

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 18, 2016

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, and Catherine Lebert

Roll Call

Members absent: Joanna Lefblad and Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator; Mary Adamowski, Head of Youth Services

Treasurer Jennings made a motion to approve the December 21, 2015 minutes, as amended. Trustee Kleis seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Minutes

Motion passed. 5 ayes, 0 nays, 2 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
Kathleen Andrews

Treasurer Jennings moved to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and approval and semi-annual review of minutes from prior closed sessions. Trustee Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent.

The Board went into Executive Session at 7:07 p.m. Executive Session ended at 7:50p.m.

The regular session resumed at 7:53p.m. when Treasurer Jennings made the motion to return to regular session. Trustee Barcelona seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to accept the Treasurer's Reports for December 2015. The motion was seconded by Trustee Barcelona. President Healy and Administration held a discussion on the fiscal year end results, including PTAB, equipment, net profit, and the special reserve. President Healy also inquired on the liability insurance negotiations and bidding process for 2016. A roll call vote took

Treasurer's Report

place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of December 22, 2015 through January 18, 2016 and was seconded by Trustee Barcelona. No discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Financial

Chris McClure, of McClure Inserra & Company, Chartered, will meet with Ross Kimmey and Mary Weimar to begin working on the 2015 audit. President Healy informed the Board that a member will be selected by the audit firm, to participate in the audit process.

Mary Weimar and Robin Wagner are working on this year’s Public Library Construction Grant Application to fund some building improvements, such as lobby flooring, AV shelving, and improved signage throughout the building.

Adult Services’ staff applied for the *Grow Your Novelist Usage Grant Program* for monies to market and promote the Novelist database in the Polaris catalog.

Library Director Weimar encouraged the Board to sign up for the Blizzard of Books Reading Program.

President Healy inquired about the running of the second floor fireplace. Administration will look into the matter and will also have hot drinks available on especially cold days.

Public Library Filing Requirements

The 2015 Per Capita Grant was emailed December 22, 2015 to the Illinois State Library.

The Illinois Public Library Annual Report is due February 29, 2016 to the Illinois State Library. Staff and Administration are in the process of compiling the statistics.

The library filed its Annual Certification with the Illinois State Library on January 11, 2016.

The library filed tax exempt status with the Cook County Assessor’s Office on December 8, 2015.

The library filed the list of Board and staff required to file Statement of Ethics on December 22, 2015 with the Cook County Clerk’s Office.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Librarian’s Report

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

None.

**Unfinished
Business**

Approval of Wire Transfers to Pay Bills for Fiscal Year 2016 – For Action

New Business

Secretary Lebert motioned to approve the wire transfers to pay bills for Fiscal Year 2016. Trustee Kleis seconded the motion. Library Director Weimar explained to the Board that this is done annually to approve the monthly transfer of funds. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Approval of the renewal of wire transfer authorization agreement for the Marquette Bank accounts – For Action

Treasurer Jennings motioned to approve the renewal of the wire transfer authorization agreement for the Marquette Bank accounts. Secretary Lebert seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Approval of the Resolution No. 2016-01 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Trustee Barcelona motioned to approve the Resolution No. 2016-01 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection. Trustee Kleis seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Strategic Plan Update – For Discussion

Mary Adamowski, Chairperson of the Strategic Plan Committee and Head of Youth Services, discussed the 2015 Strategic Plan accomplishments including the many customer service initiatives, building enhancements and upgrades to technology. She also discussed the 2017 Strategic Plan which will have the same mission and goals, but new objectives and action steps. A final draft of the 2017 Strategic Plan will be published in February 2016.

The Board expressed their thanks to the members of the Strategic Plan Committee.

None.

Announcements

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

Adjournment

Motion passed. 5 ayes, 0 nays, 2 absent.

The meeting was adjourned at 8:52 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Dana Pryor