

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

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

## Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Joanna Leafblad, Catherine Lebert, and Denis Ryan (via telephone)

## Roll Call

Members absent: Elan Kleis

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator

## Minutes

Treasurer Jennings made a motion to approve the September 21, 2015 minutes. Trustee Leafblad seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 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

Kathleen Andrews  
Nanc Junker  
Barbara Milcarik

Board members and Administration reviewed the IT Commons/Teen/Youth Services computer area safety measures with the public.

None.

## Executive Session

Trustee Leafblad moved to accept the Treasurer's Reports for September 2015. The motion was seconded by Trustee Barcelona. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

## Treasurer's Report

Motion passed. 6 ayes, 0 nays, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of September 22, 2015 through October 19, 2015 and was seconded by Trustee Leafblad. President Healy asked for clarification on the outside accounting expenses for the month. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

## *Staff*

New staff members Ross Kimmey, Finance Manager, and Jackie Boyd, Public Information Coordinator, were introduced to the Board.

## Librarian's Report

## *Circulation and Programming*

The Barnes and Noble Book Fair, a community collaboration and fundraiser will be held on Sunday, November 8 from 12:00 – 5:00 P.M. The library has planned two adult and two children's programs to be held at the bookstore. The adult programs are on holiday cooking and table decorating. Youth Services staff will present a story time and holiday origami project. This weekend is the Southland

Author Fair featuring children and teen authors and a Touch-a-Tuck program which is a collaboration with the Village of Orland Park's Public Works department.

Circulation went down this past September and although it might be less items were checked out, we also have noticed some of our self-checkout machines are recording the checkouts on a patron's record, but it isn't reflected in the statistics. Administration, IT and Circulation are working on this issue.

#### *Illinois State Library*

ISL is requiring libraries to file a Capital Needs Assessment survey as part of the requirement for the Public Library Construction Act Grant Program. This survey is done every other year.

For the 2016 Per Capita Grant, staff reviewed Chapter 5 Technology of the *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. The Management Team began discussion on the technology offered to our patrons in spring of this year, and overall it was agreed the library offered up-to-date computers with improved wireless access this year to patrons visiting the library. Many different types of computer classes, which include basic keyboarding, Internet basics, Internet safety, up to advanced classes on Microsoft Office, are offered to all patrons. Individual instruction on iPads, Kindles, and other electronic devices are offered to walk-ins. The electronic services in addition to databases, include OverDrive, Zinio magazines and Hoopla, which provides streaming music and videos 24/7 through the website to OPPL cardholders. The contract on these electronic services does restrict use to only OPPL cardholders. The library keeps current on anti-virus software, updates to the firewall, and routine maintenance. There is also remote storage of back-up data. The library is very conscious of the need to keep funding adequate for computers because the patrons rely on the most current products. The Edge Assessment Workbook submission to the Illinois State Library was completed on October 15, 2015 per the requirements.

The staff is committed to providing educational opportunities to its patrons on computer software and hardware. For ten years, the library has offered classes on a variety of technology from keyboarding to iPads. A computer lab was designed for this building for the purpose of instructional classes. Our computer classes are not restricted to residents only. The IT department began offering classes on the new Smart Lab equipment which includes Macs, conversion software, high-tech video cameras, green screens, a 3D printer and more. The Smart Lab is for OPPL cardholders, but students enrolled in Districts 135 and 230 who do not have OPPL cards may also use the equipment.

The library provides reciprocal borrowing to all patrons and all loan rules are the same for cardholders and non-residents. As a recent stand-alone library, the browsing collection has grown and this has improved the selection of materials for all patrons. Youth Services offers a variety of different thematic packs to all patrons. The library circulates science kits and thematic preschool packs which has enhanced our resource sharing among patrons.

Treasurer Jennings inquired on offering hearing impaired TTY access. Administration explained any public need is handled through a third party TTY service.

Board members requested quiet from the audience members in order to continue conducting the meeting.

President Healy asked for more detail to be added to the Outreach Services statistics regarding program comparisons.

Dennis Walsh, of Klein Thorpe and Jenkins, requested Vice-President Ryan to state for the record the circumstances behind his telephoning into the Board meeting.

Vice-President Ryan stated he telephoned into the Board meeting due to his physician's orders.

#### *Free standing small display case*

Outreach Services has given a partial list of possible small displays for the museum-quality display case. They include the Lizzadro Museum of Lapidary Art, the Dawson Museum's Gems and Jewelry, Casa Italia small cultural artifacts, Swedish Dala Horses, small Civil War medals and artifacts, as well as rare books owned by the library and others loaned by the Morton Arboretum and Adler Planetarium. The selection and cost is currently being finalized and may not be ready for inclusion in this fiscal year.

*Adult Services Furniture*

The second floor furniture is back in the building and Administration is pleased with the outcome. A total of four benches, twenty lounge chairs and sixty-eight David Edwards chairs have been refurbished and upholstered.

*Maintenance*

Ballasts and bulbs have been replaced and electrical boxes have been raised above water level to finish the work on the exterior building lights. Trane will be coming out to replace three broken chiller fan motor and blade units for a cost of \$5,692 for parts and labor.

*First Floor Water Leakage*

As reported last month, Mike Wesman from W.E. O’Neil came out to meet with Maintenance Superintendent Steve Newman in regards to water coming up through the concrete floor in the Youth Services area after the last major rainstorms. They determined there were two possible scenarios- breakage and/or blockage in the drain pipes in and under the concrete floor and problems where the drain emptied into the pond.

Birk Plumbing came out and did a camera inspection of the flooring drain pipes through the clean-out access points (which are under the carpet) and everything was clear with no breakage in the piping. Therefore the problem occurs at the pond outlet. When the pond level rises above the drain outlet, it forces air and water back into the drains. With nowhere to go, the water rises back into the pipes and out the clean-out access points. Slotted covers have been installed on the drain outlet and clean out access points and the exit drain has been raised higher to keep it above water with the next heavy rain.

No other 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 FY2016 Budget and Levy – For Action

**Unfinished Business**

Treasurer Jennings motioned to approve the 2016 Budget and Levy at a 2.0% increase. Vice-President Ryan seconded the motion. Administration and Board members discussed the previously presented 2016 budget draft and the levy impact to home-owners’ taxes. They specifically discussed the needs and cost associated with benchmark studies in 2016. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

Intergovernmental Agreement of the Cost-Sharing of Tax Valuation Objection Intervention Costs – For Action

**New Business**

Treasurer Jennings motioned to approve the intergovernmental agreement between the Board of Education of Orland School District 135, the Board of Education of Consolidated High School District 230, the Village of Orland Park, the Orland Park Public Library, and the Orland Fire Protection District to share in the costs of intervening in those tax valuation objections using the services of Klein Thorpe and Jenkins. Trustee Leafblad seconded the motion. Treasurer Jennings asked for clarification on the agreement. A roll call vote took place as follows Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

None.

**Announcements**

Treasurer Jennings moved to adjourn the meeting and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

**Adjournment**

Motion passed. 6 ayes, 0 nays, 1 absent.

The meeting was adjourned at 8:06 p.m.

Diane Jennings  
Secretary Pro-Tem

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

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

Minutes prepared by Dana Pryor