

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 18, 2021

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

Vice President Barcelona motioned to approve the November 16, 2020 minutes. Trustee Lindbloom seconded.

## Minutes

Treasurer McMillan and Trustee Healy mentioned a few grammatical edits. Trustee Healy would like bullet points to be used in the Librarians Report section. 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

Treasurer McMillan motioned to move into closed session at 7:14 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 and probable or imminent litigation and to discuss the approval of minutes from prior closed sessions. Vice President Barcelona seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – absent.

## Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer McMillan motioned to resume regular session at 7:57 p m. Trustee Lindbloom seconded. 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

Vice President Barcelona motioned to accept the payment of bills listing from 11/17/2020-12/21/2020. Trustee Lindbloom seconded.

## Payment of Bills

Treasurer McMillan asked about the payment to Inside Looks. Assistant Director Adamowski stated the final payments to debi Ross have been made which included a \$7,000 one-time cost for purchasing ornaments along with take-down and storage costs of ornaments from the three trees in the library. McMillan asked about the payment to Pro Nova. Adamowski stated the Youth Services study rooms

and columns needed to be professionally repainted. Trustee Healy asked if the payment to Grasso Graphics and Postal Service were for the Newsletter. Director Weimar confirmed they were for the Newsletter which had more pages than usual to fit in pictures of the renovation project.

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

Trustee Lindbloom motioned to accept the payment of bills listing from 12/22/2020-1/18/2021. Vice President Barcelona seconded.

Treasurer McMillan asked if this was the final payment to Henricksen for furniture. Finance Manager Kimmey confirmed this was the final payment to Henricksen which was included in the operating budget. McMillan asked about the payment to Aspen Tree & Turf Care. Assistant Director Adamowski stated the payment was for their maintenance contract for 2021 with a 10% discount since it was paid in full. Trustee Healy asked about the Libraries First database payment. Director Weimar stated that payment was for the Museum Pass program. Healy also asked about Monarch Electric. Weimar stated Monarch Electric did the stanchion rewiring to floor boxes. Healy asked why the amount of payroll had gone up compared with the previous month. Finance Manager Kimmey stated that pay increases went into effect for FY 2021, as well as Christmas and New Year's Eve holidays both fell within the final pay period and many part-time employees were now receiving pay for them.

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

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

#### **Treasurer's Report**

No discussion.

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 December 2020. Vice President Barcelona seconded.

Treasurer McMillan commended Finance Manager Kimmey on receiving 99.7% of the tax revenues budget. Finance Manager Kimmey stated the funds received from the Gala event had been deposited. McMillan asked about the Gifts revenue increase of \$10,000. Director Weimar stated that was the amount of the check from the Friends of the Library, which was presented in December. She continued that the Friends make two annual donations each year to the library. There were a number of budget lines with overages including Books, Building Maintenance, AV Equipment, Building Repairs and Telephone that were discussed. McMillan asked about the Staff Training budget line being so low. Weimar stated all the continuing education was free and virtual. Assistant Director Adamowski also mentioned that the upcoming ILA Conference in October 2021 will be virtual. Finance Manger Kimmey stated a closer review into the budget lines will be looked at now knowing what was learned during the past year. He also mentioned that since three retirees took advantage of the IMRF ERI buyout an adjustment percentage will be phased in for 14.1% for 2021 vs. 11.34% in 2020 along with an additional 2-2.5% increase next year. McMillan asked about the Printing expenditure being so low. Weimar explained how the library was doing more printing in house.

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 Per Capita Grant was finished by Assistant Library Director Mary Adamowski and it will be on February's agenda. The Illinois Public Library Annual Report (IPLAR) is in progress and is due by February 28th. The Library filed its list of Statement of Economic Interest filers. Emails should be sent by March to members on this list for filing with Cook County. To date, the library has not received the tax exempt status affidavit that needs to be in by January 31st. Some libraries are still waiting for their letter also. RAILS and the Illinois State Library have not released the certification information which is usually completed by March every year.

The ILA South Suburban Legislative Meet-Up is virtual on January 29th. An email was sent to all board members to register if they wish.

The library is submitting an article for the ILA Reporter with information on our renovation. Entries are limited in description and about 4 pictures. Assistant Director Mary Adamowski and Communications Manager Jackie Boyd are finalizing it to be sent tomorrow. Hand written thank you notes were sent to the architects and staff who assisted the library on the Renovation Project.

The Orland Patch had a nice article about the renovation, a copy is in the board members folders. The article was written by Assistant Library Director Adamowski and submitted to the Orland Patch by Communications Manager Boyd.

Orland Township took a tour today of the library. The Village will be contacted to schedule a tour at their convenience.

On November 18, the Village of Orland Park hosted its annual TIF meeting. They informed the taxing districts that the Master Developer (Structured Development) withdrew on the last piece of the triangle project. Toys R Us will be replaced with four restaurants. A 64 unit apartment project, The Point, is moving forward. Pete's Market is to go into the Art Van building; Angelo Caputo's will move into the vacated space formerly Berkot's on 159th. The mall project has been delayed due to the pandemic. The movie theater is a good possibility, but the fitness center is not confirmed.

The library sent a letter to Dr. Ngozi Ezike at the Illinois Department of Public Health asking that public library staff be included in their 1c round of vaccinations as essential workers who work with the public. Many other directors are also going to submit letters requesting vaccinations for their staff.

Although the library was closed for several months and limited service for other months, our circulation only dropped 26%.

Director Weimar asked what the Board thought about the library hosting Town Hall meetings for Mayoral candidates in the upcoming April election. President Leafblad thought that live streaming the meetings from the library would be best since the library is limited to the number of people that would be able to attend due to Governor Pritzker's order. Trustee Healy would like an attempt to be made to host allowing as many people to attend as possible. Director Weimar stated the large conference room can have a maximum of 10 people at a time currently. Trustee Lindbloom said if Zoom was utilized there is a feature where whoever is speaking is highlighted and enlarged. Leafblad suggested having the public submit questions before the event so the candidates can answer all of the questions in a personalized way. Leafblad mentioned if the attendees don't wear a mask the attention could be pulled away from the candidates. Vice President Barcelona asked if it should be held at the Orland Park Civic Center instead since it is a larger space. Treasurer McMillan thought the library was a much nicer space than the Civic Center.

Director Weimar asked if the bidding software that was used for the Gala could be used to try to sell some of the extra furniture that is currently in the basement. President Leafblad thought it was better to have people come and be able to see and touch the furniture. Vice President Barcelona suggested using iBid, the State of Illinois auction site. President Leafblad suggested that the sale could possibly coincide with the Summer Reading Challenge Kickoff.

Anthony Roofing returned to the library in late November to repair the northeast area of the roof that

had leaked. They added caulking and fastened the metal counter flashing at the wall.

During the week of November 23, Aspen Tree & Turf returned to the library to trim the diseased branches off the 36 Bradford Pear trees in the parking lot, as well as the 8 Crabapples Trees near the front entrance. The branches were damaged by Fire blight disease. They also raised the lower canopy of the parking lot trees for vehicle clearance. The Linden tree in The Backyard was trimmed so it cleared the building. All of the Austrian Pine and Scotch Pine trees received trunk injections which is an effective treatment for control of the Zimmerman Pine Moth. The library has contracted with Aspen for the upcoming year to assist in caring for the trees on the grounds of the library.

In late November, the inventory of the building and its contents for the annual insurance appraisal through Industrial Appraisal Company was completed. As of 2020 the library building and its contents have been appraised at over \$44,000,000. The building itself appraised at \$33,000,000 including the renovation costs. The additional value includes print and e-resources totaling over \$6,000,000, and furniture and equipment.

Alternative Energy came to repair the generator unit that is located at the north end of the staff parking lot due to squirrels and mice eating through the wires. They rewired the unit which took many man hours. Maintenance Superintendent Steve Newman drilled outlet covers on to the unit to prevent this from happening again.

Trane serviced the 2 main air handlers located in the boiler room, which handle about 90% of the air flow to the building. The pulleys and sieves were very worn out and were replaced, as well as new belts were installed.

Assistant Library Director Adamowski spoke with Thermal Systems for an update on the installation of the UV lighting to the 2 main air handlers. Due to the extended time in receiving the various parts needed for the install, the job is scheduled to begin in late February.

In December, the Friends of the Orland Park Public Library very generously gifted the library with \$10,000 to be used for upcoming programming. The Friends have started taking donations for resale, as their inventory has depleted. Patrons have been very responsive and have dropped off materials every day since it was first announced.

Steve and Maintenance Assistant Eric Hill have been busy cleaning the basement and disposing of unnecessary and dismantled items left from the renovation project, as well as inventorying the various furniture and office equipment that is housed there.

debi Ross and her team from Inside Looks did a beautiful job decorating the library's three holiday trees. The library received many great comments from patrons and staff. In early January, debi and her staff took down the decorations and packed them in bins. She will connect with us in August to discuss the themes of the 2021 trees.

No report at this time.

**Other Staff Reports**

a. Renovation Project for the Orland Park Public Library – For Discussion

**Building and Maintenance**

Director Weimar began the discussion by stating that once the punch list is completed the final payment for the renovation project will be made to Wight & Co. Due to the Multipurpose Room having gaps within the design of the glass walls the sound is traveling to the patron side, so glaze sealants are being looked into to see if that might help contain the sound. Treasurer McMillan stated it was great the library was able to have over half of the contingency funds still available.

b. Donor Wall – For Discussion

Director Weimar referred to an email handout from Divya Jain of Wight showing a rendering of the Donor Wall. The Donor Wall will now say In Recognition instead of Donor Wall. Board members were pleased with the design.

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. Final Report on the Virtual Gala Event – For Discussion

**Capital  
Campaign  
Committee**

Communications Manager Boyd submitted a final report on the Virtual Gala Event. There were 49 registered tickets to the gala and online ticket sales accounted for \$3,250 of the proceeds. The Friends of the Library made \$7,836 on cash, check, and credit card donations related to the gala.

None.

**Unfinished  
Business**

Approval of the wire transfers to pay bills for Fiscal Year 2021 – For Action

**New Business**

Treasurer McMillan motioned to approve the wire transfers to pay bills for Fiscal Year 2021. 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 – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Resolution No. 2021 – 01 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available for Public Inspection of the Board of Library Trustees of the Village of Orland Park – For Action

Vice President Barcelona motioned to adopt Resolution 2021-01 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available For Public Inspection of the Board of Library Trustees of the Village of Orland Park. Treasurer McMillan seconded.

No discussion.

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

Resolution No. 2021 – 02 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action

Treasurer McMillan motioned to Adopt Resolution No. 2021-02 A Resolution Approving The Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees of the Village of Orland Park. 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 – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the PMA 2021 Financial Investment Plan and Cash Flow Projection 2021 – For Action

Treasurer McMillan motioned to approve the PMA 2021 Financial Investment Plan and Cash Flow Projection 2021. Vice President Barcelona seconded.

Finance Manager Kimmey referred to the Aggregated Analysis document from PMA. He went through the Revenue Analysis bar chart and the expenditures breakdown. Fund projections and fund balance were shown with a year and a half projection. A chart of Cash and Investment Balances through December 2022 was highlighted on the second page. In the past, the library utilized laddered CD investments but since interest rates are close to zero now and all those CDs have matured, the funds are liquid and currently reside in the IPrime account. Kimmey suggested diversifying back into CDs with one year maturities to get the best return of .15%. Treasurer McMillan recommended 30% of the operating funds and 50% of the special reserve and debt service funds be used to purchase CDs. Trustee Healy asked if the total amount of IPrime is FDIC covered/insured. Finance Manager Kimmey stated that he thought that some of the IPrime investment portfolio consisted of government backed securities so that it was covered in that sense. Trustee Healy would like to have it be double checked to make sure that the funds the library has in the IPrime account are FDIC insured.

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

Approval for the Finance Manager and Library Director to make appropriate investments within the 2021 PMA Plan in order for the investments to be diversified as recommended by the Library's investment advisor to the extent permitted by the Illinois Public Funds Investment Act – For Action

Treasurer McMillan motioned to approve the Finance Manager and Library Director to make appropriate investments within the 2021 PMA Plan in order for the investments to be diversified as recommended by the Library's investment advisor to the extent permitted by the Illinois Public Funds Investment Act. 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 – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revision to the B 3 Display Policy – For Action

Trustee Healy motioned to table the approval of the revision to B3 Display Policy to the next regularly scheduled board meeting. Treasurer McMillan seconded.

No further discussion.

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

Approval of the revision to B 11 Home Delivery Policy, the former Homebound Policy – For Action

Trustee Healy motioned to approve the revision to B11 Home Delivery Policy, the former Homebound Policy. Treasurer McMillan seconded.

Trustee Healy motioned to table the approval of the revision to B3 Display Policy to the next regularly scheduled board meeting. Treasurer McMillan seconded.

No further discussion.

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

President Leafblad acknowledged all staff members that had completed a milestone anniversary date. Assistant Director Adamowski stated all staff members that have completed their 5, 10, 15, and 20 service year milestone during 2020 received a lapel service pin, a book of their choice given by the Board of Library Trustees to be added to the collection, and a certificate signed by the Board President was given to the 10 recipients in December. Cupcakes were purchased for staff to enjoy during the socially distanced celebration. President Leafblad read Director Weimar’s letter announcing her retirement this June. Director Weimar thanked the board for their trust and confidence in her and wished the library success in the future. The board, as well as staff in attendance thanked Director Weimar for her years of service and dedication to the staff and library.

#### **Announcements**

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 9:28 p.m.

Charles McShane  
Secretary

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

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

Minutes prepared by Aaron Peterson