

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 17, 2021

The meeting was officially called to order by Joanna Leafblad, President at 7:00 p.m.

Call To Order

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

Roll Call

Members absent:

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; Jill Boreham, HR Generalist; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager

Swearing in of new Board Members – For Action

Secretary McShane administered the oath and swore in Joanna Leafblad as library trustee.

Secretary McShane administered the oath and swore in Christian Barcelona as library trustee.

Election of Officers – For action

Trustee Healy suggested every board member should hold the position of Treasurer at some point in their tenure as library trustee.

Trustee Healy and Vice President Barcelona nominated President Leafblad for the position of President. No other nominations were offered. President Leafblad accepted the nomination for President. No further discussion. A roll call vote as follows: Leafblad – Leafblad; Barcelona – Leafblad; Healy – Leafblad; Kleis – Leafblad; Lindbloom – Leafblad; McMillan – Leafblad; McShane – Leafblad.

Trustee Lindbloom and Trustee Kleis nominated President Barcelona for the position of Vice President. Vice President Barcelona accepted the nomination for Vice President. No further discussion. A roll call vote as follows: Leafblad – Barcelona; Barcelona – Barcelona; Healy – Barcelona; Kleis – Barcelona; Lindbloom – Barcelona; McMillan – Barcelona; McShane – Barcelona.

Trustee Lindbloom and President Leafblad nominated Treasurer McMillan for the position of Treasurer. Treasurer McMillan accepted the nomination for Treasurer. No further discussion. A roll call vote as follows: Leafblad – McMillan; Barcelona – McMillan; Healy – McMillan; Kleis – McMillan; Lindbloom – McMillan; McMillan – McMillan; McShane – McMillan.

Trustee Lindbloom and Treasurer McMillan nominated Secretary McShane for the position of Secretary. Secretary McShane accepted the nomination for Secretary. No further discussion. A roll call vote as follows: Leafblad – McShane; Barcelona – McShane; Healy – McShane; Kleis – McShane; Lindbloom – McShane; McMillan – McShane; McShane – McShane.

President Leafblad re-elected President.

Vice President Barcelona re-elected Vice President.

Treasurer McMillan re-elected Treasurer.

Secretary McShane re-elected Secretary.

Secretary McShane motioned to approve the April 19, 2021 minutes. Vice President Barcelona seconded.

Minutes

Treasurer McMillan asked Assistant Library Director if she would discuss the parking lot soil analysis in her report. Adamowski stated she would discuss it in her upcoming report. No further 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

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 4/20/2021-5/17/2021. Secretary McShane seconded.

Payment of Bills

Trustee Healy questioned the payment to Aishling Companion Home Care, Inc. Community Engagement Manager Kleiva stated Aishling Dalton Kelly is providing a six-part program series on dementia and confirmed the library will own the videos, enabling future use. Treasurer McMillan asked if the punch list was close to being finished and if there should be a grand opening event. Director Weimar stated the Junior desk laminate replacement, and donor wall were incomplete. Director Weimar stated the last piece of the renovation is the dedication plaque and since it won't be done until July the earliest a grand opening could be considered would be early fall. McMillan asked about the payment to Grasso Graphics. Director Weimar stated the newsletter was recently printed. Trustee Healy asked about the payment to Rivistas Subscription Services. Adult Services Manager Allan stated Rivistas is the company in which the library orders magazines that are not available through Ebsco. Healy asked if the payment to HR Source was the annual fee. Director Weimar confirmed that it was the annual fee. Healy felt the payment to attorney Klein Thorpe and Jenkins was high. Director Weimar stated several contracts and policies were recently reviewed. McMillan asked about the payment to Neviol and what the amount will be going forward. Assistant Library Director Adamowski stated the normal monthly amount for Neviol will be \$6,810 going forward.

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

Treasurer McMillan motioned to accept the Treasurer's Report for April 2021. Vice President Barcelona seconded.

Treasurer's Report

Treasurer McMillan asked about the Security System expenses. Assistant Library Director Adamowski stated there were two new wireless panic buttons installed, as well as the installation of a new motion sensor in the Multipurpose Room. Adamowski is considering changing security companies due to the continuous lack of customer service the library has received from Johnson Controls. McMillan asked about the Public Information expenses. Finance Manager Kimmey stated the Newsletter costs were included and would have an effect on the Postage expenses as well for April.

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

Director Weimar introduced HR Generalist Jill Boreham and IT Manager Joshua Degner, and asked them to tell the trustees about themselves.

The E-Rate funding paperwork is now complete along with all of the Ethics Statements for Library personnel and Board members.

Many government agencies received notification from the State's Attorney's Office regarding a tax objection complaint filed involving Taxing Years 2011 through 2014 from A J Moore Associate, et al. and A S Gas Station et al. This is currently in the hands of Klein Thorpe and Jenkins with whom we have an IGA for tax appeals/tax objections.

The Illinois House and Senate have both approved bills that would make Juneteenth the 13th official state holiday in Illinois. The specific date is June 19th. The history of the Library is that we don't necessarily close on State holidays (Martin L. King, Casimir Pulaski, Lincoln's Birthday, President's Day, Columbus Day, etc.) President Leafblad thought the library should remain open so anyone who now had the day off would be able to visit the library.

Director Weimar and Assistant Library Director Adamowski will attend the State of the Village address on May 25 at the Civic Center.

The result of the Public Survey showed our Library has been doing a good job of handling the COVID-19 pandemic. The in-person programming statistic was divided showing that 45% will be ready in a few months (with masks and social distancing still being considered), 37% are ready and 10% definitely not ready. President Leafblad suggested the library recommend, instead of require, face coverings. Treasurer McMillan stated that some large companies have removed their mask requirements; however, some people will always continue to wear a mask. Secretary McShane said it is important to have a clear start date so staff can personally prepare for patrons entering without masks. Trustee Lindboom mentioned that children 12 years of age and younger still are not approved to get the vaccine and wondered how contact tracing could even be enforced at the library. Treasurer McMillan said if masks were mandatory it may deter patrons from visiting. President Leafblad said that thinking can go both ways. Adult Services Manager Allan said over the past weekend there was 100% compliance with patrons wearing masks. Patron Services Manager Hildebrand mentioned there have been calls inquiring if masks were required. Trustee Lindbloom thought it was too early to move to no masks yet, especially since the In-Person Programming patron survey results did not justify it since only 37% of respondents were ready for in-person programming. It was decided that masks are recommended for vaccinated and required for unvaccinated patrons.

The Library is reopening meeting rooms to the public beginning July 1. At this time, the large meeting room will be open for bookings, the Multipurpose Room will be used for committee meetings and smaller outside group meetings such as local government agencies, book clubs and girl/boy scout troop meeting.

Soil & Materials Consultants completed the soil testing, in preparation for the parking lot project. The results showed the two soil samples contained elevated levels of chromium in them. Based on the results, soil from the project area can be managed at a permitted USFO (Uncontaminated Soil Fill Operations) or CCDD (Clean Construction & Demolition Debris) facility.

The parking lot project was to have started today, but there was an equipment shortage so it was moved to Tuesday. Due to the prediction of rain tomorrow, the project is slated to now begin on Wednesday. Steve and the project supervisor met to discuss the areas that will closed off first to the patrons and staff. Information has been posted on the website and will be updated as the project progresses.

Maintenance Superintendent Steve Newman and Assistant Library Director Adamowski met with Wingren Landscaping to discuss the planting of new perennials in the plaza area of the library. Ground-cover geraniums and catmint are two of the plantings being used. Fresh ground stone will also be placed on the squares further west and Wingren promises the area will have a garden-fresh look.

All of the PICs (Person-in-Charge), as well as additional staff, completed CPR/AED training on May 6

& 7. Chris Smith and Bob Palermo of the Orland Fire Protection District gave the training. Training is offered to the staff every other year and it is mandatory for all PICs.

The signup for staff volunteers for Market at the Park is going well. The Market is a 10-week event and so far 10 staff members have signed up to man the booth. Youth Services Manager Brandi Smits has chosen some crafts for the weekly Take 'n Make crafts for the little ones, which is always popular. Other giveaways items publicizing the library's programs and services are also being explored. Adamowski has asked managers to put the word out to their staff again so they can come out to represent the library.

Just a reminder the ATLAS Trustee workshop is coming up this Saturday, May 22 at OPPL. The workshop will feature a mock board meeting, which was presented at ILA recently. Assistant Library Director Adamowski will be happy to register any trustee for the event. If you are not able to come in person or Zoom in, it will be recorded.

No report at this time.

Other Staff Reports

a. Donor Wall – For Discussion

Building and Maintenance

Director Weimar referred to the MDC Studio Digital Solutions handout illustrating the mockup rendering of the Donor Wall. Examples of the glass panels were shown so trustees have a better visualization of what will appear on the wall. The Donor Wall is set to be installed by the end of May.

b. Dedication Plaque – For Discussion

Director Weimar stated the Dedication Plaque was outside the purview of the Renovation Project and Wight's design proposal will only cover the design, not fabrication or installation. Lisa Schmidt received an estimate of approximately \$2,750 for fabrication but suggested that we assume \$5,000 as the design elements develop.

c. Acceptance of the Architectural Supplemental Services Proposal for the Orland Park Public Library Renovation Project Dedication Plaque Design and Documentation in the amount of \$7,000 by Wight and Company and authorize execution of the contract by the Library Director – For Action

Treasurer McMillan motioned to accept the Architectural Supplemental Services Proposal for the Orland Park Public Library Renovation Project Dedication Plaque Design and Documentation in the amount of \$7,000 by Wight and Company and authorize execution of the contract by the Library Director. 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

d. Update on the Renovation Project of the Orland Park Public Library – For Discussion

Director Weimar stated the large meeting room doors had been painted. The Youth Service Public Service Desk will have the laminate replaced again since it cracked and is being installed next week. The structural test has not been completed on the fencing around The Backyard which is delaying the opening. Pavers have been put in The Backyard to meet ADA requirements. Construction Manager George Gardner requested the library pay out of the contingency fund Airport Electric's bill for the

stanchions in the large meeting room, in the amount of \$1,970.37, which would help offset the extra cost for The Backyard paver installation. Treasurer McMillan was in favor. President Leafblad was fine with the payment unless it was for additional work. Trustee Healy confirmed the stanchions had been added on. The Trustees agreed to make the payment from the contingency.

No report at this time.

Finance

- a. Approval of Minutes of the April 19, 2021 Service and Policy Committee Meeting – For Action

Service & Policy

Trustee Healy motioned to approve the Minutes of the April 19, 2021 Service and Policy Committee meeting. Trustee Lindbloom 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

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**

None

**Unfinished
Business**

Approval of the Revisions to A 3 Bylaws of the Board of Library Trustees of the Orland Park Public Library, Aileen S. Andrew Memorial Library– For Action

New Business

Secretary McShane motioned to approve the Revisions to A 3 Bylaws of the Board of Library Trustees of the Orland Park Public Library, Aileen S. Andrew Memorial Library. Vice President Barcelona seconded.

Trustee Healy and Trustee Lindbloom both pointed out grammatical edits. Healy suggested putting in a summary sentence of the “Act” mentioned in Article IV Section 4. The “Act” is referring to the Illinois Local Library Act, Chapter 75 ILCS Act 5 of the Illinois Compiled Statutes mentioned on the first page in Section 1 Article I. President Leafblad read the Act aloud and it was decided not to put in a summary sentence. Healy asked if the exercise of power of eminent domain was correct (Article IV, Section 4, number 14). Director Weimar confirmed it was correct. Healy asked which local newspaper was being referred to. Director Weimar stated the Daily Southtown is emailed a copy of each

meeting's agenda. Director Weimar stated she added fiscal year verbiage and clarification as to who would run the meetings if some Trustees were absent. Trustee Kleis asked to put in the missing commas. The Governance and Organizational Structure Bylaws of the Board of Library Trustees were 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 to reimburse Treasurer Daniel McMillan the cost of \$50 for the Lake County Bar Association virtual seminar for trustees held on May 21, 2021 – For Action

Vice President Barcelona motioned to approve the reimbursement to Treasurer Daniel McMillan the cost of \$50 for the Lake County Bar Association virtual seminar for trustees held on May 21, 2021. Trustee Kleis 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 Library Market contract in the amount of \$4,000 for Library Calendar software license, training and implementation and \$2,500 for the annual cost and authorize execution of the Contract by the Library Director. – For Action

Secretary McShane motioned to approve the Library Market contract in the amount of \$4,000 for Library Calendar software license, training and implementation and \$2,500 for the annual cost and authorize execution of the Contract by the Library Director. Vice President Barcelona seconded.

Trustee Healy asked why ecommerce was excluded. Director Weimar stated since the library doesn't charge for programming, ecommerce wasn't necessary. Treasurer McMillan asked about the purpose. Director Weimar stated the library used to use Evanced software which was clunky and wasn't able to authenticate-Orland Park library card numbers through Polaris. Community Engagement Manager Kleiva said the waitlist feature for summer programing will be very useful for her department. She also mentioned the Library Market software is ADA compliant, fast and reliable and always adding new features. Youth Services Manager Smits stated the software will email patrons who frequently do not show up for a program a friendly reminder that it is important to notify the library if they cannot attend so other patrons may do so. Director Weimar mentioned the software also automatically sends program reminders to patrons. Smits added that since patrons will need to register for storytime sessions starting in the Fall, the software will be very useful. Secretary McShane asked if there was a text message notification option. Smits stated yes there was an option to enter in a phone number or email address.

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 B 17 Exam Proctoring Policy – For Action

Trustee McMillan motioned to approve B 17 Exam Proctoring Policy. Vice President Barcelona

seconded.

Trustee Healy questioned the fee of \$3.00 per examination for non-Orland Park Public Library cardholders. Director Weimar stated the fee aligns with the non-resident computer use fee of \$3.00.

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

Adoption of Resolution Number 2021–03 regarding the 2021 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

Vice President Barcelona motioned to adopt Resolution Number 2021-03 regarding the 2021 Annual Resolution Authorizing Public Library Non-Resident Cards. Secretary McShane seconded.

Director Weimar stated this is an annual resolution done every May allowing individuals who live beyond the jurisdictional boundaries of the Orland Park Public Library and who do not live within the boundaries of another public library to receive library service. The library uses the Tax Bill Method when determining the fee for a non-resident library card. Trustee Healy suggested a grammatical edit and 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

The Orland Park Public Library Disaster Plan – For Discussion

Assistant Library Director Adamowski stated the original Disaster Plan was written in 2007 and was last updated in 2010. The plan has been reformatted and unnecessary sections have been removed. Emergency evacuation information was added, along with the insurance appraisal. Adamowski acknowledged that Graphics Assistant Kristen Holdings updated the floor plan graphics to illustrate safety features, as well as designated areas on both the staff and patron sides of the building.

President Leafblad acknowledged Senior Administrative Coordinator Aaron Peterson for reaching the 5-year anniversary milestone, as well as all other staff members who celebrated May anniversary milestones. She also welcomed new staff members Jill Boreham – HR Generalist and Joshua Degner – IT Manager.

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

Motion passed. 7 ayes, 0 nays, 0 absent

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

Charles McShane

Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson