount of \$3847.20. Director Weimar stated that was the cost of the all-in-one computers which will be used to display TumbleBooks and ABC Mouse in the Youth Services Department. McMillan asked about the payment to Rogers Pump Sales and Service Inc. Adamowski stated this was the cost to have the fire pump rebuilt.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan motioned to accept the Treasurer's Report for July 2020. Vice President Barcelona seconded.

Treasurer's Report

Treasurer McMillan gave praise for expenses being kept down. Trustee Healy asked if anyone had read the White paper on Polaris about elimination of fines. Director Weimar stated a discussion had been held by Management Team in the past. Currently the holds list has been reduced to 12 days, which has now been extended due to the quarantining of books because of Covid-19. Patron Services Manager Hildebrand said removing fines could put a kink in the holds queue since patrons would then tend to keep books indefinitely. Finance Manager Kimmey stated fines had been already lowered earlier this year when the schedule of fines was amended in February. Director Weimar stated there are many different opinions about the elimination of fines among libraries. Since this is the time for budget talks for the next fiscal year, she will discuss it again with managers. Healy agreed that removing fines did not seem feasible.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan was happy to see that library visitor attendance had more than doubled since last month. The circulation for July was also very encouraging, increasing over 6,000 compared to June. Summer Reading Challenge ended July 31. Youth Services Manager Smits stated the overall numbers for this year's Summer Reading Challenge were down and that participants were mostly patrons who were past participants from last year. There were 265 adults, 95 teens and 207 children who entered. Opie's Reading Road Trip is showing strong results with 321 patrons registered with 293 of the monthly badges having been earned.

Librarian's Report

Outreach staff put together over 650 bags of toys for the children who either passed by the library on their way to the Taste of Orland or stopped in to the Library. All of the bags were given out by Monday afternoon. The library will be planning to do the same type of giveaway for the children at Halloween and Christmas. A copy of the fall newsletter was given to all board members, which tells about all of the wonderful programming for all ages. The Take and Make crafts are a big draw; and the virtual trivia contests have been very successful. As always, the Youth Services department storytimes have been very popular.

The library is looking to continue marketing its services and will be having a banner in the mall and ads on Facebook/Instagram. Communications Manager Boyd stated money has been saved from not printing the May-August 2020 newsletter and it can now be spent on additional marketing. She also mentioned that many patrons ask if the library is open when Director Weimar and Assistant Director Adamowski are manning the Market at the Park library booth. She stated a digital ad has been purchased at Orland Square Mall that will run near the Apple Store. She hopes this will attract many people who will read that the Orland Park Public Library is open. Digital marketing ads will also be purchased on Facebook and Instagram.

The library's Phase Four is going steady. Treasurer McMillan asked how many patrons can be in the library at once with the COVID restrictions and if the maximum capacity had ever been reached. Director Weimar stated 5 patrons per 1000 feet are allowed currently and we have yet to reach our maximum occupant allowance in any one area. The study rooms are very popular and after the power outages in the surrounding suburbs, we saw an increase in college students sitting at the individual tables/carrels. The library did have to usher patrons and staff in the basement last Monday, and with the derecho, the library closed at 4:30 P.M. Staff who live far away were very grateful to get a head start

on the storm.

The Dementia Friendly Task Force met last Thursday at the Orland Fire Protection District and as a result, the library has made a committee of five staff members (Sarah Kleiva and Theresa Marketti from Outreach; Jackie and Kristen Holding from Graphics; Lina Elzahdan from IT; Katie Allan from Adult Services and Director Weimar). The task force was interested in designing a logo for the Orland Park area dementia initiative and a resource guide of organizations in the area serving this population. The library will also be putting together a list of resources the library offers for caregivers and their families. Outreach has already planned a virtual dementia resource program, in conjunction with the Dementia Society of America, for caregivers scheduled in January. Treasurer McMillan mentioned he had participated in an Alzheimer's benefit walk and President Leafblad said she did a virtual walk where steps were recorded online.

The library is in the process of applying for an Illinois State Library grant of \$500 for reimbursement for personal protective equipment, due September 30th. The Will County Coronavirus Relief Fund Grant was just announced and our application for reimbursement for \$15,000 was submitted today. If received, the library will either withdraw the FEMA grant which duplicates the PPE reimbursement, or submit other invoices by amending the application.

The trustees and department managers were given copies of the newest *Serving Our Public 4.0: Standards for Illinois Public Libraries*. There has not been any communication from the Illinois State Library regarding the Per Capita Grant requirements, but it was mentioned in an earlier email that this book would be discussed. The managers will be discussing the chapters over the next months. Reminder the PCG needs to be approved at the December meeting if the January deadline date still applies.

The Illinois Department of Employment Securities is requiring all communication to be online. The account listed some very old information and the contacts, etc. are in the process of being reset.

Trustee Healy asked if the OPPLCON materials could be reused. Youth Services Manager Smits said everything related to OPPLCON was repurposed and is available on the website.

The Large Meeting Room 104 is not open to the public yet. An IT server breaker went down and was brought back up remotely by CTC and IT department staff members Mark Ewasiuk and Dan Williams Jr.

Roger's Pump rebuilt the fire pump earlier this month. The fifteen year old unit was rusting and in need of repair. The pump supplies the pressure for the building's sprinklers. Normally the life span for fire pumps is five years.

As reported last month, Wight & Co. architect Mark Nelson, Maintenance Superintendent Newman and a representative from Anthony Roofing inspected the roof to locate the possible cause of the many leaks in the new part of the roof. The report noted that improper masonry flashing and subsequent applications of sealant and caulking at the roofing/masonry stair enclosure is the probable cause. Wight Construction CM George Gardner recommended several masonry companies for the library to get a quote for repairs. When Cyberdyne did their inspection, they discovered an eight foot long gap between the building and the roof that they believed was the true cause of the problem. They recommended filling the gap with caulk and then do a water test. Steve applied the caulk in late July and there have been several storms recently. No leaks have occurred thus far.

Eric Hill began his position as part-time Maintenance Assistant on July 27. Maintenance Superintendent Newman is very happy to have an extra set of hands especially during the renovation project.

The board of the Friends of the Orland Park Public Library met in person on July 28. They were given a tour of their new Recycled Reads space and they were all very happy with the area. They have begun shelving materials in the area and hope to open by September 1. The Friends will also start taking donations on September 1. The patrons have been anxiously awaiting for the Friends to return. Also at the meeting, the board agreed to pay for the Dig Deeper summer reading challenge incentives for children, teens and adults.

No report at this time.

Other Staff Reports

a. Cost Summary from Wight & Co. – For Discussion

Building and Maintenance

Director Weimar began the discussion referring to the Wight Construction Services Interior Renovation & The Backyard spreadsheet handout. The last page of the handout showed a breakdown of the contingency costs. The mold remediation cost for the In-Between Area will perhaps be covered by insurance and a claim has been submitted. President Leafblad suggested having a germicidal irradiation UV light be looked into to be added to the existing HVAC unit. Vice President Barcelona said a UV light could be added and it would also help increase the percentage of outside air that is circulating, which would also be beneficial for the quality of air in the library. Assistant Director Adamowski will contact Trane in regards to the UV light being added onto the HVAC unit. The Unlet subcontractors total cost is lower than expected.

b. Water damage on Youth Services south wall update – For Discussion

The Tween area ceiling grid work started last Friday Aug 14. The south wall of the In-Between has water damage to the existing drywall because of backups of the sewer system over the years. Wight Construction CM George Gardner has requested a quote from Joseph Construction on the cost of replacing the drywall.

c. Data pulls update – For Discussion

110 data pulls have been completed by CTC with 60 more remaining in Phase 3. After discussion with Wight & Co. and the IT staff, along with Administration, 29 data pulls will be changed out to new locations to save the library money. George Gardner is also working with CTC to ensure no additional costs incurred due to the location changes of the pulls.

d. Tween chair order update – For Discussion

The Henricksen furniture quote was previously approved but it was brought to the library's attention that the number and cost of the chairs for the In-Between area was correct on the bid form, but the information was incorrect on the quote. After review by Youth Services Manager Smits, it was decided 6 additional chairs would be needed for the space, instead of 8.

e. Donor Wall relocation update – For Discussion

Director Weimar referred to the handout renderings from Wight & Co. that illustrates how the donor wall will be created on the north end of the lobby brick wall. President Leafblad thought it looked gorgeous with the image of leaves cascading along the wall. The trustees gave their approval of the updated donor wall rendering that was supplied by Wight & Co. Trustee Healy asked if the pictured furniture was movable for when concerts are held. Director Weimar confirmed all furniture pieces in the lobby will be able to be moved including the Welcome Desk. The library also has approximately 200 chairs stored in Room 104 and the basement that will be able to be used for future concerts in the lobby.

Trustee Healy questioned the total budget amount of the renovation project as shown on the Recap of Renovation Project spreadsheet since it did not include the Pre Construction costs. Treasurer McMillan acknowledged the accuracy of Trustee Healy's statement but also clarified that those Pre Construction costs were being treated as sunk costs and the cost of the renovation project was being treated separately throughout the entire process. Director Weimar stated the GMAX for the project is \$3.4 million but the Master Plan and Schematic Design elements of the project were additional costs. Monies from the operational budget were used to pay for the work completed by CTC and AV Tech Source, as well as the cost of the new furniture for the project. Weimar continued that there is not a lot of project left to be completed. Healy asked when the Teen Loft would be completed and Director Weimar stated the area will be open to teens by the end of the week.

f. Exposed conduits in IT Commons area update – For Discussion

Director Weimar said Construction Manager George Gardner offered to have Airport Electric fix the exposed conduits in the IT Commons area with no additional cost to the library. This will result in a \$1,700 cost savings to the project. The conduits were installed in a way that could allow patrons' feet to come in contact with them which could cause damage and become a safety hazard. A cloth sheath will be used to cover the conduits.

g. Overall Renovation Project update – For Discussion

Treasurer McMillan inquired as to when CM George Gardner started with the project. Director Weimar gave a timeline as to the Wight Construction staff who have worked with the library during this time. Both Director Weimar and Assistant Director Adamowski stated that Gardner has been an asset to the project and has looked after the needs of the library at all times. The Sensory Room and the Nest will need to have more work done on the ceiling in order to gain approval from the Village inspectors. The Youth Services department has setup temporary desks while their area is under renovation. The lobby's renovation work will begin on August 21. The current Welcome Desk and an additional desk will be used for checking out materials to patrons. Nurazzo flooring will be installed outside of the second floor service elevator at the same time the lobby floor work is being done. Youth Services Manager Smits is researching cedar garden boxes, as well as log benches for The Backyard from various companies. Assistant Director Adamowski recently ordered four Adirondack chairs. Trustee Healy mentioned Tinley Park has a wood workers club and Trustee Lindbloom said there is a wood shop called Rockler Woodworking in Orland Park that the library may want to contact for information on wood products. Assistant Director Adamowski informed the board that signage for various parts of the newly renovated areas have been ordered from One-Up Signs. The areas include the lobby, Computer Lab, Tech Center and Friends Recycled Reads room. Maintenance Superintendent Newman was able to reinstall the Envisionware RFID gates outside of the Meeting Room 104 meeting room corridor. Adamowski stated the new refrigerator for the Meeting Room 104 pantry had been delivered and installed by ABT.

No report at this time.

Finance

No report at this time.

Service & Policy

- a. Personnel Committee set meeting date – For Action

Personnel

After discussing different possible date options for the Personnel Committee meeting it was scheduled for Sept. 3 at 7:00 p.m. Trustee Lindbloom asked about progress on the video planning in regards to the Capital Campaign. Director Weimar stated the library is waiting for some punch list items to be completed so the filming will show completely finished renovation areas. Communications Manager Boyd reiterated that the videographer in which the library has used in the past is available on Friday mornings.

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

Motion passed. 5 ayes, 0 nays, 2 absent

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

Fiscal Year 2021 Budget and Levy – For Discussion

Unfinished Business

Based upon last month’s budget and levy discussion Finance Manager Kimmey directed attention to the Budget, Levy, Appropriation FY2021 spreadsheets to show how the increased levy amounts of 3.5%, 3.75% and 4% impacted 2021 revenue and expenditure amounts. Director Weimar added since there was a revenue loss from impact fees, replacement costs and fines, amounting to approximately \$100,000, a minimum levy of 3.5% would be necessary in order to recoup that amount. Treasurer McMillan thought that the 3.75% amount would be a good compromise especially considering the tax revenue loss from Von Maur. President Leafblad asked what impact there would be on a resident or Orland Park’s tax bill with a 3.75% levy. Treasurer McMillan, referring to the 2021 Tax Levy Impact on Real Estate Taxes spreadsheet handout, stated for a \$6,500 tax bill there would be a \$7.41 amount due representing .11% of the total tax bill. Trustee Healy would like to ensure the library is properly staffed, especially on the floor in Adult Services, as there used to be six part-time staff members in which is now down to three. This will be taken into consideration by Adult Services Manager Allan. Treasurer McMillan thought the Building and Custodial Supplies line was high. Assistant Director Adamowski stated this was mainly due to the purchase of PPE supplies. Director Weimar stated over \$17,000 has been spent this year on PPE supplies. Kimmey stated if there is a downturn next year less residential tax revenue will be received. He also stated health insurance premiums would be higher and that the IMRF Early Retirement Incentive (ERI) Program will increase the library IMRF rate from 11.4% in the current fiscal year to 14.1% in FY2021.

None.

New Business

President Leafblad acknowledged staff members with years of service milestones, in particular Director Weimar with 24 years of service.

Announcements

Trustee Healy motioned to adjourn the meeting and it was seconded by Treasurer McMillan.

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:49 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson