

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 19, 2015

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

## Call To Order

Members present: Julie Craig, Beth Gierach, Nancy Healy, Diane Jennings, and Catherine Morrissey-Lebert

## Roll Call

Members absent: Dan Drew and Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Treasurer Jennings made a motion to approve the December 15, 2014 minutes. Trustee Gierach seconded the motion with a roll call vote as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

## Minutes

Motion passed. 5 ayes, 2 absent.

None.

## Introduction of Visitors

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

## Public Comment

1. Kevin DuJan

Trustee Drew arrived at 7:02 p.m.

2. Megan Fox
3. Nanc Junker

Treasurer Jennings commented on the 2014 filings.

Treasurer Jennings moved to go into Executive Session to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approval and semi-annual review of minutes from prior closed sessions (ILCS 120.2 (c)(21)). Secretary Lebert seconded the motion with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

## Executive Session

Motion passed. 6 ayes, 1 absent.

The Board went into Executive Session at 7:18 p.m. Executive Session ended at 8:59 p.m.

After a brief break to use the facilities the regular session resumed at 9:05 p.m. when Treasurer Jennings made the motion to return to regular session. Trustee Gierach seconded the motion with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

Treasurer Jennings moved to accept the Treasurer's Report for December 2014. The motion was seconded by Trustee Craig with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

## Treasurer's Report

Motion passed. 6 ayes, 1 absent.

Trustee Gierach moved to approve the Accounts Payable Listing of November 18, 2014 through December 15, 2014 and was seconded by Treasurer Jennings with a roll call vote that took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

#### *Financial*

An auditor from McClure Inserra has met with Finance Manager Remmenga and other Administrative staff to begin working on the 2014 audit. Their goal is to have at least the draft audit available at the April meeting.

The narrative report for the Illinois State Library Disaster Relief Grant was completed last week. The Library received the FY2015 Per Capita Grant award letter. The Per Capita Grant was funded at a rate of \$1.25 per resident. The Library should receive \$70,958.75 this year. Treasurer Jennings inquired on the probability of receiving the grant monies this year. Director Weimar explained that the probability is good for 2015 but not probable for future years.

The Library received a donation in the amount of \$6,918.49 from Friendly Atheists, Inc. to support the Library. This money is unrestricted and will be deposited in the operational budget. Several board members commented on the donation. Director Weimar reiterated that the funds were donated without restriction and reminded the board that all donations for materials and programming have always been welcome.

#### *Programs and Services*

The Illinois Public Library Annual Report will be done for the February board meeting. Statistics already indicate that materials circulation was over 929,000. This was an overall increase of 5% from 2013. Library Director Weimar offered her thanks to all of the staff for knowing and understanding the community.

The second floor Wi-Fi connectivity had been problematic, so new Cisco access points were installed to handle the increasing patron usage. Youth Services has requested Wi-Fi access in order to meet the needs of School District 135 students, who have school issued tablets for research and homework. IT installed filtered Wi-Fi for the first floor using existing hardware from the second floor project upgrade. Treasurer Jennings asked about Wi-Fi “bleed through”. Administration stated that it will be mitigated where possible.

The Library will be hosting the *Frederick Douglass From Slavery to Freedom: The Journey to New York City* traveling exhibit beginning February 6, 2015.

#### *Legal*

Mayor McLaughlin has sent a letter asking local government agencies to adopt a resolution to eradicate bullying. This collaboration is with the Bridge Teen Center. His request is to adopt the resolution before February 19, 2015.

The Library has filed its Annual Certification with the Illinois State Library on January 2, 2015.

The Library filed tax exempt status with Cook County in late December.

The Library filed the list of Board and staff required to file Statement of Ethics on January 2, 2015.

#### *Building and Maintenance*

##### *Roof*

Maintenance Superintendent Steve Newman reports the Library needs to consider repairs to areas of the roof, especially around the clerestory windows, where pin-sized holes in the membrane roof have started to cause small leaks in some places when there is significant rain or snowmelt. When National International Roofing comes in for the spring inspection (one of three routine visits per year), Administration will request a quote for repair to these areas. Administration will also call Olsson Roofing to verify the roof warranty from construction. Steve also recommends surveying and budgeting for larger roof repairs in 2016. He recommends repairing the roof in sections in order to be proactive in the trouble areas and prevent having the expense of a full roof replacement at one time in

the near future.

*Front Doors*

On Saturday evening of December 27, 2015 the Library had problems with one of the front doors not locking. This triggered the alarm and caused a police visit. Maintenance Assistant TJ Harper came in and fixed the mechanical latch which, was not sitting correctly in the locking hole of the door frame. Automatic Doors, Inc. came out the following Monday and thoroughly inspected all mechanical components of the four doors. They found all latches are corroded; bottom latches are seized up; and the push bars in the two middle doors need to be replaced. Administration requested a quote on providing manual overrides (traditional locking mechanisms) that can be used to lock the doors as a backup/replacement to the timed magnetic locking system. These quotes are due in this week to move forward on both of these projects in regards to the front doors.

*General Maintenance*

The Maintenance staff are continuing to paint small areas of the library as needed. This includes the bathrooms and study rooms.

*First Quarter Projects*

Assistant Library Director Wagner will be talking to Mary Weimar, Andrew Masura and Mary Adamowski about replacing the most-worn lounge chairs on the 1st and 2nd floors. They have been reviewing chair ideas and samples from KI the vendor used in purchasing the meeting room chairs, computer chairs (both Adult and Youth) and computer tables (both Adult and Youth). The Library will be choosing sturdier, stain-resistant fabrics as well as chair styles and fabrics which will be available for the next several years as the current chairs are slowly replaced with the new pieces.

Administration will also be investigating replacing the carpeting in the lobby with hard-surface flooring for improved dirt resistance and easier maintenance by staff. The carpeting in the lobby gets steam-cleaned once a month by the carpet cleaning service (BAL) at a cost of \$510/per month. This would save \$6,120 per year in carpet cleaning costs. The return on investment can be calculated once ideas and costs on replacement flooring are gathered. Several board members had additional questions for the Administration regarding the lobby floors.

While looking at new flooring, Administration will also look at a solution to the “Line Starts Here Decal” in the lobby. If the carpet is not replaced at this time, the pricing for a custom-made large carpet square to replace the decal will be investigated. Any new flooring project for the lobby, will include a custom-piece for this signage.

No report 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**

The chair of the personnel committee, Trustee Gierach, discussed the committee meeting and the draft document developed. A brief discussion of the document and the evaluation process ensued.

**Personnel**

Trustee Gierach moved to approve the January 8, 2015 Personnel Committee Minutes and was seconded by President Healy with a roll call vote that took place as follows: Craig – aye; Gierach – aye; Healy – aye; Ryan – absent.

Motion passed. 3 ayes, 1 absent.

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

No report at this time.

None

1. Approve Wire Transfers to Pay Bills – For Action

Motion to approve the wire transfers to pay bills for Fiscal Year 2015. Trustee Drew moved to approve the motion. Treasurer Jennings seconded the motion. Finance Manager Remmenga reviewed the process. A roll call vote took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

2. Approval of the Evaluation process for the position of Library Director – For Action

Motion to approve the evaluation process for the position of Library Director. Treasurer Jennings moved to approve the motion as amended. Trustee Gierach seconded the motion. Trustee Gierach requested that the evaluation form be distributed this week. A roll call vote took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

3. Approval for the renewal of wire transfer authorization agreement for the Marquette Bank accounts – For Action

Motion to approve the renewal of wire transfer authorization agreement for the Marquette Bank accounts. Treasurer Jennings moved to approve the motion. Trustee Craig seconded the motion. Finance Manager Remmenga explained the process. A roll call vote took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

4. Final action, if any, on pending litigation matters – For Action

Motion tabled.

Treasurer Jennings inquired on the upcoming Trustee Workshop attendance.

Secretary Lebert moved to adjourn the meeting and was seconded by Treasurer Jennings with a roll call vote that took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

The meeting was adjourned at 9:42 p.m.

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Dana Pryor

**Capital  
Campaign  
Committee**

**Unfinished  
Business**

**New Business**

**Announcements**

**Adjournment**