

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 21, 2018

The meeting was officially called to order by Christian Barcelona, President at 7:02 p.m.

## Call To Order

Members present: Christian Barcelona, President; Joanna Leafblad, Vice President; Elan Kleis, Secretary; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee

## Roll Call

Members absent: Charles McShane, Trustee

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; 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

Trustee Healy moved to approve the April 16, 2018 minutes. Secretary Kleis seconded. Trustee McMillan questioned if the topic of hiring a Village Actuary had been resolved from last month's meeting. Trustee Healy stated there might be a penalty if the Library did not use an actuary service. Finance Manager Kimmey stated it might be beneficial for the Library to have a discussion with the Village's Finance staff concerning this topic.

## Minutes

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

## Executive Session

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

## Introduction of Visitors

None

## Public Comment

Treasurer Jennings moved to accept the Treasurer's Report for April 2018. Vice President Leafblad seconded. Trustee McMillan asked about the Life/Health Insurance and Building Maintenance budget line items and why we are so under budget. Director Weimar stated three full-time manager positions were open for several months last year which has attributed to the underspending. She agreed Administration will spend more time discussing particular line items and how the monies are determined at the July board meeting.

## Treasurer's Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Leafblad moved to accept the payment of bills listing from 4/17/18-5/21/18. Secretary Kleis seconded. Trustee Healy inquired about the Go Promotions payment. Public Information Manager Boyd stated monies were spent to purchase green fabric bags with library’s logo for marketing purposes. Public Information Manager Boyd confirmed \$7,000 was spent on the May—August newsletter. More copies of the newsletter were ordered saving on a separate printing of the Summer Reading Challenge brochure. The library newsletter has a new design which was created by Graphic Assistant Kristen Holding. The library has received many compliments on the new look.

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

Motion passed. 6 ayes, 0 nays, 1 absent

President Barcelona and Treasurer Jennings, along with Director Weimar attended the LACONI Trustee Banquet featuring EveryLibrary’s Executive Director, John Chrastka. Executive Director Chrastka's years of experience as a library trustee formed his role at EveryLibrary as the organization works to achieve its goal "to promote public, school, and college libraries, including ~~by~~ advocating in support of public funding for libraries and building public awareness of public funding initiatives." The evening's presentation was "*How People Listen Determines what Stories to Tell.*" Director Weimar referred to Executive Director Chrastka’s work with the recent Plainfield Public Library referendum and that it failed. Trustee Healy stated Plainfield recently built four new high schools and the taxes for those structures has put added strain on that community’s property taxes. President Barcelona and Trustee Jennings both agreed that Executive Director Chrastka was an interesting speaker. Trustees Healy, McMillan and McShane and Director Weimar attended the Annual Trustee Workshop: *Funding and Design for a Renovation or New Building Project*. Trustee Healy said she appreciated that our library conducted a capital needs assessment and this information was useful and could be compared with information at the workshop. Director Weimar said it is important to have the assessment done before beginning a renovation project.

**Librarian’s Report**

The Orland Park Area Chamber of Commerce’s meeting on May 17 featured the State of the Village address by Mayor Keith Pekau. Director Weimar said the Mayor’s address was well-received and he spoke of the challenges the Village is facing with the loss of several big box businesses at the Orland Square Mall.

Director Weimar mentioned she, President Barcelona, Trustee McMillan and Assistant Library Director Adamowski met with Mayor Pekau to discuss the Village’s letter stating they would no longer snow plow the library’s parking lot. After some discussion, it was said the Village would continue to investigate the costs associated with this service. Director Weimar said the Mayor was in the process of looking for a retail company to fill Carson’s vacancy. He asked if the library board might consider participating in a tax abatement incentive for an upscale retailer in this space. Vice President Leafblad mentioned if an abatement is for a finite amount of time it could be better than paying indefinitely for snow plowing. Director Weimar said the library is also a part of the Village’s health plan. She has had conversations with the Village’s Human Resource Department about the library’s health insurance coverage through the Village. It was mentioned the library’s insurance claims have impacted the plan the past few years and this expense is being researched by the Village. Administration has begun investigating other health insurance options. After discussion on snow removal, insurance and tax abatements, Trustee McMillan stated the library does not have enough information to make a decision on tax abatement. Attorney Walsh summed up the discussion as the library is conceptually accepting of

the Village's proposal to participate in the tax abatement proposal, but the library needs more information. Trustees inquired if participation of any abatement issued by the Village was binding for the library and Attorney Walsh stated the library is not bound to abate its taxes. Trustee McMillan mentioned Fed Managers recently recommended increasing real estate taxes by 1% to help solve the pension funding issue.

The April 2018 circulation statistics were up 6.5% from April 2017. Hoopla checkouts more than doubled, and OverDrive had almost 1,000 more checkouts. There has been good feedback from reciprocal borrowers on their ability to place holds. The Summer Reading Challenge at OPPL will host its kick-off on Saturday, June 2. The theme this year is *Reading Takes you Everywhere* and will go through July 31. Youth Services Manager Smits explained the various activities that will take place on the kick-off day from 10 a.m. - 2 p.m. Nova Quarter Horses of Mokena, carnival games, DIY tattoos, tech petting zoo, Mr. D's Magic Wagon and frozen yogurt from TruGurt were some of the planned activities. As an added feature of the Summer Reading Challenge the children and teens will participate in a Scavenger Hunt by visiting 15 local area business locations. Adults who complete the summer reading challenge will receive a green recycled notebook with pen. An end of the summer party will be held for babies, children and teens on Aug 11 at 6 p.m. Entertainment that night will include a movie, karaoke and pizza. Teens will have a Zombie Party as their entertainment.

Digital Services Manager Lashbrook talked about the new 3D printer located in Youth Services and Trustee Healy commented that it is prominently placed in the department. Trustee McMillan said marketing the library to 15 year olds is very important since they will hopefully return in 10 years from now with their family and still be users. This was in reference of information from the workshop Trustee McMillan attended on May 19.

The library received its 2017 Per Capita Grant funds in the amount of \$44,076.17. The Youth Services Department was awarded the Back to Books Grant in the amount of \$1,813. Youth Services Manager Smits wrote the grant and it is focused on the Illinois State Library's Read for a Lifetime initiative. Youth Services Manager Smits distributed information on the grant and explained how teens can read 4 books from the predetermined list of titles and the certificate they earn can be mentioned on their college applications. She also said there was an upcoming meeting scheduled with high school librarians with herself and Teen Librarian Erin Fixel. This grant allows the library to increase its partnership with the community since the books will be given to the students of High School District 230.

Library Trustees will be discussing Chapters 6-10 of the Trustee Fact File at the June board meeting as a requirement for the 2019 Per Capita Grant application.

Adult Services Reference Librarian Deborah Oedzes received a very nice handwritten letter from a patron commending her on the great service he received from her. The library appreciates hearing these nice comments from patrons.

Technical Services Manager Xie has been putting Marc records in Polaris for all periodicals. Trustee Healy thought it was great the library now has over 7,000 newspapers available online via ProQuest and EBSCO.

Outreach Services Manager Cuci gave an update on the digitizing of archival items project with 840 documents having been added to the library database.

On May 3, the Library experienced a power failure twice during the day, first at 8:15 a.m. and again in the early afternoon. It is believed to have been caused by moisture seeping into the building from an unknown source and tripping the main circuit breaker. Administration received assistance from the Village of Orland Park's Public Works Department, as well as Linear Electric to reset the breakers. The building opened at 9 a.m. to accommodate the many patrons waiting outside and business carried on as usual. There was ample sunlight throughout the building for patrons and staff to safely navigate and locate materials. The Graphics Department posted updates on the Library's social media outlets, as

well as sending out eBlasts to keep patrons informed. In anticipation of any future power failures, Maintenance Superintendent Newman is working with the IT Department, as well as Linear Electric to see if the bathrooms and various servers can be put on the Library's backup generator. The Mitel phone system has a one-hour backup system already installed and Schindler Elevator has been contacted about installing backup batteries in both the patron and staff elevators. Trane, who handles the library's HVAC system, serviced air handler unit #3 located in the basement because of blown fuses in the transformer. This was a direct result of the power failure. Trane was able to reset the transformer and there have been no further problems.

The AAON rooftop heater motor, which stopped functioning has been replaced by Steve. The unit handles the air temperature for Room 104. The AAON rooftop unit allows for energy efficient airflow and keeps the temperature comfortable and static.

Maintenance Superintendent Newman ordered a new aerator for the pond which will help circulate the water and improve the natural systems taking place underwater, as well as enhance the beauty of the pond. The Aquamaster aerator has a 1 Hp motor with a digital timer and its range is 11 feet high/8 feet wide. Steve hopes to have it delivered and installed by early June.

PACE Systems, the company that services the audiovisual equipment in Rooms 104, 105 and the YS story time room serviced the projector in Room 105 on May 17. The projector has an internal failure and is no longer functional; it cannot be repaired due to age. Currently if video needs to be shown in that room, the large screen TV on the moveable cart will meet the needs of the library. Ian is currently researching projection options for Room 104.

Maintenance discovered the RPZ backflow valve was broken. Aquamist replaced the 14-year-old O ring which was the cause of the problem.

The snow plows used during the winter to clear the snow caused several of the lawn sprinkler heads to be broken off. B & R Irrigation has replaced them and the system is ready to go when sprinkling of the Library's lawn becomes necessary.

The Village of Orland Park has agreed with the Library's location for the planned StoryWalk installation. The area will be just north of the old police station on Ravinia Avenue. The angled display frames with sleeve have been ordered through Barking Dog Exhibits and are expected to be shipped by May 28. The Library will purchase 12 10' wooden posts, as well as concrete to be used for installation. The Village's Parks & Grounds Department will handle the installation of the 24 posts. This has been a long-awaited collaboration between the Village and the Library and it is hoped the StoryWalk will debut in mid-June.

No reports at this time.

**Other Staff Reports**

No report 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**

Approval of the Orland Park Public Library Roofing Project proposal from Wight & Company in the amount of 9.5% of the actual project costs, but not less than \$27,000, plus reimbursable expenses – For Action

**Unfinished  
Business**

Vice President Leafblad moved to approve of the Orland Park Public Library Roofing Project proposal from Wight & Company in the amount of 9.5% of the actual project costs, but not less than \$27,000, plus reimbursable expenses. Secretary Kleis seconded.

Director Weimar said she received the proposal from Wight & Company and mentioned they would be in charge of the entire project, from the bid process to final inspections. Michael Barnes of Wight & Company is the original architect of the library. Barnes has access to the blueprints and drawings of the building, has great attention to detail and is genuinely interested in achieving a good outcome. The library worked with him on the 2013 lighting project which went smoothly. Trustee McMillan asked if 9.5% was in line comparatively. Finance Manger Kimmey said 7-10% is their typical range. Trustee McMillan said he was fine with Wight & Company. President Barcelona asked about the life expectancy of a membrane roof. Director Weimar said the expected lifespan of the current membrane roof was 20 years and it has lasted 14 years. Trustee McMillan said a 10-20 year warranty is standard. Director Weimar said she would inquire about the warranty of the new roof.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Orland Park Public Library Renovation Project Proposal from Wight & Company in the amount of \$69,900, plus reimbursable expenses at cost – For Action

Secretary Kleis motioned to approve the Orland Park Public Library Renovation Project Proposal from Wight & Company in the amount of \$69,900, plus reimbursable expenses at cost. Vice President Leafblad seconded.

Director Weimar indicated this would involve creating a master plan, getting focus groups together and interviewing staff, patrons, and stakeholders on renovation improvement ideas. The fee of \$69,900 does not include any reimbursable expenses, however, those expenses will be billed to the Library at cost. The approval of this motion would mean the library can start the process. Finance Manager Kimmey talked about how there are restrictions on how much the library is able to withdraw from our available funds, however, there is ample amount available in the operating funds as well as the special reserve fund. Director Weimar said it would take approximately 5 months to complete the Master Plan and the actual renovations should happen during 2019-2020. Trustee McMillan said he thought it was important to plan for the future.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Adoption of Resolution Number 2018–02 regarding the 2018 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

**New Business**

Secretary Kleis motioned to adopt Resolution Number 2018-02 regarding the 2018 Annual Resolution Authorizing Public Library Non-Resident Cards. Vice President Leafblad seconded.

Director Weimar explained to the board this is an annual resolution dealing with 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. The library uses the Tax Bill Method when determining the fee for a non-resident library card. Trustee Healy asked if patrons can use a credit card to pay for a library card if they do not live in the boundaries of the library's service area. Director Weimar said a credit card may be used.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

**Announcements**

Trustee 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 – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:59 p.m.

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson