

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 19, 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, Carole Hillman

Members absent: None

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

Guests: Scott Remmenga, Finance Manager; Shelly Cruz, Business Office Assistant

Trustee Jennings made a motion to approve the October 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

Joy McFadden of Information Technology introduced herself to the Board as the new Virtual Services Manager. Joy discussed some of her plans on moving forward with the Information Technology Department such as offering patrons more help with e-book reading devices and holding a “technology petting zoo”. Trustee Hillman suggested the IT department put together an evaluation form patrons can fill out on device services offered at the library.

A letter to the Library Director Weimar and the Library Board of Trustees from Diane Norris-Kuczynski and Lora Van Marel of Youth Services giving thanks for being able to attend the Illinois Library Association Annual Conference in October. Both found the conference to be motivational and inspirational. At the conference Lora took part in a presentation with a panel of other libraries titled “Wee Be Jammin’: Using Music to Promote Early Childhood Literacy in the Library” and received rave reviews.

Correspondence

An email to Library Director Weimar from former Board member Brian Wydajewski extending holiday wishes to the Board of Trustees and Library Staff. Mr. Wydajewski wrote everyone to keep up the great job. He can’t be prouder of our library and it continues to be a wonderful treasure to the entire community due to tremendous efforts of the Board and staff.

An email to Library Director Weimar from patron Ted Kupczyk stating he is impressed with the library facility, materials and programs available. He added the new library is insanely good and a benefit to the community.

Scott Remmenga presented the Treasurer’s Report as written. Financials are in line and revenue is doing well. 100% of tax receipts have been collected. This month’s revenue includes e-commerce fines from SWAN and the \$10,000 gift from Friends of the Orland Park Public Library.

Treasurer’s Report

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

Trustee Ahl moved to approve the Accounts Payable for October 16, 2012 through November 19, 2012 and was seconded by Trustee Hillman with a roll call vote as follows: Healy –aye; Ahl – aye; Lebert – aye; Jennings – aye; Ryan – aye; Hillman – aye; Craig - aye. Motion passed. All ayes, no nays.

Technology

RWK proposed to place a RWK Design employee at our facility for 40 hours per week in 2013 for a \$90,000 annual cost. This position was discussed at the last Board meeting and Jesus Reyes started November 5 and has been working on password changes, PC Reservation problems, and the Galileo file server transfer to the Storage Area Network (SAN). The cost was put in the IT Consultant line.

RWK Design and Polaris Technology staff have been evaluating our current hardware. Although our computer workstations (whether PC or thin client) are working with SWAN, as we upgrade to a 2012 Windows server, we will need to make sure our thin clients, PCs, and receipt printers have the correct specifications to meet the requirements of this server and Polaris. Jesus Reyes, our RWK consultant, has put together a list of all of our current hardware. RWK is working with us to find cost-savings through Tech Soup and the Dell representative used by RWK. At this time, there will be a need to expend funds on this hardware upgrade unrelated to the Polaris cost already appropriated. Trustee Hillman asked if the old hardware could be exchanged. Library Director Weimar responded the hardware is out of date and most were purchased at really low cost. Library Director Weimar added the upgrades would have eventually been needed regardless of making the switch to Polaris.

Trustee Healy inquired if patrons will still be able to check in books at other libraries once the library is using Polaris. Library Director Weimar replied patrons will be able to drop off Orland Park Public Library books at other libraries. Material will not be checked in at the other library, only when it is received at Orland Park; date received adjustments would be made to reflect return date. Trustee Lebert asked if there is a fee for a book to be ordered from an out of state library. Library Director Weimar responded the fee is \$4.

Library Director Weimar informed the Board Naperville Public Library left OCLC, Inc. and is now using Skyriver.

Legal

Ken Friker and Gerard Dempsey reviewed the Polaris contract and had suggested wording changes. Most of these changes were corrected by Polaris. There were a few points Klein, Thorpe and Jenkins wanted to review again since the changes were made. Our motion will reflect another review by the attorneys.

Library Director Weimar informed the Board anyone who has not completed the Open Meetings Act training for this year should complete it in the next few weeks.

Financial

Chris McClure from McClure Inserra sent us the engagement letter for the audit of the 2012 financial statements. The letter stated a 1.7% increase in the cost of the audit.

Chris McClure also sent us the true debt service and operating number percentages for 2012 and the debt service owes the general fund \$26,715.94. Since the funds are in the Illinois Funds account, it will be corrected in the next financial statements.

Klein Thorpe and Jenkins was sent the new budget and levy numbers and finished the resolution. The levy numbers were requested by the Village Finance Office last week and Annmarie Mampe indicated we were under the 5% with the bond payment included.

Personnel

Adult Services filled the two open part-time Reference 1 positions

Youth Services filled the part-time Reference 1 position.

Technical Services is in the process of interviewing for the Cataloger 2 position.

All of the departments have been informed at their regularly scheduled department meeting about the benefits and reasons for an ILS change.

Teen Area Redesign

The new LED light fixtures have been installed in the Teen area, including the shades. The lights are much brighter than the halogen fixtures in the New Book area. All the shelving units have been shortened for a more open feel.

The Bob lounge chairs, new computer table, computer task chairs, television and wall mount have been installed. Original lounge seating has been re-arranged and the area is looking refreshed and welcoming.

The framing to hang the sign letters has been installed and bulletin boards painted, including one with black chalkboard paint for promoting teen events. Café tables and chairs are still scheduled to arrive next week.

Friends Reception

The Friends Reception was attended by approximately 80 people. The Friends presented the library with a check for \$10,000 dollars and garnered 12 new memberships for a total of nearly 120 members. The next Friends Board meeting is January 14, 2013.

Holiday Lights

Bright Ideas will install the holiday lights on the parkway and in the plaza this week. The cost was \$1,350, an increase of \$100 over 2011.

Cain Millwork

The installation of the book drop panels in the lobby should be completed by mid-December. Cain's quote for two NASA display cases, 9 feet wide by 8 feet high, came in at \$10,259 each. Administration will be asking the Board to approve this amount later in the meeting. These cases will have to be delivered in pieces and installed on site. Delivery of the cases should be before December 30, 2012 with installation after the new year.

Maintenance Superintendent

Steve Newman is out on leave through approximately December 15. His duties will be covered by Maintenance Assistant Marty Thomas, Custodian Tom East and Assistant Library Director Wagner.

See Staff Reports.

No report at this time.

No report at this time.

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No report at this time.

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No report at this time.

1. Approval of the Polaris Integrated Library System Contract – For Action. Trustee Hillman moved to substantially approve the Polaris Integrated Library System Contract dated November 19, 2012 and subject to the library attorney review and approval. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

2. Approval of the 2013 Budget, Levy and Appropriation – For Action. Trustee Jennings moved to approve the 2013 Budget, Levy and Appropriation. Trustee Hillman seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Lebert – aye; Craig – aye; Ahl – aye; Hillman – aye; Jennings – aye. Motion Passed. All ayes, no nays.
3. Approval of the two display cases for the NASA Collection – For Action. Trustee Ahl moved to approve the Cain Millwork, Inc. proposal for \$10,259.00 each. Trustee Hillman seconded the motion with a roll call vote as follows: Ryan – aye; Jennings – aye; Lebert – aye; Craig – aye; Healy – aye; Hillman – aye; Ahl – aye. Motion passed. All ayes, no nays.
1. Approval of the RWK Design Contract for a network consultant assigned to the Orland Park Public Library for 40 hours per week for 2013 – For Action. Trustee Hillman moved to approve the RWK Design Contract in the amount of \$90,000 for a 40 hours per week network consultant. Trustee Ryan seconded the motion with a roll call vote as follows: Jennings – aye; Healy – aye; Hillman – aye; Craig – aye; Lebert – aye; Ahl – aye; Ryan - aye. Motion passed. All ayes, no nays.
2. Approval to close the library for a half-day In-Service Day training on January 18, 2013 – For Action. Trustee Ahl moved to approve closing the library on Friday, January 18, 2013 for a half –day of In-Service training for the staff. Trustee Ryan seconded the motion. Motion passed. All ayes, no nays.

New Business

None.

Announcements

Board Members agreed a closed session was not needed to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body.

Executive Session

Adjournment

President Lebert moved to adjourn the meeting at 8:03 p.m.

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz