

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 17, 2011

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

Call To Order

Members present: Catherine Lebert, Nancy Healy, Mary Ann Ahl, Carole Hillman, Julie Ann Craig, Diane Jennings, Denis Ryan

Members absent: None

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator; Peter Kuczynski, Head of Information Technology; Mary Adamowski, Head of Youth Services; Joy McFadden, Adult Services Reference Librarian; Shelly Cruz, Business Office Assistant

Trustee Ahl made a motion to approve the September Board minutes with the discussed change of Capital Reserve Plan to Capital Reserve Maintenance Plan. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.

Minutes

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

**Introduction
Of Visitors**

Peter Kuczynski, Head of Information Technology, addressed the Board regarding the library's security camera project using ZoneMinder. Director Weimar stated new cameras within the library are starting to be installed but will be completed in stages instead of all at once as originally planned.

None at this time.

Correspondence

Scott Remmenga explained the financials are in line and the library is below budget in expenses. He stated the PMA financial statements will no longer be included in board packets in order to conserve paper usage. Board members agreed.

Treasurer's Report

Trustee Jennings moved to accept the Treasurer's Report. The motion was seconded by Trustee Healy with a roll call vote as follows: Ryan – aye; Healy – aye; Ahl – aye; Hillman – aye; Lebert – aye; Jennings – aye; Craig – aye. Motion passed. All ayes, no nays.

Trustee Ahl moved to approve the Accounts Payable for September 18, 2011 through October 16, 2011 and was seconded by Trustee Hillman with a roll call vote as follows: Jennings – aye; Craig – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Ryan - aye. Motion passed. All ayes, no nays.

Personnel

Librarian's Report

The Management Team has three new policies on the disciplinary process for personnel. It will be discussed at the November 2nd Management Team meeting and then all recommendations will be referred to the Board of Library Trustees' Personnel Committee.

New evaluation forms have been created to use for staff performance evaluations this year. It is a two-step process involving self-evaluation by each employee to be completed about two weeks prior to their meeting with their supervisor. We hope this new process will allow for more discussion with each employee. Director Weimar stated the previous evaluation process was too lengthy and not applicable to all positions. Trustee Ryan inquired if evaluation reviews will be at 3 or 6 month periods. Director Weimar responded reviews will be annual and the 3 month review is for new employees only.

The staff polo shirts have been narrowed down to one brand. The Dress Code Committee gave their input on the shirt styles and material. Melissa Panio contacted GO Promotions, our vendor and the final prices were given this morning. The Short sleeve polo by Outer Banks was the most popular and will be purchased in the colors of navy blue, black, green or white to keep a more uniform appearance. Individual staff may purchase additional shirts, both long and short sleeve. A fleece jacket will be purchased for Outreach staff due to their working outdoors. Board of Library Trustees will also be given one shirt. Director Weimar stated the cost of the shirts will be slightly over \$2,000 and be given to staff members at the library's holiday party. Melissa Panio added staff is showing interest in purchasing additional shirts.

Orland Park Public Library planned a Zone 7+ Security workshop for October 28th for neighboring library staff. Board members are welcome to attend. The speaker, Paul Timm from RETA Security, is very engaging.

The Illinois Library Association Fall Conference is being held this week. Thursday, October 20th is Library Trustee Day. The van schedule has been made. Trustees Jennings, Ryan, Ahl, Healy and Hillman are expected to attend.

SWAN/RAILS

The Governance Group C met last week. The RAILS Area Per Capita Grant had feedback from the State Library and it was noted the Illinois State Library is looking to change the language about continued support to the LLSAPs. They wished to have the system support collaborative and seamless resource sharing by exploring the development of a single shared bibliographic database for the System's four LLSAPs and other shared catalogs throughout Illinois. RAILS rewrote it to add "continue support" for the four LLSAPs and explore a long-term goal of a single shared database. SWAN has not received any budget information from RAILS, so no draft budget information is available.

The RAILS meeting covered the financial status to date. Michael Piper, the Interim Director, maintains his determination to retain existing staff. An analysis report had cited East Peoria and Wheeling as the top two sites for system headquarters, but the board had not taken action. The Delivery Study being handled by ILA and a survey of 40 pre-selected member libraries will be conducted by RAILS and sent out shortly. Sue Bochenski, Administrative Director, said vacant delivery positions are still being filled.

Legislators/Community Relationship

Friday, October 14, Director Weimar attended a luncheon hosted by Green Hills Public Library with Senator Edward Maloney, Representative Kelly Burke and Representative William Cunningham. Director Weimar is also scheduled to attend an Area Planning Council with faculty of the Moraine Valley Community College and other community members Thursday, October 20th. Director Weimar will be speaking to the Kiwanis organization on November 8th about services at the library. Some of the library staff will be touring the new Fountaindale Public Library on Friday, November 4th.

Director Weimar indicated the Return on Investment (ROI) brochure will be uploaded to the library's website. All board members complimented the work of Melissa Panio on the ROI brochure and said it looks great.

Lighting

The light fixtures for the main staircase should arrive at the library tomorrow or Wednesday. Linear will install the light for \$1,256 and Anderson Painting will patch the drywall from putting in electrical boxes and prime the wall for \$445.

Lobby Book Drop Panels

Assistant Director Wagner has left several messages for Tom Horbacz in regards to updated pricing for the lobby book drop panels in Corian laminate. Mr. Horbacz is trying to find which laminate

Other Staff Reports

was used as the countertop for the Internet Kiosk stations installed in 2009. The 2010 price for the book drop panels was \$6,084 installed.

Compact Disc Shelving

There has been a delay in receiving the new row of compact disc shelving from Montel/Meilhan. The two companies are in a disagreement over non-payment for other orders. Montel will not send out the shelving until this issue has been resolved. Dave Sawyer of Meilhan was to have a conversation this afternoon with the regional representative from Montel and Assistant Director Wagner is waiting to hear the results. Trustee Ryan inquired about receiving money back for the shelving. Assistant Director Wagner replied she is waiting on a solution from Dave Sawyer first before taking any other action.

Hallett Movers will be at the library Tuesday, October 25th to move six shelving units to make room for the new row. The cost will be approximately \$1,016 and the move will take about three hours. President Lebert suggested Hallett Movers be held off until the shelving arrives so there isn't an open space. Assistant Director Wagner responded other moves must be done within the library and she expects the shelving to arrive soon. Director Weimar added if the shelving has not arrived after the movers have come, tables and chairs can be set up to fill the open space.

Holiday Lights

Bright Ideas will be doing the library's holiday lights again as they did last year. The cost for 2011 will be \$1,250.55; an increase of \$59.11 over last year. The lights will be put up the week before Thanksgiving. Bright Ideas will come out to the library every day to check the lights and change bulbs.

Landscape Sprinkler System

The landscape sprinkler system has been shut off for the year. Next spring a few repairs will need to be made. A rain sensor will also be installed to prohibit the sprinklers from turning on when it is raining or there has been a recent rain. This will cost approximately \$70 to \$80.

Friends

The Friends annual meeting is this Sunday at 1:30 p.m. with Polynesian dancers at 2 p.m. Assistant Director Wagner extended her thanks to those Board members and staff who have joined the Friends. Also, the 2012 Entertainment Books are here and selling for \$35.

Trustee Ahl suggested the lamp by the Friends Recycled Reads be lowered or moved. Currently, the lamp covers the Recycled Reads signage. Assistant Director Wagner replied she and Steve will take a look and see how the lamp can be shifted and lowered.

See Staff Reports.

Building and Maintenance

Scott Remmenga explained changes to the FY2012 budget will be completed for the November board meeting for final approval. The proposal for the FY2012 budget remains the same from September's board meeting.

Finance

The tax levy increase has been lowered from 4.8% to 3%. President Lebert asked if Orland Park residents will be happy with the 3% increase. Director Weimar responded she has not received any negative feedback from the community. Trustee Ryan suggested postponing budget voting due to a public relations point of view. Remmenga stated budget must be voted on in November. Director Weimar added the documents must be given to the village office the day after the November board meeting. Trustee Ahl stated she does not anticipate any negative public perception.

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**

1. Approval for the change from 35 to 37.5 hour work week – For Action. Trustee Ahl moved to approve the change from 35 to 37.5 hour work week. Trustee Jennings seconded the motion. Trustee Hillman inquired if the library has contacted an attorney regarding changing the work week hours. Remmenga responded an attorney has not been contacted, and the Board has the right to make changes. Jennings stated the board is able to make and approve the change without the consultation of an attorney. Roll call vote as follows: Ryan – aye; Craig – aye; Healy – aye; Jennings – aye; Lebert – aye; Hillman – aye; Ahl – aye. Motion passed. All ayes, no nays.

**Unfinished
Business**

2. Approval of the health insurance employee contribution for FY2012 – For Action. Trustee Jennings moved to approve the recommended health insurance employee contribution for FY2012 which were the same percentages as 2011. Trustee Ahl seconded the motion. Remmenga stated that a copy of the November 2010 Board meeting minutes were given to each Board member for review as requested by President Lebert and Trustee Hillman during the September board meeting. Trustee Ahl stated the previous year’s minutes should be as information only as the Board now has new members and last year’s discussion no longer applies. Remmenga indicated a survey of other libraries employee’s health costs was also given to each board member. The survey was done to provide information to the Board. Roll call vote as follows: Lebert – nay; Healy – nay; Hillman – abstain; Craig – abstain; Ahl – aye; Jennings – aye; Ryan – aye. Motion not passed. Three ayes, two nays, two abstain.

President Lebert affirmed library employees need to pay more than 8% in health insurance costs. Trustee Ahl stated it is good to follow what the Village does. Ahl asked President Lebert what she would propose. President Lebert replied she recommends a 1% increase in contribution percentage by employees. President Lebert moved to approve the health insurance employee contribution to increase 1% in FY2012. Healy seconded the motion with a roll call vote as follows: Jennings – nay; Craig – abstain; Ryan – nay; Ahl – nay; Healy- aye; Hillman – nay; Lebert – aye. Motion not passed. Two ayes, four nays, one abstain.

Trustee Jennings stated times are tough for employees too. A 2.5% increase is hardly generous, and we do not need to gouge employees with higher insurance costs. President Lebert responded taxpayers are being gouged. Now is a different time. It is not fair for Orland Park residents to foot the bill. Lebert said she is speaking for Orland Park residents. It is the right and ethical thing to do. Trustee Craig inquired on what the difference is in contribution by employees between the current percentage and the 1% increase that Lebert recommends. Remmenga responded for the HMO Family coverage the difference is \$220, and \$300 for PPO Gold Family coverage. Trustee Ahl stated this is a small amount with only 24 employees taking health insurance coverage. Trustee Jennings questioned if the 8% was approved would the levy percentage raise. Remmenga replied no, the levy is set to increase at 3%. Assistant Director Wagner told President Lebert she understands her point of wanting employees to pay more for health insurance as Orland Park residents health insurance costs are also raising. If library employees pay more for health insurance it may look good on paper, but the savings will not be passed on to residents. Lebert said she would like to see the levy go down even lower. Director Weimar stated the staff is doing more than ever for library patrons. Director Weimar requests the budget be kept as proposed with 3% increase to levy and let the library continue current operations. Director Weimar specified she is concerned about staff leaving. Lebert replied that Director Weimar not worry about staff leaving the library, we are all

expendable. Trustee Jennings inquired how many employees went to health savings account. Remmenga responded 6 people. Remmenga added in 2010 HMO coverage was free, and employees are paying substantially more since then. Trustee Jennings moved to approve keeping employee contribution at same percentage as 2011 for FY2012. Trustee Ahl seconded the motion with a roll call vote as follows: Lebert – nay; Healy – nay; Hillman – aye; Craig – aye; Ahl – aye; Jennings – aye; Ryan – aye. Motion passed. 5 ayes, 2 nays.

3. Approval of the FY2012 salary schedule – For Action. Trustee Ryan moved to approve the FY2012 salary schedule. Hillman seconded the motion with a roll call vote as follows: Jennings – aye; Ahl – aye; Healy – aye; Craig – aye; Hillman – aye; Lebert – aye; Ryan – aye. Motion passed. All ayes no nays.
4. Approval of the FY2012 staff salaries – For Action. Trustee Hillman moved to approve the FY2012 staff salaries. Ahl seconded the motion. Trustee Healy inquired about prevailing wage. Remmenga replied minimum wage salary scale is what is used for employees and prevailing wage is used for contractors. Roll call vote as follows: Craig – aye; Ryan – aye; Jennings – aye; Healy – aye; Lebert – aye; Ahl – aye; Hillman – aye. Motion passed. All ayes, no nays.
5. Revision of the Personnel Policy Sections 501, 501.2 and 501.4 Paid Time Off Part-time Employees – For Action. Trustee Ahl moved to approve the revisions of the Personnel Policy Sections 501, 501.2, and 501.4 Paid Time Off Part-time Employees. Trustee Jennings seconded the motion. Trustee Ryan inquired what is being done about the employees who currently have paid time off and if they will be able to use their time. Remmenga responded that the change will be effective January 1, 2012, and any time an employee has now must be used before the end of 2011. Assistant Director Wagner added that employees were required to submit their paid time off requests by August for the remainder of 2011. Director Weimar stated with this revision, part-time employees will receive 10 paid hours personal time off per year. Trustee Ryan asked Mary Adamowski, Head of Youth Services what the morale was in her department regarding this revision to paid time off hours. Adamowski responded morale is low, but revision is due to scheduling conflicts. Trustee Hillman complimented all library staff on the great teamwork being shown within the library. Roll call vote as follows: Hillman – aye; Ryan – aye; Healy – aye; Craig – aye; Jennings – aye; Lebert – aye; Ahl – aye. Motion passed. All ayes, no nays.

None

New Business

Trustee Hillman suggested visiting the Palos Heights Public Library to see the beautiful Recycled Reads display the library has.

Announcements

Trustee Ryan asked if the library will be having a Veteran's Day display. Director Weimar responded that there will be a display for Veteran's Day.

Trustee Ahl moved to move into Closed Session at 9:30 p.m. Motion seconded by Trustee Hillman with a roll call vote as follows: Lebert – aye; Jennings – aye; Healy – aye; Craig – aye; Ryan – aye; Hillman – aye; Ahl – aye. Motion passed all ayes, no nays.

Executive Session

Regular session resumed at 9:53 p.m.

President Lebert moved to adjourn the meeting at 9:55 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz