

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 15, 2021

The meeting was officially called to order by Christian Barcelona, Vice President at 7:10 p m.

Call To Order

Members present: Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Joanna Leafblad, President (7:15); Elan Kleis, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Katie Allan, Youth Services Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Outreach Services Manager; Brandi Smits, Youth Services Manager

Secretary McShane motioned to approve the February 22, 2021 minutes. Treasurer McMillan seconded.

Minutes

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Secretary McShane motioned to accept the payment of bills listing from 2/16/2021-3/15/2021. Trustee Lindbloom seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Wight & Co. and if it included the contingency. Director Weimar stated a revised document provided in the trustee board folders indicates that there is a remaining contingency balance of \$90,142. The cost of the donor wall could be paid from the contingency funds or from the operational budget. McMillan asked about the payment to Current Technologies Corporation. Director Weimar stated the 225 hour block time renewal was paid in the amount of \$27,000. Trustee Healy asked about the payment made to Innovative Interfaces, Inc. Director Weimar stated that payment was for the Polaris license from April 2021 through March 2022.

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 Treasurer's Report for February 2021. Secretary McShane seconded.

Treasurer's Report

Trustee Healy asked about the prepaid expenses budget and if it was non-spendable. Finance Manager Kimmey stated each month the library records its prepaid expense items and then allocates a portion of the prepaid amounts to the proper expense accounts. Treasurer McMillan asked for confirmation if the \$10,000 Full and Final Release Agreement that was paid to Ian Lashbrook was included in the Legal expenses. After Director Weimar confirmed it was, McMillan stated the amount should have been classified into the insurance budget. Finance Manager Kimmey will make the adjustment. McMillan asked about tax revenue and Kimmey stated tax receipts have started to come in. Since the end of February, \$645,000 has been received, while \$2.5 million has been received to date. McMillan mentioned the Public Information, Library Supplies and Staff Training budget lines are way under budget this year and asked if the library going forward would readjust the budget lines. Director Weimar stated the newsletter cost, which will be incurred in April, comes out of the Public Information line. Weimar stated the library is not sure how long PPE supplies such as gloves and masks will need to be purchased, but the higher cost items such as sneeze guards and wipe canisters have already been purchased. Weimar stated Staff Training is all being done online through webinars, including Reaching Forward and ILA, so airfare and hotel expenses will not be incurred this fiscal year. Director Weimar continued that what is missing during these virtual meetings is networking among colleagues. The Staff Training budget line will be adjusted for when in-person meetings and conferences return.

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 donor wall samples were just sent and the vinyl design on The Backyard staircase wall is still pending. Wight & Co.'s landscape architect, Patty King, is working on the replacement surface for The Backyard pathway in front of the water table which needs to meet ADA standards. The Backyard cannot open until that is complete. The millwork on the Youth Services public reference desk has a crack in it. The company has been notified. The latest financial summary from Wight & Co. is in the Trustee's envelopes. A few punch list items were fixed: the Tween area's wallpaper was bubbling, the Pantry key entry was not working, and punctuations on the Story Time Room wall were completed.

Librarian's Report

Administration sent an anonymous survey to all staff on March 10th asking for their input on the COVID-19 vaccine. The results will be available March 18th. This will help the library choose whether a voluntary or mandatory vaccine policy might be issued with Board approval.

Administration is in the middle of interviewing for the two open positions, HR Generalist and Information Technology Manager.

The library has contracted with HR Source to conduct the new Salary Schedule. This schedule was last done in 2016 by the same company. Assistant Library Director Adamowski is leading the Benchmarking Task Force to review and revise the current job descriptions in anticipation of the benchmarking study. Assistant Library Director Adamowski stated the task force met on March 3 and the library staff at all levels have been asked to review their job descriptions, as well as document their tasks throughout the day.

The library received the E-Rate monies in February.

On Thursday, April 29, the catalog will be upgraded from 6.0 to 6.7. The catalog, databases, OverDrive, along with Hoopla, will be down from approximately 6:00 A.M. to 3:00 P.M. The electronic resources are affected because Polaris provides library card authentication to access these resources. Patrons will be notified in advance. Trustee Healy asked for clarification about the OverDrive project within the Technical Services Board Report. Director Weimar stated OverDrive acquired RBDigital and since magazines are being imported as eaudiobooks, Technical Services Manager Wendy Xie has been working on this issue and separating the two types with their own formats and icons in the ILS system and PAC.

The 2021 Orland Park Mayoral Debate is scheduled at the library on Tuesday, March 23 at 7:00 P.M. This event will be moderated by Jon DePaolis of Richard Free Press and will be done on Zoom with a colleague of each candidate attending. Library Director Weimar and Assistant Library Director Adamowski will also attend. IT Assistant 2 Mark Ewasiuk will be on hand to troubleshoot any technology problems.

On March 3, Jason Ferrar, the TYCO technician purged the access card system. It was necessary to do so because the library had a power outage last year, which improperly shut down the system. This caused the history to corrupt and increase to a very large size. Jason has suggested that the library purge the system annually.

The UV lighting was installed on the library's two main air handlers on March 9 and 10. The project was completed one floor at a time and Maintenance Superintendent Steve Newman was very satisfied with the work of the ThermoSystems technicians. There are a total of 20 UV lights installed on both units, 10 each. They will need to be replaced annually at a cost of \$5000.

The Benchmarking Task Force met on March 3 to discuss the process of reviewing job descriptions. Finance Manager Ross Kimmey, Patron Services Manager Theresa Hildebrand, Adult Services Manager Katie Allan and Assistant Library Director Mary Adamowski met with the department managers to explain that they, along with their staff, need to review their job descriptions to see that their tasks and work match the description. Staff will also journal their tasks on a daily basis for two weeks, which will help with the process. The task force will meet at the end of the month to review any revisions that have been suggested. After the review the descriptions will be given to Kathryn O'Connor of HR Source who will then analyze them and readjust the pay grades, if necessary.

In 2007 then Director Sharon Wsol wrote a disaster plan that outlined the prevention of and response to emergencies that could affect the building and its collections. The plan was last updated in 2010. Adamowski recently restructured the plan and has included updates to key personnel, as well as emergency services and maintenance information. The draft plan will be reviewed by Mary Weimar and Steve Newman, and Adamowski hopes to have it to the board by the April meeting.

The library's recent renovation projected was highlighted in the March issue of the ILA Reporter.

Secretary McShane asked if backups were kept of the key card swipe history. Assistant Library Director Adamowski stated the backups were saved. Treasurer McMillan asked about the attendance statistics. Adamowski stated the library is just under 500 patrons daily vs. 1300 during a normal past period.

McMillan asked about the Dr. Seuss book controversy. Library Director Weimar stated the six related books are stored in Youth Services due to concern of them being stolen. The library does not take a position on these titles and they are still in the collection. The Youth Services collection, in particular picture books and junior fiction, is currently undergoing a diversity audit. The audit will give the YS staff hard numbers as to how diverse the collection is. Youth Services Manager Smits reported that Youth Services staff members are currently working on two different diversity trainings. The first is Project READY, which primarily discusses diversity with a child focus. The second is the United Way Equity Challenge and will fulfill the corresponding action step in the Strategic Plan.

McMillan asked about the Job Fair in a Bag. Outreach Services Manager Kleiva stated her department has partnered with the Adult Services Department and Graphics to create a passive job fair in which job seekers will be able to pick up a bagged set of materials that were supplied by local colleges, trade schools, local businesses and non-profits. The organizations will also have an opportunity to sponsor the fair and have their logo imprinted on the bags that are handed out. Kleiva stated there will be three outdoor summer concerts and unadvertised live music in the lobby. McMillan asked if The Backyard could be utilized for concerts. Kleiva stated that with social distancing measures you couldn't fit many people in that space. Director Weimar stated some in-person IT programs will be coming soon. Trustee Healy asked if Zoom programs are recorded and able to be viewed after the fact. Adult Services Manager Allan thought that programs were being recorded and could be viewed after the live broadcast. Director Weimar said that YouTube shut down the library account due to copyright violation, however, Communications Manager Boyd appealed and the library's channel has been restored. Secretary McShane asked who submitted the DMCA claim. It is unknown who submitted

the claim or why the library account was taken down but Youth Services Manager Smits thought it could be an algorithm related to Nintendo and the usage of their music in the background. Trustee Healy appreciated how the virtual program views have been updated in the board reports. Trustee Lindbloom asked about any issues with the Take and Make activity kits. Smits said distribution had been really smooth and the children's kits are released at 4:00 p.m. and the Teen kits at 9:00 a.m. The Outreach Services Take and Makes will be distributed at the Adult Services Desk.

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 Organizational Chart. – For Action

Unfinished Business

President Leafblad motioned to approve the revision to the Organizational Chart. Trustee Lindbloom seconded.

Director Weimar stated the HR Generalist position was inadvertently left out and the four positions colored in green give a better outline of who they are to report to. The revisions illustrate a better workflow of the 40 positions within the library.

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

Acceptance of bid submitted by, and approval of contract with, Austin Tyler Construction, Inc. for Parking Lot Asphalt Removal and Resurfacing Project, in the amount of \$194,499.00 (plus any unforeseen necessary repairs per approved Change Order) and authorize execution of the Contract by the Library Director. – For Action

New Business

Treasurer McMillan motioned to accept the bid submitted by, and approval of contract with, Austin Tyler Construction, Inc. for Parking Lot Asphalt Removal and Resurfacing Project, in the amount of \$194,499.00 (plus any unforeseen necessary repairs per approved Change Order) and authorize execution of the Contract by the Library Director. Secretary McShane seconded.

Assistant Library Director stated that 13 paving companies attended the mandatory walk-through on February 22. 10 companies submitted their bids on March 1, with 3 companies submitting incomplete bid packages. There was a wide range of base bid pricing, as well as with the option pricing. Administration and Maintenance Superintendent Steve Newman met separately with representatives of two of the bidding companies to discuss the scope of the project. Adamowski called the references for both companies and both received excellent comments on their work. The library hopes to remain open during the entire project, but realistically may need to close for a day or two because of the smell of the asphalt coming into the building through the vents. Adamowski expressed her confidence that Austin Tyler, as the lowest responsible bidder, would do an excellent job and recommended the board approve the contract.

Treasurer McMillan asked about the timeline. Assistant Library Director Adamowski stated the approximate timeline would be May 1-15. McMillan asked why there was a \$50,000 difference between the lowest and highest bids. Adamowski stated the cost differences between the highest bidder and the lowest bidder was approximately \$56,000, and the cost for the sewer options were nearly \$2200 apart with the highest bidder having one of the lowest sewer option cost estimate. It seems the costs given would even out to become closer to each other upon project completion.

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

2021-2022 Strategic Plan Update – For Discussion

Assistant Library Director Adamowski stated since the plan was approved by the Board in November 2020, the staff has been working hard on completing the many goals of the plan. Adamowski highlighted areas of the plan that had been completed or are in the process of being worked on such as: the programming scheduled by Outreach Services staff for those caretakers assisting with family and friends with dementia; the successful Great Backyard Bird Count program; and, the update of the staff Safety Manual. The staff will continue to work diligently on the Strategic Plan goal and Adamowski will report again to the board in June.

Trustee Healy suggested the name of the Next Chapter book club be changed. Outreach Services Manager Kleiva said the Next Chapter is a globally-recognized organization so the library will need to use its name. Healy asked what items were being offered in the Library of Things. Director Weimar stated Roku, Nintendo mini consoles with pre-loaded games, VHS to DVD converters are currently available and sewing machines may be included soon. Adult Services Manager Allan is looking into how they can be utilized and market them. Treasurer McMillan asked if virtual tours were still being given. Director Weimar stated she separately gave the mayoral candidates, as well as Orland Township Supervisor Paul O’Grady an in-person tour of the library renovations. She also mentioned the IT department will start having individual tours of the new Tech Center soon. Treasurer McMillan asked about the library becoming a Passport agency. Director Weimar stated no new facilities are being created at this time.

Vice President Barcelona 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 – 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