

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 21, 2021

The meeting was officially called to order by Joanna Leafblad, President at 7:07 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; Joshua Degner, IT Manager; Theresa Hildebrand, Patron Services Manager; Sarah Kleiva, Community Engagement Manager; Brandi Smits, Youth Services Manager; Wendy Xie, Technical Services Manager; Kristen Holding, Graphics Assistant

Treasurer McMillan motioned to approve the May 17, 2021 minutes. Trustee Kleis seconded.

Minutes

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

Andrew Masura

Introduction of Visitors

Director Weimar presented former Adult Services Manager Andrew Masura with a 30 year service award.

Andrew Masura thanked the board and library staff for his 30 year service award and tenure.

Public Comment

Secretary McShane motioned to move into closed session at 7:19 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 pending litigation affecting the library and to discuss the approval of closed session minutes and semi-annual review of minutes from prior closed sessions. Vice President Barcelona seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – aye; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Executive Session

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer McMillan motioned to resume regular session at 8:35 p.m. President Leafblad seconded. 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 payment of bills listing from 5/18/2021-6/21/2021. Secretary McShane seconded.

Payment of Bills

Trustee Healy asked about some new vendor names such as Barry Cloyd and Fun Express. Community Engagement Manager Kleiva stated there have been a few recent music performances lately and Barry Cloyd was one of them. Fun Express is the company which craft items for Market In The Park were ordered. Healy also asked about Johnson Controls Security Solutions. Assistant Director Adamowski stated all outstanding balances for recent service calls have been paid out to Johnson Controls and other companies are being looked at to possibly transfer to.

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 May 2021. Trustee Kleis seconded.

Treasurer’s Report

Treasurer McMillan asked about the Library Consultant expense budget. Director Weimar stated the Benchmarking analysis fees will be paid out of that account. Director Weimar stated quite a few lines are under budget. Finance Manager Kimmey confirmed the library is \$424,216 under the expense budget year to date. Kimmey also stated the Annual Treasurers Bond and report had been completed along with the Annual Worker’s Compensation audit. Steps are being taken to transition the financial accounts to reflect Assistant Library Director Adamowski taking over as Library Director. Trustee Healy asked if PTAB’s from 2011 were legitimate. Treasurer McMillan confirmed they are legitimate and requests can be submitted that far back. Finance Manager Kimmey confirmed the library is on track to receive most of its tax receipts again by year end.

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 library is asking staff who would like to go without a mask in the library at this time to submit proof of the FDA approved vaccine they were administered. Staff who submit this proof, receive an “I’m vaccinated” pin or bracelet to wear if they choose to do so or in case they are questioned by patrons.

Librarian’s Report

In-house programming has returned on a large scale. IT Manager Joshua Degner stated IT programs will now all be in person programs. Adult Services Manager Katie Allan stated book discussions will be in person with a Zoom element and that Bingo will be held in person. Community Engagement Manager Sarah Kleiva stated there will be numerous upcoming in person programs. Trustee Healy asked about an update on the Trivia program. Kleiva stated she is working with The Brass Tap to have them host the Trivia program.

Procedures have been written for using The Backyard. Youth Services Manager Brandi Smits stated since The Backyard had been open on June 8 there have been 50 visitors that looked at the new space. There have been two programs held outside in The Backyard area. Today was the busiest day in a while with 223 visitors. Summer Reading has kicked off and there are 585 kids, 139, teens and 325 adults signed up currently.

Fine Free started June 1st. Patron Services Manager Theresa Hildebrand stated patrons are very appreciative of the new fine free policy and are giving a lot of positive feedback.

Trustee Healy’s son, Bill, was a finalist for the Pulitzer Prize in “Audio Recording” for his podcast, “Somebody,” a “dogged and searing investigation of the murder of a young Black man in Chicago and the institutional indifference surrounding it,” said journalist Ray Hanania in The Reporter last Thursday.

Bill is a freelance journalist who produces StoryCorps for WBEZ and teaches documentary radio at Northwestern University's Medill School of Journalism.

Kathryn O'Connor met with Director Weimar, Assistant Library Director Adamowski and Finance Manager Kimmey regarding the benchmarking study for 2022. Because the 2021 LACONI Salary Survey, which had a due date of mid-April, hasn't been compiled yet, HR Source will not be able to give any solid numbers until late July, early August. A list of libraries that are comparable in budgets was given to HR Source to expedite the process.

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 meetings.

The parking lot project is nearly completed. Austin Tyler needs to paint the three speed bumps and remove the asphalt particles from the curbs. The company that was subcontracted to do the striping, incorrectly striped some of the lot's handicapped stalls. Tony Wellner from Austin Tyler confirmed the striping will be repaired and completed by Wednesday. Tony also reported that one sewer is in need of repair which the bid did include an option price of \$2950 per sewer. Wellner also stated the sewer work would be completed with no charge to the library.

The billing for Phase 2 was submitted to the library from Austin Tyler. The second phase did not require as much removal of unsuitable subgrade materials or undercuts as Phase 1. The final additional costs for Phase 2 amounted to \$140,653.48, which is \$96,000 lower than the proposed cost of \$236,000. All in all, the library will be \$14,869.52 under the allocated budget of \$350,000 for the project.

Wingren Landscaping planted perennials in the squares of the plaza, as well as adding fresh ground stone to the squares further west. Ground cover geraniums and catmint were the two plantings and the plaza has a fresh look that patrons will enjoy.

The job search for the Assistant Library Director has been posted on RAILS as of June 11 and will be closed June 25.

A photo was distributed to the Trustees of the almost completed Little Free Pantry that has been built by Cadette Troop 60049 which is based out of Tinley Park. The troop consists of five scouts with two of them completing the project. They are just finishing the painting of the structure, and then it will be placed in one of the far west squares of the plaza area. The library will have a plaque engraved so patrons know about the troop's generous donation. In the future, the library hopes to have staff and patrons donate non-perishable food items and other supplies to the pantry. I will also speak with Youth Services Manager Brandi Smits and Teen Librarian Erin Fixel to see if the teen volunteers would like to help gather supplies and restock the pantry.

Attendance at the Market at the Park is increasing each week, and patrons have stopped by to let us know how happy they are with the library and its upcoming programs. Many have stated they want to see more in person programming, which Management Team has discussed especially with the fall newsletter deadline approaching. Beginning last Thursday, staff handed out OPPL logo fans to those patrons who stopped by the booth and they were seen being utilized during the concert.

President Leafblad asked what happens if an adult wants to go to The Backyard. Youth Services Manager Smits stated there is signage that instructs patrons to stop at the Youth Services desk on the way to The Backyard to let staff know they will be visiting The Backyard.

No report at this time.

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

Director Weimar stated George Gardner sent the Village Public Works the documents that were provided to the Trustees. One of the documents states the structural integrity of the fencing is acceptable to code.

Other Staff Reports

Building and Maintenance

Patty King wrote a document that addresses the interpretation of the ADA code asked for by the Village regarding the ground surface in front of the water table; and the occupant load calculations document showing a 49 person occupancy. Wight and Co. will install a push bar on the existing gate either Wednesday or Thursday of this week. If occupancy is going to be over 50, code requires another exit to be created.

The Dedication Plaque is currently in the design phase and is outside of the scope of the renovation project. The renovation project has ended with \$81,190 remaining in the contingency fund.

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. Building on Our Commitment to You Brochure – For Discussion

**Capital
Campaign
Committee**

The brochure was reviewed by the trustees and Director Weimar asked if the Naming Rights and Gift Opportunities dollar amounts could be negotiable. Treasurer McMillan thought the amounts should be flexible if necessary to obtain a donation.

None

**Unfinished
Business**

Approval of the revision to B 8.1 Interlibrary Loan Policy – For Action

New Business

Trustee Kleis motioned to approve the revision to B 8.1 Interlibrary Loan Policy. Secretary McShane seconded.

Trustee Lindbloom asked if patrons were still responsible for fines. Director Weimar stated if an interlibrary loan material is from out of state, \$3.00 will be charged to the patrons account. This will hopefully reduce the amount of items requested by patrons who are not truly in need of them.

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 revisions to B. 8 Reference and Reader’ Advisory Service Policy – For Action

Trustee Kleis motioned to approve revisions to B. 8 Reference and Reader’ Advisory Service Policy. 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

Approval of the revisions to B 10 Program Attendance Policy – For Action

Trustee Kleis motioned to approve the revisions to B 10 Program Attendance Policy. Vice President Barcelona seconded.

Trustee Healy asked if all of the Youth Services programs are open to both Orland Park Public Library cardholders and non-cardholders. Youth Services Manager Smits confirmed that was correct.

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 No. 2021-05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Treasurer McMillan motioned to adopt Resolution No. 2021-05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection. Trustee Kleis seconded.

The resolution was approved as amended. 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

Approve the authorization of signatures for the Marquette Bank accounts – For Action

Treasurer McMillan motioned to approve the authorization of signatures for the Marquette Bank accounts. 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

Adoption of Resolution No. 2021-06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account – For Action

Treasurer McMillan motioned to adopt Resolution No. 2021- 06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account. Trustee Kleis seconded.

Director Weimar stated \$175,000 will be transferred from operational savings to the Special Reserve account. Finance Manager Kimmey stated the balance in the reserve account will then be over one million dollars.

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

2021-2022 Strategic Plan Update – For Discussion

Assistant Library Director Adamowski stated the staff has been working hard and have completed many goals of the plan. Adamowski highlighted areas of the plan that had been completed or are in the process of being worked on. The staff will continue to work diligently on the Strategic Plan goals.

Approval of the compensation for the Library Director –For Action

Treasurer McMillan motioned to approve the compensation for the Library Director. Secretary McShane seconded.

President Leafblad stated as a bonus for her career achievement work at the Orland Park Public Library and most recent leadership during the renovation project a \$8,000 bonus was suggested. Two of the seven trustees disagreed with this offering. The motion passed to reflect an \$8,000 bonus for Director Weimar.

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

Motion passed. 5 ayes, 2 nays, 0 absent

Adoption of Resolution No. 2021-07 Honoring Mary Kennedy Weimar for Service As a Library Staff Member and Library Director for the Orland Park Public Library 1996-2021 – For Action

Trustee Kleis motioned to adopt Resolution No. 2021-07 Honoring Mary Kennedy Weimar for Service As a Library Staff Member and Library Director for the Orland Park Public Library 1996-2021. Vice President Barcelona seconded.

President Leafblad read through Director Weimar’s accomplishments as stated on the resolution and presented her with a certificate and gift. Director Weimar gave a heartfelt thank you speech to the trustees and library staff.

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

President Leafblad acknowledged all staff with anniversary milestones and thanked Director Weimar and former Adult Services Manager Andrew Masura for their dedicated service. Treasurer McMillan stated the library is a better place because they were there.

Announcements

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

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 9:34 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson