

## **Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 21, 2013**

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

### **Call To Order**

Members present: Mary Ann Ahl, Denis Ryan, Diane Jennings, Julie Ann Craig, Carole Hillman  
Catherine Lebert arrived at 7:03 p.m.

Members absent: Nancy Healy

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

Guests: Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator;  
Dana Pryor, Business Office Assistant

Trustee Ryan made a motion to approve the December Board minutes. Trustee Jennings seconded the motion. Motion passed. 5 ayes, 2 absent, 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**

Secretary Ahl read a card to the Library Board of Trustees and Library Director Weimar from Julie Pryor expressing her appreciation for the Hot Logic food heater and the lovely Christmas party.

### **Correspondence**

Finance Manager Remmenga presented the Treasurer's Report as written. He explained revenues and expenditures for the year. There were no additional questions.

### **Treasurer's Report**

Trustee Jennings moved to accept the Treasurer's Report. The motion was seconded by Trustee Ahl with a roll call vote as follows: Hillman – aye; Ahl – aye; Ryan – aye; Jennings – aye; Craig – aye; Healy-absent; Lebert - absent. Motion passed. 5 ayes, 2 absent, no nays.

Trustee Hillman moved to approve the Accounts Payable for December 18, 2012 through January 21, 2013 and was seconded by Trustee Jennings with a roll call vote as follows: Craig – aye; Ahl – aye; Lebert – aye; Jennings – aye; Ryan – aye; Hillman – aye; Healy - absent. Motion passed. 6 ayes, 1 absent, no nays.

### *Technology*

Ebooks.orlandparklibrary.org is our new OverDrive link and has been working well for the patrons. The library has received numerous comments about our stand alone eBook subscription. Joy McFadden has answered each comment individually with a request for the patron to recommend titles for our purchase. Ms. McFadden's responses have been timely and effective. 2012 statistics show 1,088 eBook/audiobook patrons, with a circulation of over 15,000 checkouts.

### **Librarian's Report**

Jesus Reyes and Denis Williams from RWK Design changed the network switches on Friday, January 18th. The project started at 6:00AM with the assistance of Joy McFadden, Cassandra Spence, Mark Ewasiuk and Matt Rutkowski from the Information Technology Department. The project went very smoothly and all functions were reported up and running by 2:30PM. The next project for IT will be the upgrade of the 2003 servers to Server 2008R2.

### *Furniture and Equipment*

The new black and white copier for the public located in the IT Department and the wide format printer for the Graphic Department are set-up and running. The Information Technology Department has a public fax kiosk for patrons. It has both debit and credit card payment options.

Youth Services currently hosts an activity piece designed by Burgeon. It was meant to have new panels designed and updated (keeping the old ones for interchanging). The three new selections by Youth Services' staff are *B is for Bugs*, *Baby Texture Panel*, and *Magic Color mixing Wheel*. The total cost is \$2,012 with shipping. They will be purchased this week. The Youth Services department also ordered a train table and a small puppet theater for public use.

Adult Services is anticipating a return of many of their popular titles before the move to Polaris. With this in mind, they will be performing a major shift of the Reference collection, Large Print books, and audiobooks to make room. Additional weeding will be done in the fiction. We are looking at adding a  $\frac{3}{4}$  row in the fiction area to accommodate the growth of the collection.

#### *Financial*

McClure, Inserra and Company is scheduled for next month to work on the 2012 audit.

#### *Legal*

Secretary of State Jessie White is requiring all public libraries to submit an online Annual Library Certification. Submissions started January 2 and the library has completed this requirement.

David Orr's Cook County Clerk's Office asked for an electronic submission of all qualified staff and Library Board Trustees who will need to submit Ethic Statements this spring. Director Weimar reminded the Board to look for an email from David Orr's Office in the next month. Once submitted online (no paper form this year), send the confirmation email to the Library Director.

The Illinois Public Library Annual Report (IPLAR) form has just been made available on the Counting Opinions website. Going forward, the IPLAR will be filed electronically.

#### *Personnel*

The staff attended an In-Service on Friday, January 18 on customer service presented by Steve Beck. We had some very positive feedback about the presentation. The first half hour of the day was a review of the Emergency Response Plan. Thank you to Mary Ann Ahl and Diane Jennings for coming to this workshop and representing the Library Board.

Dana Pryor, Business Office Assistant, was introduced to the Board.

#### *Grants and Programs*

Diane Srebro was the lead writer on an American Library Association bookshelf grant. Last week the library was chosen as one of the recipients of the Muslim Journeys, Bridging Cultures Bookshelf Grant. The materials have already been delivered and are being cataloged. The Library has a year to present the programs.

A Skype book discussion with author Chris Bohjalian was held on January 15th with 20 people attending. Feedback was positive.

#### *Cain Millwork*

Cain Millwork installed the solid-surface book drop panels and the NASA cabinets on January 18, 2013. Assistant Director Wagner is very happy with their design and work. The color matched very

#### **Other Staff Reports**

well. The library is waiting for the glass shelf holders to arrive so the display items can be placed in the cabinets.

*Polaris*

Our first in-person visit with Ann Lorish from Polaris will be on February 5 & 6, 2013. These full-day meetings will have Ann collecting our information, such as loan rules, etc., to build our profiles, parameters and data tables pre-loaded into the Polaris software uploaded to our servers. The Management Team will have weekly meetings before then to discuss and gather the information we need for the meeting. One meeting was held last week. Two additional meetings are already scheduled for the immediate future.

The last components of preparation for the new servers which will host Polaris are almost ready to be purchased based on quotes and verifying we have the correct products needed. Still to be purchased is a server rack with power supply and six pieces of software.

*Friends of the Orland Park Public Library*

The Friends had a Board meeting last week and agreed to purchase 8GB swivel flash drives to sell to the public for \$10 each. They are engraved with the Friends logo on one side and “Friends of the Public Library” on the other. CD’s are still available for purchase for \$1.

Bridget Bittman went over a brief explanation of the current marketing plan to introduce Polaris to the public. The plan includes a mailing to 25,000 households at the end of February detailing the positive impact Polaris will have. Staff buttons will be distributed. There will also be a countdown to Polaris poster created. Secretary Ahl mentioned questions she has received regarding books from other libraries. It will need to be explained that reciprocal borrowing will still take place. President Hillman asked if a FAQs sheet could be compiled. Director Weimar explained that OPPL branded screen shots are needed before much signage can be produced. Assistant Director Wagner commented that a FAQs page can be added to the OPPL website for patrons, similar to the one that will be used for staff. Secretary Ahl requested a Board workshop to introduce them to Polaris once information is available.

Assistant Director Wagner explained the tentative Polaris training schedule for early March. A Polaris FAQs page will be set up for the staff in early March. A Polaris go live date is set for early April. Director Weimar requested any Polaris questions the board receives to be referred to the administration.

President Lebert questioned the out-of-state ILL fee. Director Weimar responded the ILL process and fees will be looked into with the new Polaris software.

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 Fund Transfer to Pay Bills. Trustee Hillman moved to approve the Fund Transfer to Pay Bills for Fiscal Year 2013. Trustee Ahl seconded the motion with a roll call vote as follows: Lebert – aye; Craig – aye; Ryan – aye; Jennings – aye; Hillman – aye; Ahl – aye; Healy – absent. Motion passed. 6 ayes, 1 absent, no nays.

**New Business**

Vice-President Hillman offered her congratulations to Diane Srebro on the grant received.

**Announcements**

President Lebert offered her thanks to Peggy Hanlon, Adult Services Reference Librarian, for her assistance in selecting DVD titles.

Vice-President Hillman donated 3 mix and match socks for the children’s bench in the vestibule.

Secretary Ahl mentioned her book discussion group was very happy with the new newsletter format.

The Board offered its congratulations to Steve Newman for salting the driveway and parking lot so well.

Finance Manager Remmenga requested of the Board that all Policy and Procedure Manuals be brought in for updating.

None.

**Executive Session**

President Lebert moved to adjourn the meeting at 7:42 p.m.

**Adjournment**

Mary Ann Ahl, Secretary

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

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

Minutes prepared by Dana O. Pryor