

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 16, 2012

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

Call To Order

Members present: Catherine Lebert, Nancy Healy, Mary Ann Ahl, Carole Hillman, Diane Jennings, Denis Ryan, Julie Ann Craig

Members absent: None

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 Jennings made a motion to approve the December Board minutes as amended. Trustee Hillman 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 from former Board Trustee, Brian Wydajewski wishing the current Board members a Merry Christmas.

Correspondence

A card to the Board of Library Trustees from Trustee Nancy Healy giving thanks for the mass intentions for her brother Tom.

Scott Remmenga explained the financials are in line and the library is doing well. Additional revenue and expenses will be charged back to 2011 as part of the audit process. Remmenga stated \$425,000 was transferred to the Special Reserves Fund from the General Fund.

Treasurer's Report

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

Trustee Healy moved to approve the Accounts Payable for December 20, 2011 through January 15, 2012 and was seconded by Trustee Ryan with a roll call vote as follows: Jennings – aye; Craig – aye; Healy – aye; Hillman – aye; Ahl – aye; Ryan – aye; Lebert - aye. Motion passed. All ayes, no nays.

Personnel

The Driving on Library Business Policy requires an unusually high insurance requirement for a staff member's vehicle to drive on library business. Currently, the policy requires drivers have auto liability insurance in the amount of \$100,000 per occurrence/\$300,000 aggregate for combined property damage and bodily injury liability limits. The Illinois Mandatory Insurance minimum is \$20,000 injury or death; \$40,000 if more than one person is in an accident and \$15,000 damage to property. Board members were given a copy of the proposed revisions for the policy. Administration is asking approval to see this insurance level match the current requirements in Illinois Mandatory Insurance Law. Changing the insurance level will not affect current insurance premiums.

Librarian's Report

Annual Report

Thanks to new legislation, the library has three months to file the Illinois Public Library Annual Report. The new application was received by email on January 13th. Library Director Weimar stated it will be finished for the February Board meeting. Circulation went up a total of 9% from

last year with a circulation of 735,659 items. Our most current figures for library card holders is 44,432.

New Technology

As stated in December, the library is researching new technology, including Radio Frequency Identification (RFID) tagging. Several vendors will be making presentations this year to give us information on new self-checkout stations for books and media, RFID and alternative software for our Integrated Library System. Library Director Weimar informed the Board a Cost at Exit quote has been requested from SWAN library services for informational use at this time. Library Director Weimar stated she will be meeting with Centec to discuss Media Release Boxes.

The security camera project is going well. Cameras on the staff side of the building and the lobby cameras have been installed. The wiring has been pulled for the cameras in Youth Services.

Updates on the current security system were given and discussed. The library will be researching new security software. The current ADT software is dated and we have had some trouble with it. Library Director Weimar stated she is planning on putting out a Request for Information in the upcoming months to look at different options.

Board Communication

According to new legislation, all elected officials must receive training on the Open Meetings Act. A copy of the interpretation of this legislation and the website to access the training has been placed in each Board member's packet. Board member's names will be emailed to the Attorney General's contact this week.

Library Director Weimar announced if Board members have not yet done so, meetings need to be scheduled with her in order to set up an Axigen email account.

Lobby Book Drop Panels

Replacing the book drop panels is still in the idea stage. The granite sample has been received and will be compared to the Circulation Desk counter for a match before proceeding.

Computer Task Tables

Jim Heyden from KI will be at the library on Wednesday to discuss new computer task tables for the Information Technology and Youth Services Commons areas. The first step will be to choose a design and replace one row of David Edwards' tables on the 2nd floor. KI is the company the computer task chairs were purchased from last year.

Café Tables and Chairs

The new café tables and chairs were delivered last Wednesday. They have been used quite a bit by our patrons and many compliments have been received. Board members agreed the new tables and chairs are very nice and are a great addition to the lobby.

Maintenance Assistant Position

The library's new Maintenance Assistant Marty Thompson will be starting January 18th. Steve Newman, Maintenance Superintendent, is looking forward to the help and has many projects planned, including continuing with the drywall patching and painting.

Friends of the Orland Park Public Library

The Friends had their Board meeting on January 9th. Recording Secretary George Shannon stepped up and took the position of President and newest Board member Mary Lou Duda became Recording Secretary. Past President Sue Mosel is off the Board but still volunteers her time with Recycled Reads. Other decisions included not to sell the Entertainment Books at the end of this year. In 2011, 50 Entertainment Books were ordered and 25 unsold books were sent back. The Friends Board members will be looking into other fundraising ideas.

Other Staff Reports

See Staff Reports.

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

1. Motion to Approve Fund Transfer to Pay Bills – For Action. Trustee Hillman moved to approve the fund transfer to pay bills. Trustee Healy seconded the motion with a roll call vote as follows: Lebert – aye; Ahl – aye; Ryan – aye; Jennings – aye; Healy – aye; Craig – aye; Hillman - aye. Motion passed. All ayes, no nays.
2. Strategic Plan 2010-2013 – For Discussion. Library Director Weimar distributed an update of the Orland Park Public Library Strategic Plan 2010-2013 showing year-to-date comparisons of 2010 and 2011. The annual review shows the library has been successful in its planned action steps to achieve various objectives. Assistant Library Director Wagner indicated in future strategic plans objectives will be more realistic. Trustee Hillman suggested descriptions of how statistics were found be added into the review. President Lebert inquired about Bibliographic Bookmarks. Library Director Weimar explained the bookmarks are created by Youth Services staff highlighting different genres in various reading levels. Patrons can refer to the bookmarks to help find books. Library Director Weimar noted library staff is doing a great job introducing new library services. Trustee Hillman readily agreed. During discussion Trustee Healy inquired if the library gives out 1099 forms. Remmenga replied 1099 forms are given to Neviol, the library’s cleaning service, Klein Thorpe and Jenkins and approximately five programmers.
3. Study Room Policy Revision – For Action. Trustee Ryan moved to approve the revisions to the Study Room Policy with the discussed word and grammatical changes. Trustee Hillman seconded the motion. All in favor as amended. Motion passed. All ayes, no nays.
4. Study Room Policy Rules and Regulations Revision – For Action. Trustee Ahl moved to approve the revisions to the Study Room Policy Rules and Regulations with the discussed word additions. Trustee Hillman seconded the motion. All in favor as amended. Motion passed. All ayes, no nays.
5. Personnel Policy Section 206.1 Revision – For Action. Trustee Hillman moved to approve the revisions to the Personnel Policy 206.1 with the discussed language changes. Trustee Healy inquired on which insurance, the staff member’s or the library’s, take precedence? Library Director Weimar replied if an incident occurs with the library van it is covered by library insurance. Trustee Healy asked what the protocol would be if a staff member were involved in an incident in their own car while on library business. Library Director Weimar responded personal insurance would be primary and then would fall to library insurance. A question was raised about deductibles and if the library would pay. Library Director Weimar replied there is currently not a policy in place and has not been an issue in the past. Trustee Lebert seconded

New Business

the motion with a roll call vote as follows: Healy – aye; Craig – aye; Ryan – aye; Jennings – aye; Lebert – aye; Hillman – aye; Ahl - aye. All in favor as amended. Motion passed. All ayes, no nays.

Library Director Weimar informed the Board Apple iPads have been purchased for half of the library’s management team. At the end of this month additional iPads will be purchased for the remaining management team. Board members will be receiving iPads by the end of February. The iPads will be used during Board meetings and all necessary documentation will be uploaded to the device for each meeting. It will no longer be necessary for Board members to bring paper documentation to meetings unless they choose to do so. President Lebert asked if Board members will receive training on the iPads. Library Director Weimar replied yes, formal training will be given. Trustee Healy suggested also calling 1(800) MY-APPLE with inquiries. Apple customer service has proven to be extremely helpful. Trustee Healy inquired if the connection of the iPads will be Wi-Fi or 3G. Library Director Weimar replied the devices will be Wi-Fi only. Board members Lebert, Craig, Ahl, Hillman and Jennings favored the decision of purchasing iPads.

Announcements

Trustee Ahl gave a reminder to Board members to mark their calendars for upcoming events. The Orland Park Public Library’s 75th Anniversary Celebration is being held on May 19, 2012 at 7 p.m. Trustee Ahl recommends all Board members be present at the celebration. The library’s holiday event is being held on December 2, 2012. This year’s event will celebrate the library’s 75th Anniversary and Board members should plan on being present. Library Director Weimar informed the Board a booklet will be available on all 75th Anniversary programs.

Trustee Ahl stated she has received complaints regarding library newsletters no longer being mailed to patron’s homes. When she is approached with a complaint, she informs the patron print copies of the newsletter are available at the library. Melissa Panio suggested placing copies of the newsletter by book drops for easier access.

Board members Ahl, Healy and Ryan are attending the Public Library Association Conference in Philadelphia.

None

Executive Session

President Lebert moved to adjourn the meeting at 8:00 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz