

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 19, 2021

The meeting was officially called to order by Christian Barcelona, Vice President at 7:04 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; 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, Adult Services Manager; Jackie Boyd, Communications Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Trustee Lindbloom motioned to approve the March 15, 2021 minutes. Secretary McShane seconded.

**Minutes**

Trustee Healy asked if there was a draft of the disaster plan. Assistant Library Director Adamowski stated the draft is almost finished and it will be included on the May agenda.

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

Trustee Healy motioned to approve the March 29, 2021 Special Meeting minutes. Secretary McShane seconded.

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

Chris McClure from McClure and Inserra & Company

**Introduction of Visitors**

Chris McClure presented highlights from the 2020 audit of the library's financials. A brief overview of the independent auditor's report can be found on pages 1-2 stating the Library received a clean opinion in accordance with the Governmental Accounting Standards Board (GASB). Mr. McClure reviewed some highlights of the audited financial statements. He pointed out that Staff and Debt Service expenses have gone down significantly over that past year. Four staff retirements and a number of open positions were a large part of the Staff expenses being so low. Director Weimar asked why the amount stated for Public Information on page 4 was lower than the amount listed on page 30 of the report. Finance Manager Kimmey will look into the account groupings. Mr. McClure remarked it was good the renovation money could be paid out of the general fund and that the special reserve fund had 80% of a year's typical expenses in it. Mr. McClure reviewed the Revenue and Expense by fund breakdown on page 8 and noted that IMRF dollars reduced by \$73,113. Treasurer McMillan asked if there were any unfunded pensions. Mr. McClure answered by saying the library is paying what IMRF

is asking the library to pay and that the Single Discount Rate of 7.25% was used to measure the total pension liability. Finance Manager Kimmey stated on page 18 it shows a breakdown of asset classes and the long-term expected real rate of returns. Mr. McClure highlighted there were only two years of debt service left to pay off the General Obligation Bonds. Secretary McShane mentioned there was only \$177,647 remaining on the renovation contract, referring to page 23. Treasurer McMillan said the balance sheet was strong. The trustees thanked Mr. McClure for presenting the 2020 audit.

None

**Public Comment**

None

**Executive Session**

Treasurer McMillan motioned to accept the payment of bills listing from 3/16/2021-4/19/2021. Secretary McShane seconded.

**Payment of Bills**

Treasurer McMillan asked if there were any remaining punch-list items. Director Weimar will cover this topic in her Librarian's Report. He also verified that there was approximately \$90,000 remaining in the renovation contingency fund. Trustee Healy inquired about the switchover to Overdrive for periodicals. Adult Services Manager Allan stated since Overdrive had acquired RBdigital the library is paying less for Overdrive titles. She continued that Overdrive has 10 times more selections than RBdigital did because it includes magazines from around the world in addition to the domestically published ones. Trustee Healy asked about Brainfuse. Adult Services Manager Allan stated Brainfuse is an online tutoring service that features live help on a wide range of areas including job searching and resume review and writing. Communications Manager Boyd mentioned Brainfuse is being featured on the library's new online resources page, which is going live April 20 on the website.

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

Trustee Lindbloom motioned to accept the Treasurer's Report for March 2021. Secretary McShane seconded.

**Treasurer's Report**

Treasurer McMillan asked about the Life/Health Insurance budget. Finance Manager Kimmey stated there are some new employees starting soon but the savings should continue. McMillan suggested the Building and Custodial Supplies budget should be adjusted as PPE expenses normalize. Assistant Library Director Adamowski stated the parking lot repairs expense has been accounted for and will be less than the budgeted amount.

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

In regards to the renovation, the pantry door was fixed by Sound, Inc. The In-Between wallpaper that was bubbling in some of the corners was re-adhered. The laminate from the junior desk in the Children's Library was removed as it had developed a stress crack; it will be reinstalled later this week. The pavers for The Backyard which are to replace the mulch so it will be ADA accessible were ordered and should be installed in the next two weeks. These pavers are able to be engraved and can be used for a future fundraising initiative. The vinyl silhouettes will be installed on the wall in the back staircase tomorrow. Room 104 door metal panels are scheduled to be painted a wood color tone.

**Librarian's Report**

The CDC has issued a recent study saying "Findings of these studies suggest that the risk of SARS-

CoV-2 infection via the fomite transmission route is low, and generally less than 1 in 10,000, which means that each contact with a contaminated surface has less than a 1 in 10,000.” Therefore, the library has ceased any quarantining of materials and staff recently stopped their additional hourly cleaning schedule and will clean as necessary.

The new Information Technology Manager, Joshua Degner, begins April 30. HR Generalist Jill Boreham begins on April 22.

The Library will need to complete more paperwork to continue e-Rate funding. Administration will be meeting with the consultant hired to see what steps are necessary to continue this funding. The Cook County Ethics Statements are due by May 1.

Information Clerk Chris Schultz, finished the spring paver order which should be installed before Memorial Day. Plaques were engraved and installed for any recent donations made.

On April 29 the catalog will be upgraded from version 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. Technical Services Manager Xie stated training and production servers will be available April 29 and that along with herself, Web Developer Lina Elzahdan, IT 2’s and CTC will be working on the upgrade. Trustee Healy asked if there had been any issues with printing with the upgrades. Xie has not experienced any issues printing.

Director Weimar distributed a DRAFT revision to the Library Board’s Bylaws. This policy should be on May’s agenda. The Home Delivery Service brochure is in your envelope, as the Home Delivery Policy was revised two months ago. Community Engagement Manager Sarah Kleiva says that home delivery service has picked up quite a bit to individuals and facilities (even though only 4 out of 9 are accepting deliveries). Treasurer McMillan asked why the facilities were not accepting deliveries. Director Weimar stated nursing homes are private groups that were hit the hardest by the pandemic and won’t be back to normal until at least the fall. Kleiva stated the high turnover in program directors at nursing homes also has had a negative effect on deliveries.

Zone 5 (directors from surrounding libraries) met on Friday for their first in-person networking meeting since February, 2020. They were very happy with the space and asked if we could host in May. The Orland Park Area Chamber of Commerce will be having their Board meeting at the Library on Wednesday, April 21 at 8:00 A.M. They have inquired if they could meet here the rest of the year as their space is still inadequate based on the occupancy numbers in Illinois. Treasurer McMillan stated the Orland Park Area Chamber of Commerce wanted to do in person meetings and they wanted to get out into the community. The other board members liked the idea of the meetings being held at the library.

B & R Irrigation came in early April to do a routine spring season check of the sprinkler system. They fixed broken spray heads, as well as 2 small mainline leaks. The system will remain pressurized in the event that a sprinkler line is hit during the upcoming parking lot project, Maintenance Superintendent Steve Newman will be able to pinpoint the leak right away.

The library contracted with Soil and Material Consultants Inc. to do an environmental soil analysis of the parking lot before the project begins. The analysis was completed on Thursday, April 15 and the results should be back within 5-7 business days from the sampling.

Tony Wellner of Austin Tyler Paving Co. contacted the library to say he and his crew could possibly begin the project on Monday, April 26. He also said his crew will adjust the grading and asphaltting of certain parts of the parking lot so curb work will not be necessary.

Monarch Electric adjusted the wiring on the UV lighting timers so the lights will not be running when the air handlers are off. This will save money on the library’s electric bill.

The Village came to inspect the library’s two elevators last week, and failed us because the library was not under contract with an elevator company for maintenance. The library has signed a maintenance contract with Colley Elevator at an annual cost of \$1,960 for both elevators. This is a significantly

lower cost than what the library had been paying Schindler. The attorney vetted the contract and numerous libraries have Colley under contract and are very happy with their service and response time.

Anthony Roofing replaced the sheet metal along the clerestory windows on April 14 and 15. This was the area in which the library had many leaks during the heavy rains in March.

As of May 1, the library has instructed Neviol Cleaning Services to stop the additional disinfecting services. The cost was an additional \$2,250 per month. The staff is very appreciative of the time and effort Olga and her staff have done in helping to keep the library a safe, clean and welcoming building. The library will contract with Neviol on an “as needed” basis.

The Village has contacted the library to see if staff would like to participate in the upcoming Market at the Park events from June 3-August 19. It will be discussed at this week’s Management Team to see which staff would be interested in representing the library at this popular summertime event. The Village mentioned they would like to see the library feature the spheros robots once again which were a big hit with the children.

The Friends of the Orland Park Public Library generously donated \$5000 to be used to purchase incentives for the upcoming summer reading challenge *Reading Colors Your World*.

Treasurer McMillan asked about Market in The Park ideas. Assistant Director Adamowski stated the Sphero electronic toys were very popular so they would be brought again, along with other various Take ‘n Make crafts. The library will also soon have a prop sign stand that says, “The Librarian is In” in which people can come up and ask questions of a librarian. Community Engagement Manager Kleiva said she had a lot of left over items with the library logo on it that could be given out. Youth Services Manager Smits mentioned that with the generous donated monies from the Friends, mini gumball machines for kids and adults along with rainbow sack backpacks will be purchased as summer reading incentives. All items will feature the library logo. Smits stated she was not comfortable having the Summer Reading finish party this year due to COVID-19.

No report at this time.

**Other Staff Reports**

a. Donor Wall – For Discussion

**Building and Maintenance**

Director Weimar stated that Wight & Co. architect Lisa Schmidt was disappointed with the mock-up done by the subcontractor and that it might be a 20 day turn around waiting period for another version. Director Weimar requested that this timeline be shortened.

b. Dedication Plaque – For Discussion

Director Weimar provided renderings of the plaques to the trustees. The renderings featured an etched picture of The Backyard and an aerial overhead view picture provided by the Darwin drone. Trustees were asked if they could verify the correct name for the plaque.

No report at this time.

**Finance**

Recommendation(s) to the Board of Library Trustees for approval of the revision of B 7 Collection Development Policy – For Discussion

**Service & Policy**

Director Weimar stated the black type is the original from 2019 and the red type were edits from attorney Ken Friker of Klein Thorpe and Jenkins. The Service and Policy committee met earlier this evening at 6:00 p.m. and recommends a few revisions to this policy.

Recommendation(s) to the Board of Library Trustees for approval of the review of B 7.4 Request for Reconsideration of Library Materials – For Discussion

Director Weimar stated that the Service and Policy committee reviewed the policy and there were no revisions. Only Orland Park residents can fill out a request form and there have been no submissions in over two years.

Recommendation(s) to the Board of Library Trustees for approval of the Revision to B 9 Circulation Policy – For Discussion

Director Weimar stated the Service and Policy Committee suggested a few minor changes. A discussion was held about the library going fine free on June 1. Library Director Weimar stated that in the past the library has generated significant amounts in fine revenues. At this time Weimar feels the library can absorb a loss in revenue in the fines budget line due to the overall healthy budget. The majority of the library materials will be fine free but there will be some materials that will incur fines such as Interlibrary Loan materials, Lucky Day items, technology items such as Rokus and Hot Spots, as well as the Family and Friends CPR kits. If a patron has an item on their account that is 7 days overdue, a block will be placed on their account which will stop them from checking out materials, including e-resources, as well as using the patron computers. Treasurer McMillan agreed that fine free seemed to be a trend. Secretary McShane agreed that fines incurred by patrons can be financially difficult and some may not want to use the library in the future. 17% of borrowers are reciprocal and are used to a fine-free policy since most of the surrounding libraries do not issue fines on their materials. Adult patrons (age 18 and older) may now grant the Library permission to associate their account to the account of other family members. This allows parents to manage their children's accounts as far as number of items checked out and due dates. It also restricts family members using each other's library cards.

Recommendation to the Board of Library Trustees for approval to repeal B 9.1 Non-Resident Cards Policy – For Discussion

Director Weimar stated Attorney Ken Friker of Klein Thorpe and Jenkins said this policy can be repealed since it is redundant. The information is currently in the Circulation Policy.

Recommendation(s) to the Board of Library Trustees for approval of the revisions B 9.2 Schedule of Fines – For Discussion

Director Weimar stated Assistant Library Director Adamowski recommended the CPR Dummies should be changed to be Family and Friends CPR kits and that the Schedule of Fines information will be reformatted to be more easily readable. The policy title will also be changed to be B 9.2 Schedule of Loan Periods and Fines.

Recommendation (s) to the Board of Library Trustees for approval of the revision to A 12 Operations of Library-Owned Vehicles and Use of Private Vehicles for Library Business Policy – For Discussion

Director Weimar stated Attorney Ken Friker of Klein Thorpe and Jenkins wished to have included Resolution 2016-07 Resolution for Reimbursement of Travel, Meals and Lodging Expenses and Appendix H of the Employee Handbook for transparency.

Recommendation (s) to the Board of Library Trustees for approval of A 21 Voluntary COVID-19 Vaccination Policy – For Discussion

Through an anonymous staff survey, Director Weimar stated 78% of staff answered that they have received the COVID-19 vaccine or plan on getting vaccinated. Staff may receive up to two hours of paid leave to receive the required dosage of each vaccine. Knowing that not all employees will react favorably to the vaccine, the library will provide paid leave time to recover from the vaccine on an individual basis. Treasurer McMillan asked if it would even be possible according to Klein Thorpe and Jenkins to make the vaccination policy mandatory. Director Weimar stated religious beliefs and health issues and concerns need to always be accommodated. She also mentioned the voluntary policy has been vetted by the attorney. The COVID-19 task force has been diligent in sharing fact-based information with staff concerning vaccinations so as to dispel any misinformation or rumors. Treasurer McMillan mentioned some statistics he has recently read concerning the various vaccines, and he stated he was in favor of keeping the policy voluntary.

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 hiring of Mary G. Adamowski as the new Library Director of the Orland Park Public Library to begin on June 24, 2021 at an annual salary of \$120,000 - For Action

**Unfinished  
Business**

Trustee Healy motioned to approve the hiring of Mary G. Adamowski as the new Library Director of the Orland Park Public Library to begin on June 24, 2021 at an annual salary of \$120,000. Trustee Lindbloom seconded.

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

Approval of the HUB International Midwest West Commercial Insurance Proposal for May 1, 2021 through May 1, 2022 in the amount \$73,544 - For Action

**New Business**

Treasurer McMillan motioned to approve the HUB International Midwest West Commercial Insurance Package for May 1, 2020 through May 1, 2021 in the amount of 73,544. Secretary McShane seconded. Finance Manager Kimmey reviewed the HUB Premium Summary sheet, which showed a comparison of the percentage increase for the upcoming May 1 renewal. There will be an overall 6% increase, which is good considering the current business insurance market. Director Weimar pointed out another consortium serving libraries showed some libraries had a 33% increase in premium costs. Secretary McShane suggested increasing the Cyber Liability coverage to 3 million dollars from 2 million dollars due to ransomware issues becoming more common, especially among libraries. Finance Manager Kimmey agreed, particularly since there was only a 4% increase in the renewal rate of Cyber Liability,

and he will look into increasing the coverage to 3 million dollars. Finance Manager Kimmey also mentioned the liability lines are the ones that are getting hit the most due to a hardening insurance market.

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

Accept the 2020 Orland Park Public Library Audit by McClure, Inserra & Company and the Actuarial Report by Lauterbach & Amen, LLP – For Action

Trustee Healy motioned to accept the 2020 Orland Park Public Library Audit by McClure Inserra & Company and the Actuarial Report by Lauterbach & Amen, LLP. Secretary McShane seconded.

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

Approval of the Revision of B. 7 Collection Development Policy – For Action.

Treasurer McMillan motioned to approve the Revision of the B. 7 Collection Development Policy. Secretary McShane seconded.

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

Approval of the Review of B 7.4 Request for Reconsideration of Library Materials – For Action

Secretary McShane motioned to approve review of B 7.4 Request for Reconsideration of Library Materials. Trustee Lindbloom seconded.

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

Approval of the Revision of B 9 Circulation Policy and repeal B 9.1 Non-Resident Cards Policy – For Action

Treasurer McMillan motioned to approve the Revision of B 9 Circulation Policy and repeal B 9.1 Non-Resident Cards Policy. Trustee Healy seconded.

The policy is being repealed due to redundancy.

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

Approval of the Revision of B 9.2 Schedule of Fines – For Action

Secretary McShane motioned to approve the Revision of B 9.2 Schedule of Fines. Trustee Lindbloom seconded.

The name of the policy will now be, B 9.2 Schedule of Loan Periods and Fines and was approved as amended.

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

Approval of the Revisions of A 12 Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business Policy – For Action

Secretary McShane motioned to approve the Revisions of A 12 Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business Policy. Trustee Lindbloom seconded.

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

Approval of A 21 Voluntary COVID-19 Vaccination Policy – For Action

Treasurer McMillan motioned to approve A 21 Voluntary COVID-19 Vaccination Policy. Secretary McShane seconded.

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



Vice President Barcelona acknowledged Maintenance Superintendent Steve Newman for reaching the 15-year anniversary milestone. Director Weimar congratulated President Leafblad and Vice President Barcelona on their recent reelection as Library Trustees. Trustee Healy asked about the correspondence from Mohammed Jaber. Director Weimar stated she answered Mohammed Jaber, informing him that the library recognizes many significant culturally related celebrations through library programming and displays. Mr. Jaber was given the contact information of the managers for any suggestions he might have and he was appreciative with Director Weimar's response.

**Announcements**

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

**Adjournment**

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

The meeting was adjourned at 8:49 p.m.

Charles McShane  
Secretary

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

Minutes prepared by Aaron Peterson