

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 19, 2020

The meeting was officially called to order by Joanna Leafblad, President at 7:10 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

## Roll Call

Members absent: Elan Kleis, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Jackie Boyd, Communications Manager; Theresa Hildebrand, Patron Services Manager; Wendy Xie, Technical Services Manager; Katie Allan, Adult Services Manager

Vice President Barcelona motioned to approve the September 21, 2020 minutes. Secretary McShane seconded.

## Minutes

Treasurer McMillan asked about how the work went with Aspen Tree Care and Wingren. Assistant Director Adamowski stated she will be covering that in her report later in the meeting. He wondered if Oct. 31 was still the tentative end date for the renovation project and if there was an update on health insurance costs. These topics will also be covered later in this meeting. Trustee Healy suggested some minor corrections on language. 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 – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Ken Friker, Attorney from Klein Thorpe and Jenkins  
Tom Melody Attorney from Klein Thorpe and Jenkins  
Stephanie Thomas, Preschool Services Coordinator  
Kara DeCarlo, School Liaison

## Introduction of Visitors

Stephanie Thomas  
Kara DeCarlo

## Public Comment

Secretary McShane motioned to move into closed session at 7:20 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body or legal counsel for the public body and deliberations concerning salary schedules for one or more cases of library employees and approval of minutes from prior closed sessions. Trustee Lindbloom seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

## Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer McMillan motioned to resume regular session at 8:23 p m. Trustee Lindbloom seconded. A

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

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Barcelona motioned to accept the payment of bills listing from 9/22/2020-10/19/2020. Secretary McShane seconded.

**Payment of Bills**

Director Weimar mentioned the monthly VISA credit card bill from Card Member Services was higher than usual due to orders placed for the Sensory Room and Nature Center. In addition, 11 more Hotspots were purchased, as well as Halloween giveaway items for the younger patrons. Treasurer McMillan asked about the payment to AV TechSource, Inc. AV TechSource provided the digital technology work for the newly expanded large meeting room. Trustee Healy asked about the payment to Zoobean. Zoobean is the vendor for the Beanstack app and the payment was for an annual license fee.

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

**Treasurer’s Report**

Treasurer McMillan asked if there were any more tax receipts that came in recently. Finance Manager Kimmey stated the tax receipts are tracking in line with last year so there is a chance the library will be close to receiving 100% by year end.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The library has purchased Halloween toys for the children to pass out on Friday, Oct. 30 and they have been pre-bagged. On Saturday, Oct. 31 the library has partnered with the Senior Living facility on 151st to participate in a Trunk and Treat activity distributing more of these pre-bagged toys.

**Librarian’s Report**

The library received the 2020 Per Capita Grant monies in full. The 2021 Per Capita Grant requirements will have an extended due date, but libraries have not been notified by the State Library as to the exact requirements will be. The library is proceeding with reviewing the Standards for Public Libraries 4.0 to be finished by the December meeting.

The Village is having their annual meeting of the Joint Review Board for the Main Street TIF on Nov. 18 at 11:00 a.m.

As mentioned in last month’s report, Aspen Tree Care has been treating the 36 Bradford Pear trees for Fire Blight disease. Aspen will now trim the diseased branches off the trees, as well as the 8 Crabapple trees near the front entrance. They will also raise the lower canopy of all of the parking lot trees for vehicle clearance and trim the Linden tree in the Backyard, which is too close to the building. Tim from Aspen expects to trim the trees sometime in November. The temperature needs to be cold enough. All of the Austrian Pine and Scotch Pine trees, 24 trees in all, need to be treated for the Zimmerman Pine Moth which is infecting the pines trees in the area. This treatment is effective for up to three years, after that time the trees will need to be retreated so the infestation does not reoccur.

The pond was overcome by cattails and phragmites, which are invasive plants that are not native to the

area. Rollins Aquatics applied the herbicide which killed them off within two weeks. Wingren Landscaping came last Thursday and Friday and cut, removed, and disposed of the plants.

Fremont Public Library recently installed UV lighting on their air handlers which purifies and sanitizes the air in their building. Along with micro-bacterial air filters, their air will be 99% clean and sanitized. A representative from Thermo-Systems came to speak with Steve about the purification system and an engineer will be coming out this week to measure the air handlers. We will then receive a quote for future consideration.

Pro Nova Painters will be coming this week to give a quote to have the 9 columns and 4 study rooms in Youth Services painted. Steve Newman and Eric Hill will paint the walls near the bay windows in the week.

The library has contracted debi Ross, owner of Inside Looks, to decorate the holiday trees. The cost will be \$9500 to decorate three trees—Lobby, Room 104 and 2<sup>nd</sup> floor near the fire place. debi proposed 26 hours of work to decorate for a cost of \$2470.00 and the remainder of the cost is for ornaments and decorations. The Lobby tree will have a Gift of Reading theme, Room 104 will have a seasonal theme and the upstairs tree will have a Gingerbread theme. debi's pricing includes a 20% discount. The library's ornaments that have been used in the past will be incorporated into the trees. This year will be a sizable amount spent, but there will be minimal investments going forward. Each year, debi and her staff will rotate the themes of the trees so they will not look the same year after year.

The Village approved the library's request to install solar lights for the Storywalk. The library purchased BrightRight Solar Disc lights and Steve hopes to install them this week.

Treasurer McMillan asked when the Storywalk book would be changed. Assistant Director Adamowski will look into what the next book will be and when it will be installed by Maintenance. Trustee Lindbloom asked if Employco was being looked into for their HR services. Director Weimar stated she, Assistant Director Adamowski and Finance Manager Kimmey met with representatives from the company, and they have been given a draft program that is in the process of being reviewed. If outsourced, Employco could be a viable alternative to filling the vacant HR Generalist position.

No report at this time.

a. Renovation Financial Summary – For Discussion

Director Weimar referred to the Wight Construction Services summary sheet that was provided by Construction Manager George Gardner. Director Weimar pointed out the two new contingency items that were added since the last report: The Backyard Exit Vinyl Graphics at a cost of \$5,360 and The Backyard Fence Extension totaling \$717.71. Director Weimar reiterated the total cost to redo all of the stanchions will be approximately \$37,000, which is approximately \$3,000 less than anticipated. The remaining contingency amount is \$104,813. The glazers will be returning to install the glass in the Youth Services study rooms.

b. Renovation Update – For Discussion

Glazing work in the Youth Services study rooms still needs to be completed. Most phases of the renovation project will be completed by Oct. 31, however, there will still be a few punch list items to be resolved going into November. Director Weimar stated there was an upcoming photo shoot with Darwin, the sponsor of the Sensory Room, on Oct. 29. Treasurer McMillan asked if there would be a ribbon cutting ceremony. Weimar stated yes, and invited the trustees to attend, if possible. Treasurer McMillan reiterated the contingency fund began at \$166,977, with \$62,164 used at this point, leaving a balance of \$104,813. Director Weimar mentioned \$7500 from the operating budget has been earmarked for 2<sup>nd</sup> floor stanchion removal. The cost of donor wall will bring the contingency down to below \$100,000.

**Other Staff Reports**

**Building and Maintenance**

No report at this time.

**Finance**

- a. Approval of Minutes from the September 21, 2020 Service and Policy Committee meeting–  
For Action

**Service & Policy**

Treasurer McMillan motioned to approve the Minutes from the September 21, 2020 Service and Policy Committee meeting. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

- b. Recommendation(s) to the Board of Library Trustees for approval of B 14 Mother’s Room  
Policy – For Discussion

Trustee Healy recommended a punctuation edit.

- c. Recommendation(s) to the Board of Library Trustees for approval of B 15 Sensory Room  
Policy – For Discussion

The B 15 Sensory Room Policy was edited to state that occupancy will be limited to the current Fire Code and occupancy.

- d. Recommendation(s) to the Board of Library Trustees for approval of B 16 Nature Center  
Policy – For Discussion

No discussion.

- e. Recommendation(s) to the Board of Library Trustees for approval of revisions to A 3.1 Public  
Comment Policy – For Discussion

Trustee Lindbloom suggested the rewording of a statement.

No report at this time.

**Personnel**

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

a. Orland Park Public Library Gala Event – For Discussion

**Capital  
Campaign  
Committee**

Communications Manager Boyd distributed draft scripts to the trustees which can be presented at the virtual gala in a LIVE and/or Pre-Recorded capacity on Dec. 5. She further explained her vision of how the event, including the silent auction, raffle and wine tasting would happen from the beginning of the evening to the end. Trustees will be asked to film a B roll prior to the event depicting renovation areas that will then be incorporated into the live main event. The trustees were pleased with Boyd's script and preliminary work.

b. Donations to the Capital Campaign – For Discussion

The Capital Campaign committee has reached out to 75 local area businesses and 111 artists. The 111 artists were the library's past artists of the month. The library has been promised 5 donation including Wehmeier's Photography and Dahl Landscaping. Thus far, a wine sponsor has not been secured for the Dec. 5 virtual gala. Communications Manager Boyd told the board that the wine donation would have been a very good marketing opportunity for a local business, because we would have filmed the wine tasting video with the sommelier at their restaurant. Boyd sent letters and corresponded in other ways with local restaurants, food stores and a about a potential donation to no avail. Treasurer McMillan said he would call to touch base with his contact from a local area restaurant to see if they would reconsider being a part of the event. Director Weimar suggested working with the wine distributors from local liquor stores to secure the wine. Boyd mentioned the president of the Orland Park Area Chamber of Commerce suggested the library secure wine donations from 3 different restaurants. Director Weimar also mentioned the library had earlier approved to spend \$1500 in wine purchases for the virtual wine tasting, in the hopes the money would be recouped in ticket sales. Treasurer McMillian asked how a virtual wine tasting works. Communications Manager Boyd explained the process in which the patron would pick up their 3 bottles of wine either at library or the business that donated. They would then join the event from their home with family and/or friends and then follow along with the sommeliers. Trustee Lindbloom suggested she and Boyd touch base on Friday Oct. 23 to decide if the virtual wine tasting can still be a part of the Gala.

Staff Benefits Allocation for 2021 – For Action

**Unfinished  
Business**

Secretary McShane motioned to approve the staff benefits allocation for 2021. Vice President Barcelona seconded.

Finance Manager Kimmey stated the health insurance percentage increase from Assurance will be an average of 10.1% across the three plan options the library offers (the PPO Gold plan has been removed). The increase rate is less than what was expected and Kimmey is still working with Assurance to see if it is possible that the costs may be further decreased. Trustee Healy stated the BCO (Silver) plan is better than the HSA for the library since it is overall less when the HSA contribution is accounted for. Director Weimar mentioned doctors may be more difficult to find with the BCO plan depending on which tier the physicians are associated with. Kimmey stated going down to two plans vs. three would not be a good idea since then all of the claims would be only spread out between two plans. Secretary McShane said he thought the HSA plan was good since the cost for the employee was less than the BCO (Silver) plan. Healy asked how much the funding amounts for the HSA plan were. Kimmey confirmed \$1,300 for single employees and \$2,600 for employees with a spouse. Weimar stated the employer contributions have not increased in three years. President Leafblad was pleased the employee contributions will not have a drastic increase. Kimmey recommended a 1% across the board increase for employee medical plan contributions, which is in-line with last year's increase. Kimmey stated the library is considering doing a short year next year due to the uncertainty about how COVID claims will impact the library. Treasurer McMillan stated he thought a short year is a good idea for budgetary reasons.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Revision to Fiscal year 2021 Grade levels L through S staff merit increase from 0% - 5% and Grade level T from 0% - 4% – For Action

Secretary McShane motioned to approve Fiscal year 2021 Grade levels L through S staff merit raise increase from 0% - 5% and Grade level T from 0% - 4%. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Fiscal Year 2021 Budget and Levy – For Discussion

#### New Business

Director Weimar stated the proposed levy rate is now 3.5%, down from 3.75%, since the health insurance percentage increase came in lower than expected. Secretary McShane asked for confirmation from Finance Manager Kimmey in regards to if the 3.5% levy would be enough for the library to cover expenses and yet put monies into savings. Kimmey confirmed he thought the 3.5% levy amount would be sufficient especially since there have been a few library positions that have gone unfilled or have been eliminated due to attrition causing salary costs to remain flat. Treasurer McMillan asked about the Life/Health Insurance and Building and Custodial Supplies budget lines. Kimmey said it is important to have some leeway in the Life/Health Insurance budget line since there may be more changes as to what type of plans employees choose for 2021. Assistant Director Adamowski stated the Building and Custodial budget line needed to be increased due to the large amount of PPE supplies for staff and patrons because of the pandemic. Adamowski continued that in addition, more is spent for Neviol for their additional cleaning services which include disinfecting the building on a daily basis. Director Weimar said once the budget is passed in November the Village would be informed promptly. Adamowski received two quotes for the parking lot asphalt mill and pave work, coming in at \$305,000 and \$200,000. The parking lot project will go to bid in spring 2021, and \$350,000 has been allocated from special reserves. Director Weimar stated the Landscaping budget line has been increased due to the treatment and future maintenance for the diseased trees, as well as the pond upkeep. The landscaping is a very important part of the library atmosphere and necessary steps are being taken to keep the grounds beautifully maintained. Treasurer McMillan asked about the library's intent to update its Capital Needs Assessment. Assistant Director Adamowski stated the assessment was completed in 2018 and projects the areas of building maintenance concerns, as well as the costs well into the future. Adamowski stated she and Maintenance Superintendent Newman review the assessment on a frequent basis. Adamowski will have copies put in next month's folders for the trustees to look over.

Adopt Resolution No. 2020-05 “A Resolution Authorizing an Intergovernmental and Subrecipient Agreement Between the County of Cook, Illinois and the Board of Library Trustees of the Village of Orland Park for Coronavirus Relief Funds Pursuant to the CARES Act” – For Action

Treasurer McMillan motioned to adopt Resolution No. 2020-05 “A Resolution Authorizing an Intergovernmental and Subrecipient Agreement Between the County of Cook, Illinois and the Board of Library Trustees of the Village of Orland Park for Coronavirus Relief Funds Pursuant to the CARES Act”. Vice President Barcelona seconded.

Director Weimar stated this was a Cook County Grant for \$5,000, which its application process included many components. Secretary McShane pointed out a grammatical edit.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds application– For Action

Vice President Barcelona motioned to approve the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds application. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the closing of the Orland Park Public Library on Tuesday, November 3, 2020 an Illinois State holiday – For Action

Secretary McShane motioned to approve the closing of the Orland Park Public Library on Tuesday, November 3, 2020 an Illinois State holiday. Vice President Barcelona seconded.

Attorney Ken Friker stated local government units can choose to close or to remain open. After a short discussion the board decided to vote no if you did not want the library to close.

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

Motion passed. 0 ayes, 6 nays, 1 absent

Approval of the Wingren Landscape three-year landscape management contract in the amount of \$10,324.03 for April 1, 2021 through November 30, 2021; in the amount of \$10,324.03 for April 1, 2022 through November 30, 2022; and in the amount of \$10,633.75 for April 1, 2023 through November 30, 2023 – For Action

Treasurer McMillan motioned to approve the Wingren Landscape three-year landscape management contract in the amount of \$10,324.03 for April 1, 2021 through November 30, 2021; in the amount of \$10,324.03 for April 1, 2022 through November 30, 2022; and in the amount of \$10,633.75 for April 1, 2023 through November 30, 2023. Secretary McShane seconded.

Treasurer McMillan inquired about the bid amounts. Assistant Director Adamowski stated the library did not go to bid for this contract. The last time the library did was in 2017 in which Wingren was awarded the contract. Attorney Friker stated the bid process was not necessary for services. Adamowski mentioned Maintenance Superintendent Newman was satisfied with the steady and reliable work Wingren has done in the past. Adamowski recommended going with the three year Landscape

Management Program single pay 3% discounted rate, in which the library would pay the year's full amount by March 1 each year with the lower rate. Treasurer McMillan stated he knows the company does good work.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Review of Chapters 1 – 9 of Serving Our Public 4.0: Standards for Illinois Public Libraries as a requirement for the 2021 Per Capita Grant application – For Discussion

Director Weimar stated each manager was assigned a chapter to review and summarize for the upcoming Per Capita grant requirements. A copy of the summaries were provided to the board. Weimar continued that the chapters include safety, collection development, building and maintenance, etc. Treasurer McMillan asked if the library has procedures in place in case of an active shooter. Assistant Director Adamowski stated the procedures are included in the library's Emergency Response Plan, as well as in the Safety Manual. Director Weimar asked Patron Services Manager Hildebrand to look into the statistics as to how much reciprocal borrowers have been using the OPPL services during COVID.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of B 14 Mother's Room Policy – For Action

Secretary McShane motioned to approve B 14 Mother's Room Policy. Vice President Barcelona seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of B 15 Sensory Room Policy – For Action

Secretary McShane motioned to approve B 15 Sensory Room Policy. Trustee Lindbloom seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of B 16 Nature Center Policy – For Action

Treasurer McMillan motioned to Approve B 16 Nature Center Policy. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of revisions to A 3.1 Public Comment Policy – For Action

Trustee Lindbloom motioned to approve the revisions to A 3.1 Public Comment Policy. Secretary McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy referred to the Adult Services Board Report and asked if the library would be able to implement NoveList user video for patrons. Communications Manager Boyd will look into the pricing for this service. Healy asked about the survey that the staff complete daily. Director Weimar stated an online staff survey, mandated by the State of Illinois, is required to be completed every day by working staff, twice a day for full-time employees. Healy asked about the difference between Views and Impressions, referring to Virtual Engagement Programs that were held over the Summer. Boyd stated Views are counted as such when someone stays on the specific program for a longer period of time. Vice President Barcelona left the meeting early at 9:45. Trustee Healy asked about implementing auto renewals. Patrons Services Manager Hildebrand said automatic renewals are confusing to patrons because not all items are renewable, thus they could be incur fines without realizing. Materials that are on hold for another patron will not allow items to be automatically renewed. Director Weimar stated auto renewals would also report false circulation statistics. McMillan asked about how the 3 day quarantining of materials was working. Hildebrand mentioned that the current 3 day book quarantine is working out much better than the previous lengthy 7 day quarantine time period. Patrons are getting their materials in a much timelier manner, and the hold queue should shorten.

President Leafblad acknowledged staff members with years of service milestones specifically Assistant Director Adamowski having 33 years, Technical Services Manager Xie--10 years, Assistant Youth Services Manager McCormack--10 years, Finance Manager Kimmey--5 years and Patron Services Manager Hildebrand--3 years.

## **Announcements**

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

## **Adjournment**

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:49 p.m.

Charles McShane  
Secretary

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson