

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 17, 2018

The meeting was officially called to order by Christian Barcelona, President at 7:01 p.m.

## Call To Order

Members present: Christian Barcelona, President; Joanna Leafblad, Vice President; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee; Charles McShane, Trustee

## Roll Call

Members absent: Elan Kleis, Secretary

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Stephanie Fordice, Public Information Manager; Kelly Cuci, Outreach Services Manager; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andy Masura, Adult Services Manager

Vice President Leafblad motioned to approve the November, 2018 minutes. Treasurer Jennings seconded. Trustee Healy asked for clarification as to the location of the Quiet Study space. Assistant Director did confirmed that is was in the northeast corner of the building. Trustee Healy also asked what would happen to funds if they were allocated for the renovation project in FY 2019 budget but not used due to the project possibly extending into 2020. Director Weimar stated those funds would be reallocated to the FY 2020 budget and by that time more funds may be accrued which could then be used for the project. Director Weimar will email a list of sponsors to Board Members as was mentioned last month.

## Minutes

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

Motion passed. 6 ayes, 0 nays, 1 absent

Michael C. Barnes, Architect  
Lisa Schmidt, Wight & Co.

## Introduction of Visitors

### Renovation Project Discussion

Architect Barnes talked about the steps that go into this type of project by referring to a handout showing the architectural service phases. It consists of three design phases, a construction documents phase, permitting and bidding phase followed lastly by the construction administration phase. The three design phases would include drawings and cost estimates along the way. Trustee McMillan wanted clarification between a General Contractor or 'GC' and a Construction Manager or 'CM' as well as if the guaranteed maximum price or 'GMAX' from Wight and Co. would be subject to change due to change orders. Architect Barnes said the GMAX would be subject to change due to change orders and Architect Schmidt said she will discuss GC vs. CM later in the presentation. Attorney Walsh wondered if the library wanted to have two separate agreements since there are two architects from two different firms working on the project. Architect Barnes would prefer two agreements. Vice President Leafblad agreed that since there are two separate architects there should be two separate contracts. Architect Barnes stated the two firms could work together. Barnes would be considered the Design Architect and Wight and Co. would be listed as the Architect on Record. The AOR seals the drawings and carries the

liability of the project. Architect Schmidt said all the drawings from Wight and Co will be quality controlled and they will not be responsible for the work of Architect Barnes. Architect Schmidt, while referring to the Design & Delivery handout, said when using the traditional design-bid-build method the project owner contracts separately with a designer and a contractor. Designers and general contractors have no contractual obligation to one another, and the owner bears all risk associated with the final cost of the project. The general contractor retains all savings on the project. In the separate construction manager approach, the project owner contracts separately with a designer and a construction manager. The CM enters at the Schematic Design phase and would oversee estimates and design milestones. The design and CM fees have no contractual obligation to one another. If the project comes in under the GMAX the CM typically shares a percentage of the savings. The final option is the integrated design and delivery approach which Wight and Company prefers. The project owner contracts with one firm for design and construction management of the project Design and CM fees are negotiated up front. Construction staff are involved early in the process and cost estimators are embedded early in the project to provide accurate cost information as design alternatives are considered. Scope reviews would be done to review the bids for each of the trades using the integrated method, however, with the traditional GC method you wouldn't bid out and would be obligated to take the lowest responsible bidder. The GMAX is guaranteed early in the process and Wight is at risk for any costs, within scope, over the GMAX. As both the designer and the builder, Wight assumes all risk for the completeness of the design and the execution of the construction work. After the completion of the project, 100% of the savings below the GMAX is returned to the owner.

Director Weimar asked if a CM is involved early could they tell the library what could be accomplished within the budget. Architect Schmidt confirmed that during the schematic design phase the CM would be working integrally with Wight and Co. Architect Schmidt also mentioned an Owner's Representative is a 3<sup>rd</sup> party who would be working with the library as a liaison between library and construction company that monitors but does not manage the project from start to finish. Architect Barnes said an Owner's Rep would be redundant if a CM was utilized.

Attorney Walsh questioned the loyalty of the CM if something should go wrong within the project and how the CM would be able to maintain their objectivity if they are employed by Wight and Company but is supposed to be looking out for the library's best interest.

Architect Barnes, referring to an Overall Budget Limiting Study spreadsheet, pointed out it would be possible to get the renovation budget down to approximately \$3 million by reducing the scope of the Master Plan. He pointed out pieces of the project that can be reduced such as eliminating the garage ramp, selecting different furniture options and adding security camera using library's IT staff. The plans for increasing the Meeting Room 104 footprint and repurposing the Quiet Study room into a Multipurpose Room would remain.

Trustee McMillan asked what the next step of the project is. Director Weimar said the Building Committee needs to set up meetings in early January so they may report suggestions to the trustees at the January 21 regular board meeting in regards to the previously discussed topics. Director Weimar reminded the trustees there are four members on the Building Committee and three out of four members must be present for a quorum. All other trustees are invited to attend the Building Committee meetings. It was decided that the Building Committee will meet on Monday, January 7 and January 14 to begin discussion of the project. Architect Barnes stated he will work up a proposal with Wight and Company as to the scope of their project association. Director Weimar thanked Architects Barnes and Schmidt for explaining and clarifying the difference between a general contractor and a construction manager. Trustee McMillan stated the efficiency between using Construction managers and the Open Book Approach is well worth it in the end although it does require a lot of effort. Architect Barnes stated the Ravinia Festival project used a Construction Manager and the costs and project timeline were evident at all times and it was a very efficiently run project. Architect Schmidt agreed there is a better working relationship from a construction standpoint when a CM is used. Trustee McMillan inquired if the qualifications of Wight and Company's CM could be provided to the board before the first Building Committee meeting. Architect Schmidt stated Wight and Company will provide a resume of experience and references to the committee. She stated the Villa Park Public Library is undergoing a building project and it may be a good idea for trustees to visit or contact them with questions. Director Weimar also reminded the board that making a visit onsite is beneficial as she and Assistant Director Adamowski had done so with Des Plaines Public Library and were able to see firsthand the changes and their benefits.

Trustee McMillan asked when the GMAX amount would be set for the project. Architect Schmidt said the GMAX is set during the Design Development and Construction Documents phases. The first phase of Conceptual Design timeframe is approximately three months. Architect Barnes also pointed out a CM can help with phasing of projects in order to help the library remain open during construction. Director Weimar stressed it is very important to remain open for the patrons during the entire renovation. Attorney Walsh asked if having a CM associated with Wight and Co. would be a conflict of interest in case of a dispute with a subcontractor and an architect. Architect Schmidt said the CM manages the subcontractors and they work in the best interest of the library along with the architects and the sub-contractors so she did not foresee any issue with the CM being associated with Wight and Company. Schmidt also stated there is less tension in a project because the architectural firm and CM are trying to reach the same end goal of completing a project on time and on budget.

None

**Public Comment**

None

**Executive Session**

Treasurer Jennings motioned to accept the Treasurer's Report for November 2018. Vice President Leafblad seconded.

**Treasurer's Report**

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer Jennings motioned to accept the payment of bills listing from 11/20/18/-12/17/18. Vice President Leafblad seconded.

Trustee Healy asked about the payment to the Village of Orland Park, as well as a charge in the amount of \$1799.99 for Automation Equipment. Assistant Director Adamowski said the library was invoiced by the Village for the concrete that was used for the Story Walk installation. Digital Services Manager Lashbrook stated the \$1799.99 cost was for hard drive replacements for computers. Trustee Healy also inquired Adult Services Manager Masura if he was happy with the library's databases. Masura said he was pleased with them and that the database budget line had been increased. Masura also pointed out the library has purchased Library Aware through EBSCO which allow librarians the capability to create their own bibliographies and bookmarks promoting library materials. Trustee McMillan wanted confirmation that the payment for the Master Plan from Wight and Co. had been paid in full. Finance Manger Kimmey confirmed it has been paid in full but the payment for consultant fees for the roofing improvement Wight and Co. is still outstanding because the invoice has not been received.

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

Motion passed. 6 ayes, 0 nays, 1 absent

**Librarian's Report**

On Wednesday, December 5, the Friends of the Orland Park Public Library presented the library a check for \$9,000 during the Victorian Holiday Customs program. The monies will be used for adult program in the upcoming year. The Holly Jolly Story Times went very well with a big thank you to our Santa Clause and Mrs. Clause. Pictures of all of the Holly Jolly Story Times and the Polar Express Story Time have been posted to Facebook and Twitter. All four programs had a combined patron attendance of over 500 children and parents. The library has begun working on the Illinois State Library Live and Learn Construction Grant for 2019.

The Cook County Clerk's Office requires that a list of filers be submitted on an annual basis. This has been completed. All trustees and managers will be receiving communication in March to file their Statements of Economic Interest and should look for it in their OPPL email.

ILLINET Interlibrary Loan (ILL) & Reciprocal Borrowing Statistical Survey and the RAILS Standards Data Collection form has been completed as requirements for the 2019 Illinois State Library Certification which will be completed in January, 2019.

An inventory of all major purchases such as the burglar alarm system, Story Walk, new furniture, as well as the library's collection was completed and the information was sent to Industrial Appraisal Company on December 13. The library has over 300,000 print and non-print items in its collection valued at \$7,102,669. The company provides valuation services that are used for the library's insurance and the inventory is done on an annual basis. Trustee Healy questioned if the library holds insurance for the full amount of the appraisal items. Technical Services Manager Xie mentioned that the library does not pay full price for its books but staff enters the marketing amount into the record because they use the MARC records provided by Ingram. Audiovisual materials costs are entered into the system using the purchasing amount. She also mentioned some books may be out of print and the library would have to pay an extra amount to replace the item.

The library received its ComEd energy efficient incentive checks from the recent installation of the parking lot lights. A 15% Early Bird Bonus incentive was also received.

The pickup truck to be used for snowplowing purposes has arrived. Steve Newman and Joe Ebert are getting used to the Ford F250 truck and will be ready to plow the parking lot beginning January 1, 2019. School District 135 has ordered salt for the library and will be delivering it and dumping it into the spreader. The library has started a conversation with a local area business who has offered to assist the library with plowing if needed. The library has also ordered signage of the library's logo to be put on the sides of the truck from One Up Signs.

Trustee McMillan asked if the letter to the Village of Orland Park in regards to no longer being included in their insurance benefit plan was signed and returned. Director Weimar stated Village Manager Joe LaMargo had signed and returned the letter agreeing to the library's stipulations.

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**

**Strategic Plan**

No report at this time.

**Capital  
Campaign  
Committee**

None.

**Unfinished  
Business**

2019 Per Capita Grant – For Action

**New Business**

Vice President Leafblad motioned to approve the 2019 Per Capita Grant application for the Illinois State Library. President Barcelona seconded.

Trustee McMillan pointed out a grammatical edit on page two section 5 which will be corrected by Director Weimar. He also asked about the 12% stipulation within the grant application. Director Weimar said the 12% rule refers to the Illinois Library Association Core Standards for collections in which 12% of the library budget should be earmarked for the purchase of print and audiovisual materials, as well as periodicals and databases. The percentage is a guideline that is intended for all libraries throughout the state to use and Director Weimar stated the Orland Park Public Library is very cognizant of spending 12% of the annual budget for its collections and will always strive to do so.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2018 – 07 To Make Certain Closed Session Meeting Minutes Available for Public Inspection – For Action

Treasurer Jennings motioned to adopt Resolution 2018-07 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available For Public Inspection. President Barcelona seconded.

Vice President Leafblad pointed out there were some redactions on two sets of minutes which were discussed earlier in the meeting’s closed session.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2018 – 08 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action

Vice President Leafblad motioned to Adopt Resolution No. 2018-08 A Resolution Approving The Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees of the Village of Orland Park. Trustee McShane seconded.

No Discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2018 – 09 Approving the Opening of a Construction Account in January, 2019 with PMA Financial for the purpose of the renovation project – For Action

Vice President Leafblad motioned to Adopt Resolution 2018-09 A Resolution Approving the Opening of a Construction Account in January, 2019 with PMA Financial for the purpose of the renovation project. President Barcelona seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

PMA Financial Investment Plan and Cash Flow Projection 2019 – For Action

Treasurer Jennings motioned to approve the PMA 2019 Investment Plan and Cash Flow Projection. Trustee McShane seconded.

Finance Manager Kimmey reviewed the Master Total Portfolio Report with the trustees. The different holdings and investments were discussed along with a revenue analysis and expenditure chart. PMA does cash flow projection analysis for the library. Lastly a chart showing short term and long term investments using laddered investments was discussed. Since interest will be accrued on funds during the renovation project, a question came up about whether the total budget amount should be more than the original \$3 million amount. Trustee McMillan suggested keeping it fixed at \$3 million, however, it may very well go over due to budgetary changes during the project.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Current Technologies consulting contract in the amount of \$27,000 for 2019 – For Action

Trustee Healy motioned to approve the Current Technologies Consulting contract in the amount of \$27,000 for 2019. Trustee McShane seconded.

Trustee McMillan asked what the hourly rate was. Digital Services Manger Lashbrook said it was \$120/hour and any unused hours that were paid for would roll over into the next fiscal year. He also reported the budget for the IT Consultant has been reduced by 60% and his end goal is to have all technology be handled in house by library staff. Trustee McShane asked what the hours were used for in general. Lashbrook said hours are used on anything from help-desk tickets for printer issues to server maintenance. However, in the future he hopes to be able to train IT staff on handling and maintaining all equipment and software which at this point is beyond their abilities. A new IT 2 staff member recently started replacing an IT 1 employee who retired. Lashbrook hopes this new hire will eventually be able to pick up some of the tasks that used to be done by Current Technologies. Trustee McShane asked how the documentation was going since that is how best to maximize cost savings. Lashbrook said back-end tasks will be documented as they go forward and new employees will be trained. Envisionware products are being replaced with TBS components and once they are fully up and

running, refunds will be negotiated with Envisionware due to the credit card malfunction that happened over Memorial Day weekend.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee McMillan thanked Digital Services Manager Lashbrook for playing the guitar during the very well attended Holly Jolly story times.

**Announcements**

Vice President Leafblad motioned to adjourn the meeting and it was seconded by Treasurer Jennings.

**Adjournment**

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:40 p.m.

Diane I. Jennings  
Secretary Pro Tem

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

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

Minutes prepared by Aaron Peterson