

**Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 15, 2012**

The meeting was officially called to order by President Lebert at 7:03 p.m.

**Call To Order**

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

Members absent: Carole Hillman

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

Guests: Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Shelly Cruz, Business Office Assistant

Trustee Jennings made a motion to approve the September Board minutes. Trustee Ryan 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**

A card to the Board of Library Trustees from Patricia McArthur giving thanks for the memorial books in honor of Bob McArthur.

**Correspondence**

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is doing well. Just over 98% of tax receipts have been collected. Expenses are well under budget. President Lebert asked is it normal to be over in the general fund. Remmenga responded totals must be looked at by year and not individually to see the budget is in line. Trustee Craig asked it be noted she did not approve the purchase of the Hot Logic oven for the staff break room. She feels the appliance was not needed at the library. Wagner noted this purchase was informational since the purchase was under \$20,000 and had not been voted on.

**Treasurer's Report**

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

Trustee Healy moved to approve the Accounts Payable for September 18, 2012 through October 15, 2012 and was seconded by Trustee Lebert with a roll call vote as follows: Healy – aye; Ahl – aye; Lebert – aye; Jennings – aye; Ryan – aye; Craig - aye. Motion passed. All ayes, no nays.

*Technology*

RWK Design has finished their analysis of the network. Their report listed hot spots they felt should be addressed in order of priority. At this time they will handle any emergencies with the network.

**Librarian's Report**

RWK has made an offer to place a RWK Design employee at our facility for 40 hours per week at \$90,000 annually. We need to start this position soon to keep our network running smoothly. We will put this contract on the November agenda and sign a short-term contract for late October – through December 31, 2012. Trustee Ryan stated bringing on a RWK employee is a great idea. He asked if the employee would have back up. Library Director Weimar responded the RWK employee would have the RWK Design company as back up if any problems were to arise. Trustee Ryan added the Network Manager job description should still be approved at tonight's meeting in the case a qualified candidate is found. Trustee Ahl agreed with approving the Network Manager

job description. Remmenga stated the budget will be updated to reflect hiring the RWK employee and the Network Manager position will be under Automation-consultant in the revised budget.

Trustee Healy recommended Administration look into McAfee, a free anti-virus protection offered by Comcast the internet provider for the library's public computers. Library Director Weimar responded she will check into the protection service available from Comcast.

#### *Legal*

At the request of the Village who shares the cost of commercial tax appeals, Klein Thorpe and Jenkins put together a listing of the current PTABs' standings. The list did not give any monetary statistics. A copy of this document was distributed to the Board members. Trustee Healy asked Trustee Ryan exactly how many years prior can tax payers file a protest. Trustee Ryan replied three years as far as he was aware.

Attorney James Fessler sent information on the recently amended Open Meetings Act effective January 1, 2013. Briefly, it stated all board agenda items must show a more detailed description of the action. It also stated the board agenda must be posted continuously for 48 hours and posting on the website satisfies this requirement. A copy of the letter was distributed to the Board members.

The Klein Thorpe and Jenkins law newsletter had an article on donations to libraries as deductible charitable donations under the Internal Revenue Code and listed a sample donation acknowledgement libraries could use.

#### *Visitors*

Library Director Weimar informed the Board the Chinese Delegation from the Guangzhou Province visit went very well. They toured the library for over two hours and were very interested in the facility and programming. The library distributed several items with our logo to them.

#### *eBooks*

Both Adult and Youth Services have been purchasing many titles for the library's Advantage account with OverDrive. It has been discussed the library does not have a good collection base to go stand alone. Administration feels it might be confusing for patrons to be with an ILS for only part of the year. The Management Team and Administration will be discussing this subscription service as a stand alone starting in January, whereby the patrons go straight to OverDrive through the library's website and download from there. OverDrive is beginning talks with Polaris about integrating their service with the online catalog to download directly, but this is still in progress. 3M should be going live next month with their module with Polaris libraries who are interested. Penguin Publishing is starting negotiations with 3M to provide their books through this eBook subscription service.

#### *Personnel*

The Graphic Assistant position has been filled. Kristen Holding started today.

Youth Services is in the process of interviewing for the part-time Reference 1 position.

The staff enjoyed the Illinois Library Conference (ILA) last week. Linda Conrath was hurt from a fall outside the hotel on their uneven sidewalk and it looks like the hotel is taking care of the billing. She was back to work today and is doing well.

#### *Teen Area Redesign*

The new light fixtures will be installed in the Teen area this Wednesday and Thursday. Most of the light shades are on back order until November 2, but the fixtures and cable will be installed to provide light in the area. Next step is to shorten the height of the remaining shelving units that have the old light fixtures built-in.

#### **Other Staff Reports**

On Thursday, October 25, the Bob lounge chairs, the six-person computer table and the computer task chairs will be installed. The café tables and chairs will not be delivered until after Thanksgiving due to manufacturing time.

The sign letters have been delivered from the Village. Nancy Heuser and Steve Newman are working on the framework needed to hang them.

This week, the television, DVD/Blu-ray player, Xbox360 and wall mount will be purchased at Costco. Cassandra Spence has been working on setting up the parameters on the iMac and iPads. Trustee Healy inquired if replacement warranties will be purchased for the above items. Assistant Library Director Wagner responded warranties will be purchased.

#### *Friends Reception*

The Friends reception is this Sunday, October 21 at 2 p.m. They will be presenting the library with a check for \$10,000 to support adult, teen and youth programming.

#### *Holiday Lights*

Bright Ideas will be submitting a price this week for the library's holiday lights. Last year the cost was \$1,250.55 for 18 trees on the parkway and in the plaza.

#### *Carpet Cleaning for 2013*

Administration will be revising and renewing the carpet cleaning contract with BAL Industries for 2013. The 2012 contract had 10 monthly visits at a cost of \$13,500. Steve Newman has requested we add two monthly visits for the high traffic areas (lobby, staircase, meeting room hallway, areas leading to the elevators and public restrooms). Due to these added visits, the cost for 2013 will be \$14,520.

#### *Cain Millwork*

Tom Horbacz from Cain Millwork will be at the library on Friday, October 19, to verify the measurements for the book drop panels and to take measurements for the NASA cabinet. Library Director Weimar and Assistant Library Director Wagner have chosen walls between the window bays on the second floor just north of the fireplace. This area will allow the NASA artifacts to be more visible to our patrons and allow for conversation. Trustee Ahl asked if the curved wall in that area will be an issue. Assistant Library Director Wagner replied she did check with Tom Horbacz about the wall and it will be fine.

See Staff Reports.

#### **Building and Maintenance**

Trustee Ahl moved to approve the Finance Committee Minutes from the meeting on October 3, 2012. Trustee Lebert seconded the motion. Motion Passed. All ayes, no nays.

#### **Finance**

The FY2013 Budget, Levy and Appropriation was discussed. Trustee Healy inquired if the library will be under 4%. Remmenga stated newly hired positions are still pending. Final numbers will be available at the November Board meeting. Trustee Healy asked if ebooks will be factored in. Library Director Weimar replied ebooks have already been factored in and came from the book account; the platform fee comes from the database account.

No report at this time.

#### **Service & Policy**

Trustee Lebert moved to approve the Personnel Committee Minutes from the meeting on October 3, 2012. Trustee Ahl seconded the motion. Motion passed.

#### **Personnel**

No report at this time.

#### **Law**

No report at this time.

#### **Strategic Plan**

No report at this time.

**Capital Campaign  
Committee**

1. Approval of a new Integrated Library System platform – For Action. Trustee Ahl moved to approve Polaris as the library’s new Integrated Library System (ILS). Trustee Healy inquired on which modules the library was planning on purchasing. Library Director Weimar replied once the new ILS is approved a letter of intent will be sent to Polaris and contract negotiations will begin. Once Administration decides what modules are needed, additional modules the library is interested in, and final cost, the information will be brought to the Board. Trustee Healy asked if a database to search obituaries from the *SouthtownStar Newspaper* will be purchased and if so, will this database have copyright fees. Library Director Weimar responded she will look into the obituary database. Trustee Healy inquired on maintenance fees if additional modules were purchased. Assistant Library Director Wagner replied there would be a small maintenance fee for additional modules. Trustee Ryan seconded the motion. Motion passed. All ayes, no nays.

**Unfinished  
Business**

1. Approval of the FY2013 Salary/Grade Level Schedule – For Action. Trustee Ahl moved to approve the FY2013 Salary Schedule showing an increase of 1.5% in the schedule and the adjustment of various positions into new grade levels. Trustee Ryan seconded the motion with a roll call vote as follows: Jennings – aye; Healy – aye; Craig – aye; Lebert – aye; Ahl – aye; Ryan - aye. Motion passed. All ayes, no nays.
2. Approval of the FY2013 staff salaries – For Action. Trustee Ryan moved to approve a 2.5% increase in salaries for FY2013. Trustee Jennings seconded the motion with a roll call vote as follows: Ahl – aye; Healy – aye; Lebert – aye; Craig – aye; Jennings – aye; Ryan – aye. Motion passed. All ayes, no nays.
3. Approval of the Virtual Services Manager job description – For Action.
4. Approval of the Cataloger 2 job description – For Action.
5. Approval of the Information Technology Assistant 2 job description – For Action.
6. Approval of the Information Technology Assistant job description – For Action.
7. Approval of the Web Developer job description revision – For Action.
8. Approval of the Network Manager job description – For Action.

**New Business**

Trustee Ryan moved to approve action items 3 through 8 job descriptions as amended with grammatical corrections. Trustee Lebert seconded the motion. Motion passed. All ayes, no nays.

9. Approval to investigate a Radio Frequency Identification (RFID) tagging system, with self-checkout and related hardware – For Action. Trustee Ahl moved to approve the investigation by Administration for RFID tagging, self-checkout and related hardware. Trustee Healy seconded the motion. Motion passed. All ayes, no nays.

None.

**Announcements**

None.

**Executive Session**

President Lebert moved to adjourn the meeting at 8:19 p.m.

**Adjournment**

Mary Ann Ahl, Secretary

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

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

Minutes prepared by Shelly Cruz