

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 22, 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; 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, Brandi Smits, Youth Services Manager

Treasurer McMillan motioned to approve the January 18, 2021 minutes. Secretary McShane seconded.

**Minutes**

Treasurer McMillan asked if there had been a response from Dr. Ngozi Ezike of the Illinois Department of Public Health in regards to the letter she sent asking for consideration that library staff be included in their 1C round of vaccinations. Director Weimar stated that library staff is unfortunately not being considered as essential workers. McMillan asked if there was any news on the gaps within the design of the glass walls and the traveling sound. Director Weimar stated there was no update yet. President Leafblad mentioned a grammatical edit. 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

Tom Melody Attorney from Klein Thorpe and Jenkins

**Introduction of Visitors**

None

**Public Comment**

Vice President Barcelona motioned to move into closed session at 7:08 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 closed session minutes. Secretary McShane 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

Vice President Barcelona motioned to resume regular session at 7:27 p.m. Secretary McShane 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

Treasurer McMillan motioned to accept the payment of bills listing from 1/19/2021-2/15/2021. Secretary McShane seconded.

**Payment of Bills**

Treasurer McMillan asked about the payment to CIBC. Finance Manager Kimmey stated CIBC is the bank the library utilizes for employees with Health Savings Accounts. Secretary McShane asked if this was the last payment to Wight and Co. Director Weimar stated no because there are a few punch list items left that need to be completed, as well as the spring walk-through of the Backyard plantings. McMillan asked what will happen with the funds remaining in contingency. Finance Manager Kimmey stated the contingency funds will be moved from the construction account to the operating account.

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 Treasurer’s Report for January 2021. Secretary McShane seconded.

**Treasurer’s Report**

Treasurer McMillan noticed that the Building Custodial Supplies budget line was down. Assistant Director Adamowski stated that there had not been any large PPE orders recently. The Building Renovations budget line included a \$98,074.15 payment to Wight and Co. Salaries were under budget due to a couple of positions that are currently open. Finance Manager Kimmey stated to Trustee Healy that the IPrime fund consisted of a mix of short term funds and CDs and not all were FDIC insured. Therefore, more funds will be allocated to CDs as tax funds are received. The current IPrime interest rate is .06%. Director Weimar thanked Trustee Healy for her input.

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 Cook County Assessor’s office mailed letters to the libraries on January 11 for tax exempt status, however the library did not receive one, so we filed online on January 27.

**Librarian’s Report**

The certification for being an active member of the RAILS library system for the Illinois State Library opened February 15 and was completed.

Administration gave a few Village staff and the Mayor a tour of the renovation last week. Another tour is scheduled for February 23 for our current legislators, Representative Fran Hurley and Senator Bill Cunningham, along with former Mayor Dan McLaughlin. The donor wall project is still scheduled for a late March completion.

The library will be distributing a letter to all employees about how important vaccines are for the safety and welfare of staff and patrons. It encourages employees to receive a vaccination against COVID 19 as soon as it becomes available to them. Employees will be granted paid time off work to receive the vaccination. Treasurer McMillan asked if there would be a time limit. Trustee Healy suggested two hours and the board agreed. The letter will be edited to include this new information.

The Information Technology Manager (formerly the Digital Services Manager position) and part-time HR Generalist job advertisements have been posted and applications are coming in.

The E-Rate application was completed and the library should be receiving a check for \$1196.28. Trustee Healy asked if the check would be coming from Comcast. Director Weimar wasn’t sure but indicated it would be for June-December 2020.

The library also received the Cook County COVID Relief Fund check in the amount of \$5000.

Together with the Traf-Sys company, IT Assistant 2 Dan Williams and Mark Ewasiuk finished the gate counter that had been installed in March of 2020, but not calibrated nor were statistics available until Friday, February 12. Going forward the Patron Services Manager and IT Services will be able to access the gate counts.

Treasurer McMillan asked when attendance numbers will come back since he noticed it was down 52% in January compared to a year ago. Director Weimar stated the library went back to Phase 4 two weeks ago and the study rooms are back open and attendance numbers have been improving. Since group school projects are not happening anymore, other than on Zoom, less study groups have been coming in. Finance Manger Kimmey noticed more cars in the parking lot recently. Assistant Director Adamowski stated the average daily count has been 453, which is still about a third of the attendance pre-COVID 19. Director Weimar stated a lot of the surrounding libraries are reopening March 1 so the word of mouth will spread, potentially helping attendance.

The electrical components have been installed in preparation for the UV lighting installation on the two air handlers. ThermoSystems had moved up the installation date to February 8 but the frigid weather forced that date to be postponed. The installation requires the HVAC system to be shut down for several hours at a time, which will make the building temperature too cold for patrons. The company has now scheduled the library's installation for March 4 and 5.

The Request for Bid ad for the parking lot resurfacing project appeared in both the Chicago Tribune and the Daily SouthTown on February 14. Beginning February 15, contractors were able to access the bid package through the link on the homepage of the website. Communications Manager Jackie Boyd also announced it on Facebook. There was a mandatory walk-through of the lot on Monday, February 22 at 10 a.m. 13 paving companies attended the meeting this morning. Bids must be received no later than Monday, March 1 at 1 p.m. and the opening of the bids will be done at 2 p.m. that day. Once it is determined who has presented the lowest, responsible bid, it will be put on the March 15 board meeting agenda for approval.

In compliance with the Local Records Disposal Act, Shark Shredding destroyed all pertinent materials that met the criteria on January 27.

On February 3, the Orland Fire Protection District notified the library that there was a broken resistor that caused the library to lose the fire alarm's audible circuit. Reliable Fire and Security repaired the problem and the alarm is up and running.

Kudos to Maintenance Superintendent Steve Newman and Maintenance Assistant Eric Hill for the excellent job they have done in clearing the parking lot and grounds of snow and ice during these past several weeks. They worked over 8 hours on Tuesday, February 16 to clear the 12+ inches of snow that day.

No report at this time.

**Other Staff Reports**

No report at this time.

**Building and Maintenance**

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**

No report at this time.

**Capital  
Campaign  
Committee**

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

**Unfinished  
Business**

Secretary McShane motioned to approve the revision to B3 Display Policy. Trustee Lindbloom seconded.

Trustee Healy noted the Amended date to February 22. Treasurer McMillan asked if the Policy when updated should use the term “Revised” or “Amended”. After some discussion, President Leafblad declared the policies should use the same verbiage from the previous term used after the last update.

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

Secretary McShane motioned to approve the revision to B11 Home Delivery Policy, the former Homebound Policy. Vice President Barcelona seconded.

Director Weimar stated at the suggestion of Outreach Services Manager Kleiva specific situational updates had been added to the Policy.

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 2021 Per Capita Grant – For Action

**New Business**

Secretary McShane motioned to approve the 2021 Per Capita Grant. Vice President Barcelona seconded.

This year’s Per Capita Grant requirement was to review *Serving Our Public 4.0: Standards for Illinois Public Libraries* and to show how the library has met or has made progress toward each of the chapters. Administration and managers each were assigned a chapter to review and document how the library is meeting or exceeding the standards. The Board of Library Trustees reviewed the summaries, as well. The library has done a solid job of increasing library services and programs to our patrons, and making all feel welcome. Last year the library received the full funding of \$1.25 for each resident for \$70,958.75. The grant application and expenditures report for FY 2019 will be emailed tomorrow morning.

The Illinois State Library has said that the Standards will be a requirement for the next Per Capita Grant so the trustees may keep their books or return them to Administration until they are needed again.

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 2021 Illinois Public Library Annual Report – For Action

Treasurer McMillan motioned to approve the 2021 Illinois Public Library Annual Report. Trustee Lindbloom seconded.

Director Weimar stated numbers were not as good due to COVID but the library will stand up well compared to other surrounding libraries. The External WiFi Access questions, within the COVID 19 questions section, were all answered with a No because it was necessary to remove the access point that reached to the parking lot during the renovation project.

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 Full and Final Release Agreement – For Action

Vice President Barcelona motioned to approve the Full and Final Release Agreement and to authorize the Library Director to execute it on behalf of the Library. 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(s) of the Library for Sunday, April 4, 2021 for Easter; Sunday, May 30, 2020 for Memorial Day; Saturday, July 3, 2021 for Independence Day; and Sunday, September 5, 2020 for Labor Day – For Action

Treasurer McMillan motioned to approve the closing(s) of the Library for Sunday, April 4, 2021 for Easter; Sunday, May 30, 2020 for Memorial Day; Saturday, July 3, 2021 for Independence Day; and Sunday, September 5, 2020 for Labor Day. Vice President Barcelona seconded.

Director Weimar stated all of the mentioned Holidays land on a weekend this year and that In-Service Day is being put off until later in the year due to 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 the revision to the Organizational Chart – For Action

Treasurer McMillan motioned to approve the revision to the Organizational Chart. Secretary McShane seconded.

Assistant Director Adamowski stated the Youth Services and Adult Services Shelver positions have been replaced with the newly created Library Clerk positions. The Digital Services Manager position is now the Information Technology Manager. Trustee Healy asked if the Adult Services Reference Librarian 2 should remain listed. Director Weimar stated since the current Adult Services Reference Librarian 2 recently announced her retirement and Adult Services Manager Katie Allan feels that position should be eliminated, the Reference Librarian 2 position could be removed from the Organizational Chart. The Reference Librarian 2 position was agreed upon to be eliminated and the revisions as of February 22, 2021 to the Organizational Chart 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

Approval of the revision to the 2021 Salary Schedule – For Action

Treasurer McMillan motioned to approve the revision to the 2021 Salary Schedule. Secretary McShane seconded.

Director Weimar stated the Salary Schedule reflects the Organization Chart so the Reference Librarian 2 position will be removed. The 2021 Salary Schedule was 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

President Leafblad acknowledged all staff members that had completed a milestone anniversary date. Trustee Lindbloom praised the Library Overview comparison handout that was produced by the Graphics department. Treasurer McMillan asked if the email went out for the statement of economic interest. Director Weimar confirmed the email did go out. Trustee Healy asked about the Donor wall changes. Director Weimar stated some of the names were made more prominent.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:15 p.m.

Charles McShane  
Secretary

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

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

Minutes prepared by Aaron Peterson