

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 20, 2017

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

## Call To Order

Members present: Christian Barcelona, Joanna Leafblad, Elan Kleis, Nancy Healy, Dan McMillan, Charles McShane

## Roll Call

Members absent: Diane Jennings

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator

Trustee Healy motioned to approve the October 16, 2017 minutes. Vice President Leafblad seconded. Trustee Healy suggested to clarify Dennis on page 3 as Dennis of KT&J. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

## Minutes

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins  
Andy Masura, Head of Adult Services  
Kelly Cuci, Head of Outreach Services  
Brandi Smits, Head of Youth Services

## Introduction of Visitors

None.

## Public Comment

None.

## Executive Session

Vice President Leafblad moved to accept the Treasurer's Report for October 2017. President Barcelona seconded. Trustees Healy and McMillan inquired about Impact Fees and the effect it is having on this year's budget. Trustee McMillan also asked about the Gifts category and what monies are included in that category. Director Weimar explained that the Friends of the Orland Park Library donate a large portion twice a year to the Library. In June a check was given to the Library to be used toward prizes for the summer reading challenge. It is expected that another gift will be presented in December during one of the Library's holiday adult programs. Trustee McMillan commended Finance Manager Kimmey on the Interest Income that the Library is receiving. Finance Manager Kimmey stated that PMA looks at banks that offer higher interest rates that then benefit the Library. Director Weimar mentioned that Conference Fees line is over due to early registration payments for the 2018 PLA Conference which will be held in March, 2018.

## Treasurer's Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy moved to accept the payment of bills listing from 10/17/17-11/20/17. Vice President Leafblad seconded. Trustee McMillan inquired if the Commercial Carpet Consultants payment, as well as the Trane payment were the final ones. Assistant Library Director Adamowski confirmed those payments were final payments.

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

Motion passed. 6 ayes, 0 nays, 1 absent

IT Assistant 2 Dan Williams has developed Outlook email training classes for the staff. This is the first training in correlation to the Core Competencies for all staff. IT Assistant 2's Mark Ewasiuk and Dan will teach these classes and add more classes for staff as needed. IT needs to offer print release stations whereby patrons can pay for all print job including wireless ones. Presentations from two reputable companies were heard and the decision to go with Envisionware was made since part of our maintenance cost each year did include the print release software, and the library need only purchase the coin boxes and rent additional credit card readers. PCI Compliance is already done on the existing seven credit card readers. The cost of the coin boxes and stands will be taken out of 2017 funds and the remainder of the cost for the print release function will be done in 2018. This service should be available by late January. The Digital Services Manager job position was posted today. IT would like to investigate a new procedure for taking personal IDs at the IT desk. Collecting IDs becomes troublesome when patrons forget to retrieve their ID. The new computers for IT Commons and other public stations will be done in 2018.

## **Librarian's Report**

The Management Team will have their final meeting with the Management Association of Illinois human resources personnel on the new evaluation tool which will be introduced to the staff in 2018. The core and elective competencies were developed by the department heads and supervisors, as well as staff focus groups.

At this time new hire, Brandi Smits, Head of Youth Services, introduced herself and shared her background with the Board.

Trane installed the upgraded summit control system earlier this month. Steve Newman has been trained on the controls and now has access to the system via the Trane app that has been installed on his smart phone. This will allow him to monitor and adjust the HVAC system remotely.

As mentioned in last month's report, main areas of the first floor flooded due to the heavy rains the area experienced. In order to pinpoint the problem the Village was notified that this was a frequent occurrence and Steve asked them to check the sewer system to make sure it was clear of any debris. A blockage was found in the sewer line and it has been cleared. Hopefully this will solve the problem.

Due to the most recent flooding, some of the millwork in the Board Room, as well as the large meeting room and a section in Youth Services needs to be replaced because of mold. Cain Millwork has been contracted to complete the work during the first week of December.

In compliance with the Illinois Local Records Act the library had public documents shredded on November 13 by Shark Shredding. This statute requires local government to keep public records and outlines procedures in which the public bodies can destroy the records. This is done annually and includes digital records.

For the past several weeks staff and patrons noticed an intermittent crackling noise coming from the speakers in the ceiling of the lobby and meeting room corridor. Last week the noise became persistent and quite loud. Steve pinpointed the problem which turned out to be a defect in the paging amplifier.

A new unit has been ordered and will be installed upon delivery.

On the evenings of November 4th and 11th, Timco Flooring stripped and cleaned the Nurazzo flooring in the lobby, meeting room corridor, stairs and 2<sup>nd</sup> floor landing. After much research by Steve Newman the library hired Jet Stream Cleaning Service to apply a different sealer that the company highly recommended for the tile floor. Administration and Maintenance are very happy with the end result. Steve and his staff have reported that the floor is quite easy to maintain and the time to do so has been greatly reduced. The remaining balance owed to Commercial Carpets was paid on November 14 to Jeremy Watson.

The library will work with Jet Stream to clean and seal the rubber flooring in Youth Services. The rubber flooring has been difficult to maintain and Jet Stream has done a test cleaning on part of the floor with excellent results.

The library and its staff celebrated its wonderful volunteers at an appreciation luncheon on October 24. Many of the 32 volunteers were able to attend and they enjoyed good food and company. In appreciation of the work that the volunteers do each week, they received a lapel pin, as well as a certificate.

Trustee McMillan asked about the extent of water damage from last month's flooding. Library Director Weimar stated there was not enough damage for the Library to file an insurance claim.

No reports at this time.

**Other Staff Reports**

No reports 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**

None.

**Unfinished Business**

Library Director Weimar explained that the Library offers many literacy-based programs throughout the year including the annual Family Reading Night held each November, the 1000 Books before Kindergarten initiative, and the English Conversation for ESL Learners sessions. It was further stated that Orland Park has a strong literacy base, especially within the school districts. The staff have been made aware of the state library's initiative and will ensure the literacy newsletter be sent electronically to both trustees and staff.

Wingren Landscape three-year landscape management contract in the amount of \$9,275.88 for April 1, 2018 through November 30, 2018; in the amount of \$9,554.15 for April 1, 2019 through November 30, 2019; and in the amount of \$9,832.43 for April 1, 2020 through November 30, 2020 – For Action

Vice President Leafblad motioned to approve the Wingren Landscape three-year landscape management contract in the amount of \$9,275.88 for April 1, 2018 through November 30, 2018; in the amount of \$9,554.15 for April 1, 2019 through November 30, 2019; and in the amount of \$9,832.43 for April 1, 2020 through November 30, 2020. President Barcelona seconded.

Trustee McMillan asked for confirmation that the Library was going to take advantage of the 3% discount if payment is made by March 1, 2018. Assistant Library Director Adamowski confirmed the Library will make payment by March 1 so the discount will be applied. It was also stated that Wingren Landscape has contracted with the Library for 10 years and that the company does exemplary work and Superintendent of Maintenance Steve Newman finds it quite easy to work with the company. The Library received four additional quotes from landscape companies and the contract price range was wide. Trustee McShane asked about the Terms and Conditions of the Wingren contract in which it states that they have the right to increase their costs. Attorney Walsh stated that he was aware of the verbiage and indicated he had added term #13 in which the Library will have a 30-day window to cancel the service if need be.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470- For Action

Secretary Kleis motioned to approve the Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470. President Barcelona seconded.

Assistant Library Director Adamowski said BAL lowered their amount since the library has less carpet now but it needs to be cleaned more often since it is aging and is seeing more traffic. The library is happy with their work.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Engagement letter for the audit of the library's financial statements for the year ended December 31, 2017 from McClure Inserra in the amount of \$11,800 – For Action

Vice President Leafblad moved to approve the engagement letter for the audit of the library's financial statements for the year ended December 31, 2017 from McClure Inserra in the amount of \$11,800. Secretary Kleis seconded.

Trustee McMillan said the letter looked good. Finance Manager Kimmey mentioned they have a lot of specific experience with libraries. Library Director Weimar said they have been associated with the library for approximately 10 years.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the meal reimbursements for the Illinois Library Association Conference held October 10-12, 2017 for Erin Fixel in the amount of \$10.20; Becky McCormick in the amount of \$8.54; Wendy Xie in the amount of \$10.02; and Vanessa Fernandez in the amount of \$10.31 – For Action

Secretary Kleis moved to approve the meal reimbursements for the Illinois Library Association Conference held October 10-12, 2017 for Erin Fixel in the amount of \$10.20; Becky McCormick in the amount of \$8.54; Wendy Xie in the amount of \$10.02; and Vanessa Fernandez in the amount of \$10.31. Vice President Leafblad seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

## **Announcements**

Library Director Weimar highlighted the 2018 Board Meeting Dates and Schedule of Important Deadlines handouts that were included in each Board Member's packet. Trustee McMillan asked if McClure Inserra would be able to change issuing their report from May to April since the Annual Audit needs to be approved at that month's meeting. President Barcelona and Vice President Leafblad asked if the library was planning anything to honor the late Trustee Denis Ryan. Library Director Weimar said they are going to have a paver placed and purchase some books in his memory.

Vice President Leafblad moved to adjourn the meeting and it was seconded by Secretary Kleis.

## **Adjournment**

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:23 p.m.

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson

