

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 16, 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, Elan Kleis, Joanna Leafblad, and Denis Ryan

Roll Call

Members absent: Catherine Lebert

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

Minutes

Trustee Leafblad made a motion to approve the October 19, 2015 minutes. Vice-President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; 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

Nanc Junker

None.

Executive Session

Treasurer Jennings moved to accept the Treasurer's Reports for October 2015. The motion was seconded by Trustee Leafblad. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

Treasurer's Report

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

Treasurer Jennings moved to approve the Accounts Payable Listing of October 20, 2015 through November 16, 2015 and was seconded by Vice-President Ryan. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

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

Librarian's Report

Author Jamie Kallio

Preschool Coordinator Jamie Kallio will have three more youth non-fiction books published: Aliens, Haunted Houses and Bigfoot by The Child's World publishers in 2016.

Chinese Delegates

A group of Chinese Delegates will be touring the library Tuesday, December 2, at 9:30 a.m. Please consider joining the Library in welcoming them.

Display Case

Last month the purchase of a museum-quality display case for the 2nd floor near the Adult Services Desk was discussed. This case would allow us to showcase collections of small items from area museums, collectors and from our own collection. Dana Pryor worked very hard in comparing products and negotiating prices with the vendor. Administration would like to move forward and purchase the case, and all the materials and options associated with it, from Gaylord Archival for a total of \$5,971.65, including shipping and installation. This is an extremely good price as the case itself retails for \$5,315.

Per Capita Grant Application

The State Library of Illinois is very focused on resource sharing. One of the requirements for this year's Per Capita Grant requires discussion on this topic. The Orland Park Public Library honors library cards from all libraries and once a person is registered in Polaris, they can check out any items during their visits. The Library also participates in interlibrary loans by lending and borrowing materials from other libraries on behalf of patrons. These materials are sent between libraries using Reaching Across Illinois Libraries System (RAILS) delivery system or through the postal service.

Friends Donation

On Sunday, November 1, at the Kurt Vonnegut opening lecture, representatives from the Friends of the Orland Park Public Library announced their annual donation to the Library in the amount of \$7,000. This amount is raised through memberships and sales of Recycled Reads materials. The money is used for adult, youth and teen programming.

Kurt Vonnegut Exhibit

The Vonnegut Exhibit will be displayed until November 30. On Wednesday, November 11, we held "Vonnegut Fest" to honor our Veterans. The Library received many great compliments from Veterans about the display in the lobby and the showing of the Veteran Interviews.

Barnes & Noble Book Fair

Sunday, November 8, was the Library's Book Fair at Barnes & Noble. If customers mentioned the Library at checkout, 10% of the sale was given to the Library. Andrew Masura, Mary Adamowski, Jackie Boyd, Kelly Cuci, Becky McCormack, Cathy Riffice and Cathy DiGiorgio were on hand to interact with customers, present a storytime program, teach a craft and host a chef visit and a presenter on table decorations. Online purchases, through November 12, with the Library code were also be included in the proceeds, which have not been finalized at this time.

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 revised FY2016 Budget and Levy – For Action

Unfinished

Business

Treasurer Jennings motioned to approve the revised 2016 Budget and Levy at a 2.0% increase and to adopt a "Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016," as revised. Trustee Barcelona seconded the motion. Treasurer Jennings confirmed with Administration that 2016 Levy remained the same from the previous month, but the budget lines were reallocated. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

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

BAL Carpet Cleaning Contract – For Action

New Business

Treasurer Jennings motioned to approve the BAL Carpet Cleaning contract for 2016 in the amount of \$14,520.00. Trustee Kleis seconded the motion. Treasurer Jennings asked for a comparison to previous years. Vice-President Ryan asked about future flooring replacement plans. Administration responded to their questions. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

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

Engagement letter for the audit of the Library's financial statements for the year ended December 31, 2015 from McClure Inserra – For Action

Trustee Kleis motioned to approve the McClure Inserra engagement letter for the audit of the Library's financial statements for the year ended December 31, 2015 in the amount of \$10,500. Vice-President Ryan seconded the motion. No further discussion ensued. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

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

Resolution authorizing intervention in all 2014-2016 tax year appeals before the State of Illinois Property Tax Appeal Board – For Action

Treasurer Jennings motioned to approve Resolution No. 2015-09 "Resolution Authorizing Intervention in All 2014-2016 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board." Vice-President Ryan seconded the motion. Treasurer Jennings confirmed that this is a continuation of previous years. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

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

Review and approval to enter into the Master Services Agreement with U.S. Bank – For Action

Treasurer Jennings motioned to approve and enter into the Master Services Agreement with U.S. Bank and to authorize the Board Treasurer to sign the Agreement; and to authorize Diane Jennings, Nancy Healy, and Denis Ryan to be Authorized Treasury Management Signers on the account. Administration explained the need for the agreement. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

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

Vice-President Ryan requested a point of discussion be added to the December 21, 2015 agenda. He

Announcements

would like to discuss changing the date of regular Board of Library Trustees meetings.

Vice-President Ryan wished everyone a Happy Thanksgiving.

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

Adjournment

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

The meeting was adjourned at 7:38 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Dana Pryor