

**Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 16, 2013**

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

**Call To Order**

Members present: Nancy Healy, Denis Ryan, Diane Jennings, Mary Ann Ahl, 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; Kelly Cuci, Head of Outreach 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; Dennis Walsh of Klein Thorpe & Jenkins, LTD

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

**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 thirty minutes.

**Introduction Of Visitors**

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

**Correspondence**

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

**Public Comment**

1. Kevin DuJan, of Orland Park, Illinois, spoke of the informal survey he conducted on his website. He read the results to the Board. He also opposed the restriction of electronic based public comment.
2. Megan Fox, of Mokena, Illinois, expressed her feelings and concerns that she is being targeted for her viewpoint. She also spoke of the need to restrict Internet access in the adult computer area.
3. Thomas Kusmider, of Orland Park, Illinois, expressed his beliefs that the library is a very safe place and the number of obscene/criminal incidences over the years is very small when looking at the millions who have been in the library. He also questioned what steps the Board will take to ensure the rights of patrons who have been photographed or defamed without their knowledge while on library grounds.
4. John Rimkunas, of Orland Park, Illinois, spoke of his family's good experiences at the library. He asked the Board to consider placing filters on the computers in the adult computer area as a safety measure and to reduce any possible negative repercussions that may occur.
5. Mia Levin, of Orland Park, Illinois, asked the Board to put filtering software in place in the adult computer area. She would like to see access to pornography eliminated.
6. Colleen Lanigan, of Orland Park, Illinois, expressed her views against the availability of pornography in the adult computer area in the library. She requested the Board considers the segment of the residents the library should serve.
7. Linda Zec, of Orland Park, Illinois, asked the Board to consider implementing a pornography policy. She would like the Board to weigh the expense of a modern filtering program for the adult computer area with the advantages of eliminating open access to the Internet. She expressed the need to electronically block child pornography.

Finance Manager Remmenga presented the Treasurer's Report as written. President Healy requested additional information on the impact fees. Finance Manager Remmenga reported impact fees are increasing and they are higher than budgeted for the year.

## 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.

Secretary Ahl moved to approve the Accounts Payable Listing of November 19, 2013 through December 16, 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.

### *Circulation*

The circulation statistics went up again in October by 20%. The overall increase is up 17% year-to-date from last year.

## Librarian's Report

### *Technology*

The library is currently in the process of changing to Outlook Exchange for email and there have been intermittent difficulties with sending and receiving emails.

Tyco Integrated Security has increased its cost by 3% for security service in 2014.

### *Public Policies*

Enclosed in the Board packets were the procedures for the IT Commons, Youth and Teen public computer use. Almost all of the procedures have been implemented. The library delayed the implementation of the time limit and charges for non-residents until January 2, 2014 to allow for notification to these patrons. The draft modifications to the current Network Policy reflect the computers available to adults accompanied by children in the Youth Area and the digital signature acceptance feature available for patrons. This is merely a draft and no other changes have been discussed.

Treasurer Jennings requested clarification of the implementation dates.

### *Financial*

Financial Manager Scott Remmenga, Assistant Library Director Robin Wagner and Library Director Mary Weimar met with representatives from PMA Financial in regards to the library's investment plan for 2014. The plan is similar to previous years and the library is investing its cash in a timely manner (within 30 days) and the interest for the portfolio is about four times the rate received from Illinois Funds.

### *Legal*

The Illinois State Library has sent information requiring the library to submit their annual certification for 2014.

The Assessor's Office has sent information for the library to submit the 2014 Annual Exempt Affidavit.

The Development Services Department of the Village of Orland Park sent the library a copy of their *Comprehensive Plan: Quality Places – Natural Spaces*. It was completed in August of 2013. The library is pictured on page 221. Administration and the Strategic Plan Committee will be studying it. A copy of the plan is available in the Business Office.

PTAB Resolution is on the agenda to share the intervention costs with the Village of Orland Park, District 135, District 230 and the Orland Fire Protection District. The IGA was signed last month. This is the resolution authorizing the intervention in all 2011-2013 tax year appeals.

*Meetings*

LACONI will host its Annual Library Trustee function on April 11, 2014. Please let Administration know if you plan to attend by March.

*Phone System*

The cutover to the phone system was completed on December 4. There are some issues with call flows which Joy McFadden, Virtual Services Manager, will be bringing ATI's project manager back in to resolve the issues.

*Cable Lighting*

Installation on the cable lighting on the 2nd floor was completed last Friday afternoon. We are waiting for the delivery of 8 LED bulbs to complete the fixtures over the Reference Desk area. The expected delivery of the parts is 1-2 weeks.

*Self-Checkout Kiosks*

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

*Youth Services Computer Furniture*

The computer furniture for Youth Services will be delivered December 30 and installed on January 3, 2014 by KI Furniture.

*Copiers*

The black & white copier has been moved from Youth Services into the lobby adjacent to the Circulation Desk. Signage has been ordered from Mission Signs and will be in place by the end of the year. The color copier will remain in the IT Commons area.

*Maintenance*

Maintenance Superintendent Steve Newman is currently working on repairs to Boiler #2 and the MeeFog system. These both have minor issues which should be resolved this week.

*Polaris*

The language has been modified in the cancellation emails sent by Polaris for Hold and ILL requests. A statement has been added telling patrons to check their online account in regards to their request for this item. If Board members notice this statement is not in their emails, please let Robin Wagner know.

The online catalog is currently being cleaned up of items that came over from SWAN but do not actually exist.

Staff members report they are receiving positive comments about Polaris from some patrons who did not like the change at first. A few staff members said when they stop to think about it, they have not been getting negative feedback about Polaris for the last several weeks.

Trustee Lebert motioned to move the Board into Executive Session at 7:44 p.m. The motion was seconded by Secretary Ahl 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 Executive Session ended at 9:15 p.m.

**Executive Session**

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.

**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**

None.

**Unfinished  
Business**

Motion to approve the PMA 2014 Investment Plan and Cash Flow Projection. Treasurer Jennings moved to approve the motion. Vice-President Ryan 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 Resolution authorizing intervention in all 2011-2013 Tax Year Appeals before the State of Illinois Property Tax Appeal Board. Vice President Ryan 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.

A discussion took place on the tentative plans for the December 2014 In-Service Day. Vice-President Ryan asked for further clarification on what this would involve.

Motion to approve the semi-annual review of the Closed Session Minutes of the Orland Park Public Library and not to release these minutes to the public. 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 – aye; Lebert - aye. Motion passed. 6 ayes, 0 nays, 0 absent.

Motion to approve the updated signatures for PMA Financial, Illinois Funds, and Marquette Bank. 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.

A brief discussion took place on the Board vacancy. A closed session meeting is scheduled for the review of candidates and interview preparation on January 13, 2014 at 7:00 p.m.

A summary of the 2014 Strategic Plan was presented to the Board by Mary Adamowski and the Strategic Plan Committee. The goals were reviewed by the committee members and an update was given on the project.

None at this time.

**Announcements**

Vice-President Ryan moved to adjourn the meeting. The meeting was adjourned by acclamation at 9:28 p.m.

**Adjournment**

Mary Ann Ahl

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

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

Minutes prepared by Dana Pryor

