

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 19, 2018

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

Call To Order

Members present: Christian Barcelona, Elan Kleis, Diane Jennings, Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent: Joanna Leafblad

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

Trustee Healy motioned to approve the January 15, 2018 minutes. Secretary Kleis seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; McMillan – aye, McShane – aye.

Minutes

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Andy Masura, Adult Services Manager
Kelly Cuci, Outreach Services Manager
Wendy Xie, Technical Services Manager
Theresa Hildebrand, Patron Services Manager
Brandi Smits, Youth Services Manager
Ian Lashbrook, Digital Services Manager

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Secretary Kleis moved to accept the Treasurer’s Report for January, 2018. Trustee McShane seconded. Trustee McMillan wanted to confirm the property taxes receivables and deferred income matched up with the levy. Finance Manager Kimmey confirmed yes and said the taxes receivables and deferred income will go away as the library receives tax receipts from the counties.

Treasurer’s Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer Jennings moved to accept the payment of bills listing from 1/16/18-2/15/18. President Barcelona seconded. Trustee Healy inquired as to why health insurance budget line was over by \$17,000. Finance Manager Kimmey said this was due to the library's contribution to the HSA staff accounts which is paid out in January. The contribution is contributed to the HSA accounts of those full-time staff who belong to the plan.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The new Digital Services Manager, Ian Lashbrook, introduced himself and mentioned he is excited to be planning some new technology based programs such as “Cable No More”, helping patrons find other options to view television programming. He also stated that he will be working on the security camera project which will entail installing cameras in the study rooms.

Librarian's Report

President Barcelona, Assistant Director Adamowski, Public Relations Manager Boyd and Director Weimar attended the Illinois Library Association's Legislative Meet-Up on February 16. Only a handful of legislators attended Friday's event. House Representative Margo McDermed, who is a great supporter of libraries, was in attendance. We were encouraged by her enthusiasm for public libraries. Legislation has been stalled due to the election and the consensus by those in attendance was that nothing will be done until after the November election. President Barcelona mentioned legislators would be busy until after the primary election in March. Assistant Director Adamowski, Public Relations Manager Boyd and Director Weimar will be attending the free Southwest Conference of Mayors Expo on March 10 along with President Barcelona. The library will be hosting a table to promote the library's services and programs. At the recent Zone 5 meeting, Director Weimar asked other area library directors to commit to this opportunity.

About forty staff members were able to view the RAILS webinar Sexual Harassment in Your Workplace on February 14. The webinar has been archived for a limited time and department managers were encouraged to make time for staff to view it. The In-Service Day in August will also discuss this topic.

Assistant Director Adamowski and Library Director Weimar attended the January Orland Chamber of Commerce meeting hosted at the Bridge Teen Center. The topic was on legislation affecting businesses. Besides health care costs, Net Neutrality was explained. The ILA Meet-Up on Friday also discussed net neutrality and the possibility of the state putting forth separate legislation of their own.

Patron Services Manager Hildebrand talked about how our circulation statistics showed a slight increase, but very noticeably are the stats for OverDrive and Hoopla. She confirmed there have been over 1000 more Overdrive checkouts in January 2018 vs 2017. Adult Services has been closely monitoring the patron holds list in OverDrive and have increased the number of copies for many titles. The library also increased the number of checkouts allowed in Hoopla resulting in over 600 additional Hoopla checkouts from last January. Outreach staff went to several schools and did a presentation on the library's NASA collection reaching about 150 students. Both the musical program “Cabaret” in the afternoon and the Clarence Goodman Showcase in the lobby on Friday were well-attended with over seventy for the afternoon program and over 100 for last Friday evening's musical showing. As always, historical programs are of big interest to the patrons, and over eighty patrons attended “The British Bulldog: Winston S. Churchill” on Valentine's Day. Despite the inclement weather over fifty parents ventured out on the Saturday after the big snowfall to attend the Preschool Fair. The Teen Service projects were very successful over the holidays. Teen Librarian Erin Fixel and her Teen Inc Service Club are collecting pop top tabs for the Ronald McDonald House Charities. The teen programs are being well-attended, a full house of ten for the first-ever Escape Room and another full-house on Friday of 20 participants making bath bombs.

Adult Services Manager Masura talked about the Blizzard of Books adult winter reading program which has registered of over 300 patrons so far with 184 having already finished the program. Masura also mentioned the February Blind Date with a Book ongoing program has been very well received by patrons.

For the last several months Administration has been in the process of onboarding new department managers. This is an ongoing process, and at the same time, the new evaluation tool is now in place. Managers and supervisors are meeting with their staff to discuss individual goals as they relate to their job descriptions and tasks. A mid-year review will be conducted by supervisors in early June, with the 2018 evaluations due by mid-August to keep on track with the budget cycle as the Board decides on 2019 salaries.

The Village of Orland Park filed an application for 2017 Real Estate Tax Exemption with the Cook County Board of Review on the parcel of land at 15430 West Avenue.

Outreach Services Manager Cuci gave an update on the digitizing of archival items project.

Thank you to Maintenance Superintendent Steve Newman, Maintenance Assistant Joe Ebert and Custodian Tom East for their excellent work in clearing the snow around the library during the recent snowfall on February 9th weekend. They shoveled and plowed the entrances to the building, parking spaces and sidewalks for easy access for patrons and staff when the building reopened on February 10. The riding snowplow's gearbox broke and the plow was nonoperational that weekend. The snow was handled using shovels and one snow blower. Steve ordered a new gearbox for the snowplow and is currently repairing it. Steve is also researching the cost for a larger snow blower to purchase for future snow removal.

Steve Newman will attend the Trane Tracer SC Operator Training class on February 20. The all-day session is intended to assist Steve in becoming more familiar with the operation and maintenance of the new system. The Tracer SC provides web-based details that can be retrieved through Steve's smartphone and offers him easy access to the building's HVAC schedule and operation.

Administration is in the process of choosing paint colors to be considered to paint the walls in Room 104. The library has recently introduced more color into its décor such as the lobby pillars, the study rooms in both Youth and Adult Services, as well as the staff offices. By painting the walls of Room 104 the library hopes to offer a more inviting look as patrons enter the room for the numerous programs offered.

The library will be offering CPR/AED training to PICs and staff on Sunday, March 4 at 10:00 a.m. The training is intended for all PICs whose two-year certification is expired and for interested staff members. Lt. Chris Smith of the Orland Fire Protection District will be presenting the hands-on session. A mandatory meeting for all PICs will immediately follow the CPR training.

No reports at this time.

Other Staff Reports

No reports at this time. Committee Chair Barcelona scheduled a meeting for March 5th at 7:00 p.m. Due to the PLA Conference, the March 19th regularly scheduled Board Meeting will be cancelled.

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**

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

New Business

Secretary Kleis motioned to approve the revisions to the Program Attendance Policy. Treasurer Jennings seconded.

As suggested by Youth Services Manager Smits the Winter and Summer reading programs will now be open to all patrons with a valid library card.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the travel expenses for Wendy Xie for the Innovative Users Group Conference to be held April 24 – 27, 2018 in Orlando, Florida in an amount not to exceed \$1,700 – For Action

Secretary Kleis motioned to approve the travel expenses for Wendy Xie for the Innovative Users Group Conference to be held April 24 – 27, 2018 in Orlando, Florida in an amount not to exceed \$1,700. Treasurer Jennings seconded.

Library Director Weimar stated the amount includes the pre-conference session, flight, hotel, shuttle bus and daily per diem.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the revisions to the Employee Handbook, including the Organizational Chart – For Action

Trustee McMillan motioned to approve as amended the revisions to the Employee Handbook, including the Organizational Chart. Secretary Kleis seconded.

Trustee Healy suggested adding an example for the full-time vacation section and making the unused vacation time a separate section. Trustee McMillan agreed. Trustee Healy would also like the Organizational Chart edited so it is clearer to see which employees report to whom. Trustee McMillan would like a version of the chart with employee names on it.

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

Motion passed. 6 ayes, 0 nays, 1 absent

2016-2017 Strategic Plan Review – For Discussion

Public Information Manager Boyd presented an overview of the 2016-2017 Strategic Plan, which has concluded.

Approval of the 2018 Strategic Plan – For Action

Secretary Kleis motioned to approve the 2018 Strategic Plan. Trustee McShane seconded.

Public Information Manager Boyd presented the 2018 Strategic Plan. The new Strategic Plan is meant to be an abbreviated plan, as it is for only one year. Further discussion of the facility improvements will affect 2019 Strategic Plan.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Director Weimar stated the Public Library Association Conference is March 19-24. Since the next regularly scheduled Board Meeting is scheduled for March 19 and Managers and a trustee will be attending the conference, it has been decided to cancel the March Board meeting.

Announcements

Secretary Kleis moved to adjourn the meeting and it was seconded by Trustee Healy.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:52 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson