

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 18, 2013

The meeting was officially called to order by President Healy at 7:02 p.m.

Call To Order

Members present: Nancy Healy, Denis Ryan, Diane Jennings, and Mary Ann Ahl

Member present via telephone: Catherine Morrissey-Lebert and Julie Craig

Members absent: None

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Mary Adamowski, Head of Youth Services; Andrew Masura, Head of Adult Services; Joy McFadden, Virtual Services Manager; Lora Van Marel, Preschool Coordinator; Laura Larson, Circulation Supervisor

Guests: Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant; Ken Friker of Klein Thorpe & Jenkins, LTD

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 thirty minutes.

Introduction Of Visitors

Visitors introduced themselves and were given approximately five minutes to speak in front of the board. The speakers were as follows:

Public Comment

1. Megan Fox of Mokena Illinois, spoke of her customer service complaint as well as the Adult Services' computer access to pornography, the use of software filters in other libraries and the video game checkout policy.
2. Kevin DuJan of Orland Park Illinois, spoke of his beliefs that the library is misrepresenting itself to the media and the behavior of library management.
3. Thomas Kusmider of Orland Park Illinois, spoke of frequent visits to the library and his contention that he never witnessed any unprofessional displays of the staff as well as any inappropriate or criminal behavior of other patrons.
4. Bernie Kopera of Orland Park Illinois, spoke of his beliefs against filtering software, in protecting the Bill of Rights, and parents taking responsibility to protect their children.
5. Dr. Michael Jennings of Orland Park Illinois, commended the board and library staff for their professionalism. He encouraged the board to take time and care before making or revising any policies in order to meet the needs of the residents. He recommended the board form a task force to create a policy that represents the residents of Orland Park.
6. Barbara Jones of Chicago Illinois, spoke on behalf of the American Library Association and their beliefs against filtering. She commended the board and staff for all of their hard work and dedication to the library and its residents.
7. Linda Zec of Orland Park Illinois, spoke of her experience as a library employee several years ago. She is a proponent of putting software filters in place at the Adult Services' computers.
8. Deborah Stone of Chicago Illinois, spoke on behalf of the American Library Association. She reported on the complexities of the law regarding filtering.
9. Kate Rimkunas of Orland Park Illinois, spoke of her good experiences at the library and with the staff. She is a proponent of putting software filters in place at the Adult Services' computers. She asked that the board work together with the residents to support the residents' needs.
10. Michele Wheaton of Lemont Illinois, spoke of her family's positive experiences at the library. She is an advocate of filtering and requested the board change the current policy.
11. Diane Leib of Orland Park Illinois, spoke of her experience as a library employee several years ago and the many positive experiences she has had as a patron. She is against filtering and believes the board has already established multiple safeguards and children are the responsibility of their parents.

- Alexandra Callewaert of Orland Park Illinois, spoke of her good experiences at the library. She is an advocate of filtering the Adult Services' computers to remove all access pornography. She would like the Board to place all possible safe guards in effect in order to protect any underage patrons.

Secretary Ahl motioned to move the Board into Closed Session at 8:06 p.m. The motion was seconded by Treasurer Jennings with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye; Craig - aye. Motion passed. 6 ayes, 0 nays, 0 absent. The Closed Executive Session ended at 8:45 p.m.

Executive Session

The regular session resumed at 8:47 p.m. after the Board returned to the large meeting room.

Treasurer Jennings made a motion to approve the October Board minutes. Vice-President Ryan seconded the motion. Motion passed. 6 ayes, 0 nays, 0 absent.

Minutes

Treasurer Jennings made a motion to approve the November 4, 2013 Special Meeting of the Board minutes. Vice-President Ryan seconded the motion. Motion passed. 6 ayes, 0 nays, 0 absent.

Finance Manager Remmenga presented the Treasurer's Report as written. President Healy asked for clarification on the SSL certificate expenditures. President Healy also inquired about the variance in the phone system expenditure to budget. Finance Manager Remmenga explained that a 40% down payment was made on the new phone system. The remaining balance will be paid in December at the completion of the project.

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report. The motion was seconded by Secretary Ahl with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Craig – aye; Lebert – aye. Motion passed. 6 ayes, 0 nays, 0 absent.

Trustee Lebert arrived in person to the meeting at 8:53 p.m.

President Healy moved to approve the Accounts Payable Listing of October 21, 2013 through November 18, 2013 and was seconded by Vice-President Ryan with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Craig – aye; Lebert – aye. Motion passed. 6 ayes, 0 nays, 0 absent.

Science Kit Grant

John Zulaski from the Institute of Electrical and Electronic Engineers (IEEE) presented the Youth Services' staff and children's Environmental Club with monies to create Science Kits on November 8, 2013 to circulate to patrons. The library is privileged to have received this grant to further expand the science and mathematics materials available to the patrons. The library is grateful to youth services for writing the grant.

Librarian's Report

Strategic Planning

The management team and supervisors met last week to review the objectives based on the goals the board has set. The Chairman of the Strategic Plan Committee, Mary Adamowski, will give an overview of this working document. The administration appreciates the service the board trustees provided to develop this strategic plan since as elected officials, they volunteered and are not paid for their service to this library.

Correspondence

A list and/or copies of all correspondence received electronically or by mail have been given to each board member in their board packet.

Circulation

The circulation statistics went up again in October by 20%. The increase overall year to date is up 16%.

RWK Design Consulting

The IT consulting contract is up for renewal with RWK Design Consulting. We have budgeted for 2014 several projects: email server exchange, the sonic wall upgrade, printer replacements, and upgraded servers for the move to Hyper V cluster, software licenses, and a Storage Area Network (SAN). All of these projects have been researched by our staff along with RWK Consulting. We have been pleased with their insights and upgrades to our data network. Upgrading the computer equipment has been challenging and we feel continuing our service with them will benefit the library. There is a 9% increase for the consultant assigned to us on a daily basis for 40 hours per week. Also, based on our current upcoming projects, we have require additional 300 work hours from their staff beyond the 40 hour position assigned to our library throughout the year. This cost includes several hours per month of a senior level consultant. These senior consultant hours have been needed this past year to address the technology issues we have been experiencing. This three year contract will keep the increase for the 40 hour position at 9% each year, allow for 300 hours of additional consulting (at a reduced cost of \$124.20 per hour), obtain senior level consulting included at several hours per month and allow the continuity we need to further improve our technology to the patrons.

Building Appraisal

The purpose of an on-site inspection and analysis is to develop a detailed fixed asset record in compliance with Generally Accepted Accounting Principles and to a limited extent, fulfill the requirements of GASB 34 as relating to fixed assets. This appraisal is also used for insurance purposes. The appraisal includes land, site improvements, building and permanent fixtures, furnishings and equipment. Robin recently completed this analysis with Industrial Appraisal Company of the property inventory and accounting of this facility and its contents. The last fixed asset appraisal was previously completed ten years ago.

Meetings

The LACONI meeting, held at Arlington Heights Public Library, featured a speaker from the Pikes Peak Public Library in regards to maker spaces and computer spaces for all ages as a prototype library (Creative Computer Commons).

President Healy requested that this information be shared with Joy McFadden.

The Library Journal Leadership Summit is being held at Chicago Public Library on November 19 and 20, 2013 for directors in the area.

Phone System

Cut-over to the new phone system will take place on December 4, 2013. ATI staff will be in the building December 3rd through the 5th to facilitate the move. Staff members attended phone training last week Tuesday, Wednesday, and Thursday.

Cable Lighting

The cable lighting will be installed the week of December 9 in the three areas on the second floor by Linear Electric.

Self-checkout Kiosks

The four self-checkout kiosks will arrive and be installed by Cain Millwork the week of December 16. Two will be in the main lobby, one in Youth Services and one in Adult Services.

Youth Services Computer Furniture

An order has been placed with KI for 5 preschool-sized tables, 12 preschool-sized chairs and 12 regular-sized tables for the Youth Services area. These will replace the adult-sized wood tables and chairs that are currently in use. All pieces are in colors to match the mural and other pieces in the department. All tables will have wire-management and table-top outlets. The total cost of the project, including installation, is \$12,540.06. This is well-below the originally budgeted \$20,000.

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.

No report at this time.

**Service & Policy
Personnel**

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital Campaign
Committee**

Motion to Approve the proposed 2014 Salary Schedule. Vice President-Ryan moved to approve the motion. Secretary Ahl seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl – aye; Craig – nay; Lebert - nay. Motion passed. 4 ayes, 2 nays, 0 absent.

**Unfinished
Business**

Motion to Approve the proposed 2014 Budget, Levy, and Appropriation, including a 4.0% Levy. Treasurer Jennings moved to approve the motion. Secretary Ahl seconded the motion with a roll call vote as follows: Healy – nay; Ryan – aye; Jennings – aye; Ahl – aye; Craig – nay; Lebert - nay. Motion failed. 3 ayes, 3 nays, 0 absent.

Motion to Approve the proposed 2014 Budget, Levy, and Appropriation, including a 3.0% Levy. Trustee Lebert moved to approve the motion. President Healy seconded the motion with a roll call vote as follows: Healy – aye; Ryan – nay; Jennings – nay; Ahl – nay; Craig – aye; Lebert - aye. Motion failed. 3 ayes, 3 nays, 0 absent.

Motion to Approve the proposed 2014 Budget, Levy, and Appropriation, including a 3.5% Levy. President Healy moved to approve the motion. Trustee Craig seconded the motion with a roll call vote as follows: Healy – aye; Ryan – nay; Jennings – nay; Ahl – nay; Craig – aye; Lebert - aye. Motion failed. 3 ayes, 3 nays, 0 absent.

Motion to Approve the proposed 2014 Budget, Levy, and Appropriation, including a 4.5% Levy. Treasurer Jennings moved to approve the motion. Secretary Ahl seconded the motion with a roll call vote as follows: Healy – nay; Ryan – aye; Jennings – aye; Ahl – aye; Craig – nay; Lebert - nay. Motion failed. 3 ayes, 3 nays, 0 absent.

Motion to Approve the proposed 2014 Budget, Levy, and Appropriation, including a 0.0% Levy. President Healy moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Ryan – nay; Jennings – nay; Ahl – nay; Craig – aye; Lebert - aye. Motion failed. 3 ayes, 3 nays, 0 absent.

Motion to Approve the proposed 2014 Budget, Levy, and Appropriation, including a 3.75% Levy. Vice-President Ryan moved to approve the motion. President Healy seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – nay; Ahl – nay; Craig – aye; Lebert - aye. Motion passed. 4 ayes, 2 nays, 0 absent.

Motion to Approve the 2014 contract with Bal Industries for \$12,450. Secretary Ahl moved to approve the motion. President Healy seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl - aye; Craig – aye; Lebert - aye. Motion passed. 6 ayes, 0 nays, 0 absent.

New Business

Motion to Approve a three year contract beginning in 2014 with RWK Design, Inc.. Secretary Ahl moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl - aye; Craig – aye; Lebert - aye. Motion passed. 6 ayes, 0 nays, 0 absent.

Motion to Approve the closing of the Library on Friday, January 17, 2014 from 9 a.m. to 1 p.m. Treasurer Jennings moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl - aye; Craig – aye; Lebert - aye. Motion passed. 6 ayes, 0 nays, 0 absent.

Orland Park Public Library Strategic Plan 2015 – For Discussion. Mary Adamowski, Head of Youth Services and Chairman of the Strategic Plan Committee presented to the board and update to the 2015 Strategic Plan. She explained that the annual staff evaluations will contain action plans that will be incorporated into the final draft of the Strategic Plan. President Healy requested a brief summary of the community input to the Plan. The results are very positive.

The staff asked that all remaining meeting attendees leave the building through the side door.

Announcements

None.

Executive Session

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at 9:40 p.m.

Adjournment

Mary Ann Ahl

Approved: _____

Date: _____

Minutes prepared by Dana Pryor