

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 16, 2020

The meeting was officially called to order by Joanna Leafblad, President at 7:05 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 (7:08 by speakerphone)

## Roll Call

Members absent:

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

Secretary McShane motioned to approve the October 19, 2020 minutes. Trustee Lindbloom seconded.

## Minutes

Treasurer McMillan and Trustee Healy mentioned a few grammatical edits. 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

None

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Vice President Barcelona motioned to accept the payment of bills listing from 10/20/2020-11/16/2020. Secretary McShane seconded.

## Payment of Bills

Treasurer McMillan asked about the payment to One Up Signs. Assistant Director Adamowski stated this is a local signage company who is producing the 3D signs for the newly renovated areas of the library. McMillan asked about the payment to Inside Looks. Adamowski stated the payment was for debi Ross who will be decorating the library Holiday trees. President Leafblad asked if that payment was inclusive of new trees. Adamowski stated the library has three trees already that will be utilized. McMillan asked about the payment to Wingren. Adamowski stated this was the separate project to cut down, remove and dispose of all the cattails from the pond.

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 September 2020. Trustee Lindbloom seconded.

## Treasurer's Report

Treasurer McMillan inquired about the tax revenues. Finance Manager Kimmey stated tax receipts are currently at 99.4% collection rate and on track to possibly hit the budget target amount for year-end. McMillan asked about the Library Consultant budget line. Director Weimar stated a payment to AV TechSource was recently made. They provided the digital technology work for the newly expanded large meeting room. McMillan asked for confirmation there was one remaining furniture payment. Director Weimar confirmed there was one remaining furniture payment. Trustee Lindbloom asked what the payments under the security system budget were for. Assistant Director Adamowski stated recent payments were made for the swipe card installations from Tyco and security camera upgrades made by CTC. Trustee Healy asked in regards to comments she read from staff about requesting more cameras to be installed within the building. Director Weimar stated since the cameras that are installed can be moved around there isn't a need to add any additional cameras at this time.

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 Illinois State Library sent a letter awarding a \$500 Grant to the library.

## Librarian's Report

5 Dell laptops were purchased to be loaned to staff who are doing virtual programming off-site. An All-in-One computer was also acquired to be set up in the Tech Center for patron use.

Hotspots may be utilized by staff if necessary while working from home in the future. Surrounding libraries are returning to curbside pickup only. Currently patrons are allowed one hour of computer time and two hours total browsing time within OPPL. Stickers are handed out when a patron enters showing the time they must finish their business and exit the building. There is a need for patrons to come in and browse, as they enjoy looking for their own materials, reading newspapers or working on the computers.

Treasurer McMillan wondered if the library is considered an essential business. Director Weimar said the Governor did not deem libraries to be essential but since the schools are still open it makes sense for libraries to be open, especially as a resource for students needing study materials. President Leafblad said she feels fine with staying open unless the State shuts down again and stressed the library is to try to keep staff and patrons safe, not to make a political stance. She said going back to appointment only is an option too. Director Weimar stated managers have been told to stagger and shift staff working hours so there are fewer staff in the building at the same time. Treasurer McMillan asked if an employee isn't able to come in to work at the library should the library consider layoffs. Weimar stated the library has taken additional safety precautions for staff such as adding plastic sheeting between workstations and stationing a Patron Services staff member in the HR office. President Leafblad felt that it should be a last resort to completely shut down the library and said it is up to the Board to decide to shut down or not. Secretary McShane felt strongly that if the Governor says to shelter in place the Board would face resistance from employees if they were told they had to report to work. President Leafblad agreed and stated if everything does shutdown again along with schools, the library should close. Director Weimar stated VPN access is being given to managers in order to have them work remotely from home while being able to access the network.

Trustee Lindbloom feels that the Board members are generally on the same terms on this matter and suggested Director Weimar send a group email and text if an urgent decision needs to be made. A response would indicate a Board member was not in agreement. Director Weimar indicated the library is currently in Phase 3.5.

Assistant Director Adamowski pointed out that Neviol Cleaning has done an outstanding job in cleaning and disinfecting the building each evening.

The library has signed a contract with Rollins Aquatics for pond maintenance for 2021. The cost for their service is \$595 and they will upkeep the pond May through October.

Trane changed the pulleys and other equipment on the air handlers this past week. The pulleys were original and very worn and frayed. Trane also rebuilt the AAON unit heater, which is the rooftop unit that regulates the temperature in Room 104.

Debi Ross of Inside Looks and her staff will begin decorating the library's three Holiday trees on November 23 and 24. The lobby tree will have a Reading theme, Room 104 will be decorated with assorted ornaments, holly and garland, while the 2<sup>nd</sup> floor tree near the fireplace will be gingerbread and holiday treats themed.

No report at this time.

a. Renovation Update – For Discussion

Director Weimar stated although the renovation project is substantially complete, there are a few Punch List items left to complete, along with the Backyard silhouette, Donor Wall and some furniture that still needs to be delivered. In addition, the glazers are still working in the Youth Services Department to correct study room glass measurements. Trustee Healy asked why the Polycom phone connection was not working in the large conference room. Assistant Director Adamowski said there needed to be an analog jack for the Polycom to work. Adamowski added that library study rooms could be used for staff to work in a secluded environment so there are fewer staff in departmental workstations areas at once. She also mentioned that she and Director Weimar have been assisting with reference and reader's advisory within the Adult Services Department and patrons sometimes get close to staff members. Adamowski mentioned staff need to feel empowered to firmly remind patrons about social distancing. Treasurer McMillan asked Communications Manager Boyd about how her staff felt about working in the midst of the pandemic. Boyd said the question was not fair since her staff didn't work with the public, but said concern is across the spectrum. Trustee Lindbloom wondered if staff members who felt comfortable could somehow share tips with their coworkers. Boyd reminded the Board that the library staff has taken training on dealing with the homeless which may relate to patrons who are not complying with the mask guidelines. McMillan asked for confirmation that the renovation contingency fund has approximately \$97,000 available. Finance Manager Kimmey confirmed the amount was correct. Director Weimar stated the additional costs for the Donor Wall will be \$10,000 and come out of the operating fund.

No report at this time.

a. Approval of the Service and Policy Committee from October 19, 2020 – For Action

Treasurer McMillan motioned to approve the minutes from the Service and Policy Committee from October 19, 2020. 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

**Other Staff Reports**

**Building and Maintenance**

**Finance**

**Service & Policy**

No report at this time.

**Personnel**

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

a. Virtual Gala Update- For Discussion

**Capital  
Campaign  
Committee**

Communications Manager Boyd gave an update on the Virtual Gala. There is an estimated \$7,648 worth of items in the silent auction. If 35 tickets to the wine tasting are sold, an additional \$8,750 will be made. If a summer reading challenge sponsor and a winter reading challenge sponsor is realized out of the “fund a need” section of the gala, an additional \$8,000 could be made. A Window Bay Area, a Study Room, and a Bench on the Plaza have been added to the silent auction. Minus the naming rights areas, if the gala is successful, an estimated \$24,398 could be made. The library responsibilities after the gala is 2.9% and \$0.30 per transaction to the credit card company or 2% or \$1.50 per transaction to the software provider, whichever is more. Certain artists have chosen to take a 25% consignment fee on their art. Other artists have just asked for a charitable tax receipt. The wine tasting took the longest to secure, and it is the reason tickets weren’t available to be purchased until today Monday, Nov. 16. Mark Rashid is coming in Friday, Nov. 20 to film the b-roll tour of the library renovation. A dry run on the gala was done on Friday, Nov. 13. A staff member “bought a ticket” and another staff member ran a Zoom video call that projected into the gala website template. It is very important to check certain boxes when it comes to running pre-recorded video into Zoom. Also, unless attendees pre-register a credit card with the gala software, they are not able to see the live-stream portion of the gala. Boyd is looking into trying to change that. Free links have been provided to the gala to the artists who donated art to the silent auction. These are the attendees that are being considered when including attendees that have not pre-registered a credit card. No sponsors have asked us for an unpaid link to the gala. Some sponsors may be anticipating that they will buy the special ticket to the wine tasting, so they don’t want the free ticket that doesn’t include the wine tasting. Information has been sent to the Chamber to share our gala ticket purchase link in their next eblast. An eblast will go out tomorrow Nov. 17 to all subscribed patrons. 400 invitations have been sent so far. Boyd is confident that the video feed for the gala will be ok since she has edited video before. Trustees could help by making extra calls to legislators about attending. Trustees could help by talking to their friends about attending. Boyd passed out lists of local businesses to the Trustees with scripts to inform them of the gala. There are only 19 days left before the gala and 70 tickets need to be sold to make any profit. Boyd asked for input from the Trustees on if they knew of any local radio stations that free tickets could be given to, if anyone had anything else they wanted to put in the silent auction and to share the library posts about the silent auction on social media. President Leadblad suggested the radio stations WBEZ and NPR. Treasurer McMillan is looking into getting a few things for the silent auction from local businesses. Director Weimar asked if the auction could be announced on the Village website. Boyd will ask the Village.

Review and Approval of the 2021 Budget and Levy – For Action

**Unfinished  
Business**

Secretary McShane motioned to approve the 2021 Budget and Levy at a 3.5% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021”. Vice President Barcelona seconded.

Treasurer McMillan asked about the \$350,000 Final Budget amount for 2021 showing in the Other Sources budget. Director Weimar stated those funds would be used to pay for the parking lot repaving expense, in Spring 2021 and the monies will come out of the Special Reserves fund. Assistant Director Adamowski stated two budgetary bids have been received in order to appropriate costs. The range of budgetary bids were \$250,000 to \$350,000 and the higher total was placed in the Other Sources line. Adamowski said the library would go to bid in January. Trustee Healy asked about the Secretary’s

Certificate amount that was listed under Contractual Services for \$1,000 for Library Office & Equipment. Director Weimar stated that expense was for Konica Minolta and everything matches up with the draft Budget, Levy, Appropriation FY2021 spreadsheet. McMillan asked why some of the funding for the Insurance Budget is designated to the Other Sources column. Finance Manager Kimmey explained he has to levy for IMRF as a separate line item and said it is okay to allocate amounts between levy and other sources. Kimmey also stated 2021 is a full actuarial-service year so the Audit budget was increased by \$1800.

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 Resolution No. 2020-06 Library’s Naming Rights – For Action

**New Business**

Secretary McShane motioned to Approve Resolution No. 2020-06 Library’s Naming Rights. Trustee Healy seconded.

Trustee Healy mentioned an error in the language on page 2. The Resolution was 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

Approval of the Darwin Furniture and Mattress Company’s Naming Rights Agreement – For Action

Secretary McShane motioned to Approve the Darwin Furniture and Mattress Company’s Naming Rights Agreement. Vice President Barcelona seconded.

Director Weimar confirmed that 10 year period for naming rights for \$15,000 had been agreed upon.

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 Current Technologies contract for IT services in 2021 in the annual amount of \$27,000 – For Action

Treasurer McMillan motioned to Approve the Current Technologies contract for IT services in 2021 in the annual amount of \$27,000. Secretary McShane seconded.

Secretary McShane thought \$120 per hour was a good rate but thought the stated 95% Standard Response Time was not good. He added that their time frames were a little vague along with their lack of definitions for different types of service downtime. Trustee Healy asked if overtime was ever incurred. Director Weimar confirmed overtime had never been used.

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 Resolution No. 2020-07 Authorizing Intervention in all 2020-2022 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board – For Action

Trustee Healy motioned to Approve Resolution No. 2020-07 Authorizing Intervention in all 2020-2022 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board. 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 2021-2022 Orland Park Public Library Strategic Plan – For Action

Secretary McShane motioned to Approve the 2021-2022 Orland Park Public Library Strategic Plan. Vice President Barcelona seconded.

Trustee Healy liked the new Strategic Plan and how it is so different and better from years past. Assistant Director Adamowski stated the new Strategic Plan has six goals as compared to the three goals of the 2019-2020 plan. The plan is aggressive and will help the library promote and utilize the newly renovated spaces. Adamowski continued that one of the action steps will include the library creating a social story highlighting the library's building and resources so patrons who may be developmentally challenged will feel comfortable when they visit. Goal 3 of the plan focuses on getting the library back to its roots of library service by introducing many new reading programs for patrons of all ages. Goal 4 and its action steps focus on attracting new Orland Park residents by embedding virtual tours on the library website, as well as working with Realtors to help get information out to the newer residents. Goal 5 will highlight the library's ever-expanding technology, while Goal 6 concentrates on staff engagement and how staff will do a better job serving the patrons when they acquire knowledge and feel accomplishment within their daily work. Adamowski said she would update the Board on the progress of the Strategic Plan on a quarterly basis. After the approval of the plan, the one-page snapshot and the full plan will be uploaded to the library's website.

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 ThermoSystems project proposal for the installation of UV lights in AHU-1 & 2 in the amount of \$24,774 – For Action

Treasurer McMillan motioned to approve the ThermoSystems project proposal for the installation of UV lights in AHU-1 & 2 in the amount of \$24,774. Secretary McShane seconded.

Trustee McMillan asked if there was a warranty. Assistant Director Adamowski stated the contract was vetted by the attorney and she will ask the sales representative about their warranty and will email

the information to the board on Tuesday. The cost for the product and installation was under \$25,000 so the library did not have to go to bid. There is an annual cost of \$2,225 to have the lights changed. Installation will take place within 6-8 weeks. UV-C (Ultraviolet Germicidal Irradiation) is drawing widespread attention as a strong weapon against surface and airborne bacteria and pathogens. It has also been proven to kill Coronavirus. Trustee Lindbloom suggested doing a Facebook post highlighting this added layer of protection. McMillan said the Lettuce Entertain You restaurant group just installed UV lights in all of their locations.

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 2020 audit engagement letter from McClure Inserra, & Co. in the amount of \$14,900 – For Action

Treasurer McMillan motioned to approve the 2020 audit engagement letter from McClure Inserra & Co. in the amount of \$14,900. Secretary McShane seconded.

Treasurer McMillan asked what the amount was last year. Director Weimar stated the amount was \$12,600 last 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

Review of Chapters 12 – 13 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 mentioned while reviewing the library technology and marketing it came to her attention that maps needed to be done of the library technology items. Trustee Healy asked about the drone footage. Communications Manager Boyd said there were some great still images and video of the library and The Backyard Nature Center taken recently thanks to Darvin Furniture and Mattress marketing team. Healy asked for clarification on what Technical Services Manager Xie reported doing in her monthly service report. Boyd stated because OverDrive and RB Digital were merging a lot of titles needed to be re-cataloged.

President Leafblad acknowledged all staff members that had completed a milestone anniversary date.

**Announcements**

Secretary McShane motioned to adjourn the meeting and it was seconded by Vice President Barcelona.

**Adjournment**

A roll call vote as follows: Barcelona – absent; 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 8:48 p.m.

Charles McShane  
Secretary

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

Minutes prepared by Aaron Peterson