

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 19, 2011

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

Call To Order

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

Members absent: Catherine Lebert, Julie Ann Craig

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

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

Trustee Healy made a motion to approve the November Board minutes. Trustee Ahl 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 Library Director Weimar expressing appreciation for the beautiful Cross pen and pencil set presented to her. Library Director Weimar wrote being a member of the Orland Park Public Library family has been special and the best place she has worked. Library Director Weimar also expressed thanks for the very nice Christmas party.

Correspondence

A card to the Board of Library Trustees and Library Administration from Andrew Masura, Adult Services Director expressing thanks for the lovely holiday party. With 62% of office parties being cancelled in this era of economic hardship, he sincerely appreciates the Board continuing this tradition.

A card to the Board of Library Trustees from Susan Smith, Reference Librarian expressing thanks for the Christmas party and the lovely crystal bookends to recognize her 30 years of service to the Orland Park Public Library.

A card to the Board of Library Trustees and Library Director Weimar from Ruth Vogel, Circulation Clerk expressing thanks for the beautiful engraved pen and pencil set to recognize her years of service with the library. Ruth also wrote that the Christmas party was very nice as usual.

A card to the Board of Library Trustees from Ann Finnegan of Youth Services expressing thanks for the wonderful holiday party and the necklace she was given for her five years of service.

Board members Ahl, Hillman, Healy and Jennings expressed how lovely the holiday party was and complimented the social committee on a great job.

Scott Remmenga explained the financials are in line and the library is doing quite well. As of November 30th there is \$740,000 in excess revenue. A recommendation will be made later in the meeting to transfer up to \$500,000 from the General Fund to the Special Reserve Fund. Trustee Healy stated a lot is spent the final month of the year.

Treasurer's Report

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

Trustee Ahl moved to approve the Accounts Payable for November 22, 2011 through December 19, 2011 and was seconded by Trustee Ryan with a roll call vote as follows: Jennings – aye; Healy –

aye; Hillman – aye; Ahl – aye; Ryan – aye. Motion passed. All ayes, no nays.

Personnel

All of the staff have completed their annual evaluations using the new forms. There has been positive feedback about the more relevant questions on this annual review form from staff. The department heads felt the self-evaluation forms the employees used helped them considerably. This process will continue to be evaluated.

Librarian's Report

75th Anniversary

The programs have been planned and the 75th Anniversary program booklet is in process. The anniversary banners which will hang along Ravinia Avenue have been ordered. Trustee Hillman has made a suggestion in regards to purchasing a bronze art sculpture in the form of a functional bench for outside the library front doors in honor of this special celebration. Library Director Weimar distributed pictures of sculptures to Board members.

Finances

Finance Director Scott Remmenga, Library Director Weimar and Assistant Library Director Wagner met with Tim Matthews and Courtney Rios from PMA Financials in regards to the library's 2012 Cash Flow Plan. The same investment process as in the past will be continued, but we will be adding a two-year investing of about \$500,000 to try to capture a better interest yield. These investments should earn at least a 1% interest rate. Nancy Healy, the Board Treasurer, was given a copy of the Cash Flow Plan before tonight's meeting. Library Director Weimar commented this was a job well done by PMA considering the long-term investment.

Marquette Bank requested a new signed collateral agreement for our pledge account be signed and sent to them by December 19th in order to change banks for our pledge account. There was a very short turnaround time on this. Trustee Jennings was the original signer of this pledge account, and came in to sign the updated agreement and it was given to Marquette Bank last week.

Our 2009 PTAB Intergovernmental Agreement is between the Village of Orland Park and the library only. The library will be responsible for 30.66% of the cost. Klein, Thorpe and Jenkins firm said on some of the larger interventions, they will work closely with the school districts to save on appeal filing costs.

Metra Triangle TIF Meeting was held on November 30. The notes from this meeting were placed in each Board member's packet.

The library will be transferring some operating funds to the Special Reserve Fund for capital improvements.

Library Director Weimar attended the Village of Orland Park's Board meeting on December 5, 2011 and confirmed the levy was passed. Library Director Weimar indicated Village of Orland Park Board Trustee, Edward G. Schussler III commended the Board of Library Trustees for keeping the levy low.

SWAN/RAILS

The current RAILS Board President John Chrastka resigned from his position on the RAILS Board effective immediately due to a conflict with his new work schedule.

The 2012 SWAN budget passed on December 1, 2011. The library's SWAN fees were raised about 4% instead of 6% in the final budget for 2012. SWAN Council decided to lower everyone's cost and use Computer Reserve Funds to supplement the revenue for the upcoming year. SWAN has also changed its procedures about reimbursing each library's E-Commerce accounts. Instead of crediting the quarterly invoice, they will send each library a check for the amount owed. Library Director Weimar's comment on this process is SWAN has not been very timely with its invoices and credit memos this past year. Library Director Weimar informed the Board she is looking into

using Radio Frequency Identification security (RFID) for the library's CD and DVD collections.

Holiday Event 2012

The library is looking to change venues for next year's Board and staff holiday celebration. It was agreed the location was to remain in Orland Park to support local businesses and after consideration, the Orland Chateau was considered a good location for our size and needs. Trustee Healy suggested the committee consider Palos Country Club located in Orland Park. Assistant Library Director Wagner and Melissa Panio responded they will check into the country club as well.

Board Communication

Klein, Thorpe and Jenkins has sent the library a FOIA binding opinion in regards to electronic communication by elected officials. The Service and Policy Committee or the Committee as a Whole should review the current electronic communication policy in the Board By-Laws to make sure it complies with this opinion. Each Board member received a copy of the By-Laws in their meeting packet. The library will investigate getting each Board member a separate email account for library-only communication.

Carpet Cleaning Contract for 2012

After discussion between Library Director Weimar, Assistant Library Director Wagner and Steve Newman, it has been decided in 2012 the carpet cleaning will be switched to a hot-water extraction method rather than the dry-chem method currently used by Floor Innovations. The frequency of cleaning for certain areas such as the IT Commons will also be increased. In 2011, \$14,325 was paid for carpet cleaning services. New proposals from Floor Innovations and BAL Industries (Frankfort, IL) were requested. After receiving proposals from both companies, Assistant Library Director Wagner recommends the Board accept the proposal from BAL Industries for \$13,500 based on their willingness and ability to use the hot-water extraction method in the areas and with the frequencies we require; the high praise they received from four references; and their price.

Other Staff Reports

Lighting

Linear Electric and Steve Newman installed the main staircase lighting. Staff members have expressed how the stairwell is much brighter.

Lobby Book Drop Panels

Improvement on the book drop panels is still being discussed. A concern was the laminate was too thin and would be nicked and cracked too easily. Cain Millwork is sending granite samples for the area. This project will be continued into 2012. Trustee Hillman inquired if brick was still being looked into for the book drop panels. Library Director Weimar responded currently granite is only being looked into, and later a cost comparison will be made between the granite and brick.

Adult Services Changes

Steve Newman and Tom East are spending this week swapping out shelves, moving vertical file and microfiche cabinets and other types of rearranging as specified by Andrew Masura.

Parking Lot Lights

The Village of Orland Park's Public Works staff changed the parking lot light bulbs two weeks ago but there are still issues with ballasts. Public Works will not be able to come out again until spring. Last week Sharlen Electric was hired to replace several ballasts. All the parking lot and building lights are currently working. Trustee Hillman commented the lights look really nice and brighten up the parking lot much better.

Café Tables and Chairs

The final cost for 4 tables and 8 chairs for the lobby was \$5,072.84; nearly \$2,000 less than the original estimate. The new tables and chairs should be delivered on 1/11/2012. Trustee Hillman inquired if patrons will be allowed to bring beverages among the new furniture. Assistant Library Director Wagner replied beverages with covers are allowed within the library. Trustee Healy asked

if money has been paid toward the tables and chairs. Assistant Library Director Wagner replied no money has been paid toward the furniture, and the cost will come out of the 2012 budget. Trustee Healy asked if this cost was allocated in the 2012 budget. Assistant Library Director Wagner responded yes, the cost has been allocated along with the cost of the meeting room chairs.

Signs

John Marquenski of Mission Signs will be coming to the library to install “The Next Chapter” sign over the senior area, the “Author Alley” sign at the north end of the building where we have signed author visit posters, and the “Computers” sign on the archway near the IT Commons. Signs on the drive-up book drops have already been replaced.

HVAC Retro-Commissioning

Steve Newman and Assistant Library Director Wagner have had two meetings with Ben Sliwinski from SEDAC and John Naujokas from Trane in conversations regarding the preliminary draft of Ben’s report on the Retro-Commissioning Project. In January we will receive the report and proceed from there in deciding which improvements we will make over the next 12 months. Trustee Healy inquired if this would be controlled in-house. Assistant Library Director Wager replied controls will be located in-house.

See Staff Reports.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

Personnel Committee minutes from the December 5th meeting were discussed.

Personnel

The new Maintenance Assistant position will be open beginning January 1, 2012, and is under the supervision of the Superintendent of Maintenance. The position requires more advanced skills than the current custodial position and would be scheduled for 18 hours per week. Library Director Weimar announced the job description has been written and sent to the Management Association of Illinois for review and was declared as a Grade Level 3 position.

The Disciplinary Policy was discussed, and minor changes were recommended along with formatting changes.

The Employee Disciplinary Action document was discussed and reviewed. Several changes were recommended in regards to typical steps in progressive discipline about follow-up, review actions and written warnings. Formatting changes were also recommended for this document.

The Staff Dispute Resolution Policy was discussed. Layout changes were suggested for the document which would break up the text so the reader could better understand the document.

Trustee Ahl moved to approve the minutes from the Personnel Committee meeting. Hillman seconded the motion. Motion passed. All ayes, no nays.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

None

Unfinished Business

New Business

1. FY2012 Investment Plan and Cash Flow Projections – For Action. Trustee Healy moved to approve the FY2012 Investment Plan and Cash Flow Projections. Trustee Jennings seconded the motion with a roll call vote as follows: Hillman – aye; Ahl – aye; Ryan – aye; Jennings – aye; Healy – aye. Motion passed. All ayes, no nays.
2. Semi-Annual Review of Closed Session Minutes – For Action. Trustee Ahl moved to approve the Semi-Annual Review of Closed Session Minutes of the Orland Park Public Library and not to release these minutes to the public. Trustee Jennings seconded the motion. Motion passed. All ayes, no nays.
3. Resolution Approving the Destruction of Certain Closed Session Audiotapes – For Action. Trustee Ahl moved to approve the resolution of destruction of certain closed session audiotapes of the Orland Park Public Library as listed. Trustee Jennings seconded the motion. Motion passed. All ayes, no nays.
4. Disciplinary Policy – For Action. Trustee Ahl made a motion to approve the Orland Park Public Library’s Disciplinary Policy with the discussed grammatical changes. Trustee Jennings seconded the motion. All in favor as amended. Motion passed. All ayes, no nays.
5. Employee Disciplinary Action Plan – For Action. Trustee Ahl moved to approve the Orland Park Public Library’s Employee Disciplinary Action Plan with discussed word additions and grammatical changes. Trustee Healy seconded the motion. All in favor as amended. Motion passed. All ayes, no nays.
6. Staff Dispute Resolution Policy – For Action. Trustee Hillman moved to approve the Orland Park Public Library’s Staff Dispute Resolution Policy with discussed language changes. Trustee Ryan seconded the motion. All in favor as amended. Motion passed. All ayes, no nays.
7. Maintenance Assistant Job Description – For Action. Trustee Ahl moved to approve the job description for the Maintenance Assistant position. Trustee Healy seconded the motion. Motion passed. All ayes, no nays.
8. Carpet Cleaning Contract – For Action. Trustee Jennings moved to approve the carpet cleaning contract with BAL Industries in the amount of \$13,500. Trustee Hillman seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Ahl – aye; Jennings – aye; Hillman – aye. Motion passed. All ayes, no nays.
9. Staff Holiday Event, 2012 – For Action. Trustee Ahl moved to approve the Orland Park Public Library’s staff holiday event for 2012 as recommended. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.
10. Transfer from General Fund to Special Reserve Fund – For Action. Trustee Healy moved to approve the transfer of up to \$500,000 from the General Fund to the Special Reserve Fund, depending on surplus amount after December expenses. Trustee Hillman seconded the motion with a roll call vote as follows: Ahl – aye; Ryan – aye; Jennings – aye; Healy – aye; Hillman – aye. Motion passed. All ayes, no nays.

Trustee Ahl expressed the importance of attendance to monthly Board meetings. With the consideration of unforeseen schedule changes, family emergencies and illness, Board members are elected officials and are to attend meetings. If occurrences constantly interfere with scheduled meetings, one must consider if they can do the job. Board members are responsible for what they have been elected to do, and she would appreciate seeing a concentrated effort of attending meetings regularly for 2012. Ahl expressed meeting attendance has also been an issue in the past.

Announcements

Board members were pleased with the *Keeping You Connected-Orland Park Public Library General Guide* brochure. Library Director Weimar stated Public Information Coordinator, Melissa Panio, Graphics Assistant, Melissa Tikalsky, and Robert Morris College Intern, Jessica Skupien put in excellent effort creating the brochure.

None

Executive Session

Vice President Hillman moved to adjourn the meeting at 8:37 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz