

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 21, 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, Denis Ryan, Joanna Leafblad, Elan Kleis, and Catherine Lebert

Roll Call

Members absent: None

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager

Minutes

Treasurer Jennings made a motion to approve the February 15, 2016 minutes. Vice-President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Ryan – aye; Kleis – aye; Leafblad – Aye; Lebert– aye

Motion passed. 7 ayes, 0 nays, 0 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

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Trustee Leafblad moved to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body and to discuss probable, imminent, or pending litigation and approval and of minutes from prior closed sessions. Vice-President Ryan seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Executive Session

Motion passed. 7 ayes, 0 nays, 0 absent.

The Board went into Executive Session at 7:07 p.m. Executive Session ended at 8:26 p.m.

The regular session resumed at 8:29 p.m. when Secretary Lebert made the motion to return to regular session. Treasurer Jennings seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Trustee Leafblad moved to accept the Treasurer's Report for February 15, 2016 and accounts payable listing of February 16, 2016 through March 21, 2016 and the motion was seconded by Trustee Kleis. Finance Manager Kimmey explained the final treasurer's report would be published in the Orland Park Prairie. Director Weimar explained the new equipment line included the purchase of a public copier. President Healy inquired about a new vendor Garvey. Assistant Director Wagner explained Dana Pryor had been looking for competitive vendor prices. President Healy inquired if marketing items were purchased from GO Promotions and Public Information Manager Boyd said yes. A roll call vote took

Treasurer's Report

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

Motion passed. 7 ayes, 0 nays, 0 absent.

Grants and Exhibits

The Illinois State Library has not released any information on the Live and Learn Grant for 2016. Youth Services Department did not receive the Gilder Lehrman Grant, but will be collaborating with the local schools to present a program commemorating the anniversary of Pearl Harbor. We have been a recent recipient and therefore were not considered this time around. The *Binding Wounds Pushing Boundaries: African Americans in Civil War Medicine* exhibit begins April 11.

Librarian's Report

Standards

The RAILS Board established a System Membership Standards Committee in 2014 to make recommendations for changing the current system membership requirements to help libraries and library staff provide the best service possible to their communities. Six subcommittees (collection and content; facility; funding; professional leadership; customers; and training and certification) with representatives from all types of libraries have met throughout the past two years and the drafted standards are available for RAILS member review. Some examples of requirements are: the library has a written policy on circulation/borrowing; the library must spend 8% of its budget on collection development; the library has a basic online catalog available to customers; the library provides consistent, courteous and equitable customer service; the facility has a presence in its community beyond its physical walls; the location of the facility is easily accessible; the library has adequate, dedicated funding to provide services and resources that meet reasonable expectations of library customers; the library has job descriptions that include educational and experience requirements and has a written salary schedule for each position; etc.

These drafted standards do not cover all the needs or requirements for service in all types of libraries. They are designed to be minimum standards for a multi-type system membership, not for libraries in general. The standards have been drafted with three tiers for each sub-category (basic, proficient, and exemplary). There are several unresolved issues relating to how many standards have to be met at each level to be certified at that level, reporting and tracking, should the standards be phased in, and other factors to be discussed further. RAILS is presenting these drafted standards to the librarians which will be discussed at the March 24 RAILS Member Update

Polaris

Last week, Robin Wagner attended the Innovative Users Group conference and came away with very positive and interesting information. James Tallman, Innovative's new CEO has taken a more energetic role in the company and products and services are moving forward much quicker than in the past.

Polaris Release 5.1, due to debut early in the 3rd quarter, will allow direct checkouts and downloads of OverDrive ebooks from within the online catalog; when searching, the "Did you mean" suggestions will only be for materials the Library owns; return on investment (ROI) information will be on print and email checkout receipts (one of the Library's Strategic Plan action steps); and new and improved type of material categories for limiting searches by material types (i.e. eMagazine, Blu-ray, Vinyl).

Beyond Release 5.1, improvements include bulk holds can be placed by patrons on items in the lists they create; better design themes for the online catalog; format options shown for OverDrive before patron places request; and add a filter option to show only items on shelf.

MyLibrary! App will soon be available for Polaris libraries. It has most of the features included in previous discussions, including scan an ISBN and show all formats of the item the library has and place a hold on it; notices through the app about due dates, etc.; checkout of e-Materials; complete patron account management; and view the library's social media feeds.

Two Innovative products will be investigated in regards to the 2017 budget—INN-Reach and Leap. INN-Reach will soon be available to Polaris libraries. It is a group borrowing system that would link the Library to other libraries in the group and share materials. Patrons can make requests directly from the online catalog. Pick-up slips are automatically generated for the owning library to pull the item off

their shelf and send it through delivery to the requesting patron's library. Having this product would reduce the staff time needed to fulfill ILL requests through OCLC and provide a shorter turnaround time to get the item to the patron.

Leap is the next generation of Polaris software accessed through a browser and web-client rather than software stored on the Library's servers. It can be used on a desktop PC, notebook, or tablet, freeing staff to roam the library to help patrons and Outreach Services to provide services outside the building. Currently, only circulation and patron services functions are available in Leap, but it was stated quite emphatically that "Polaris Leap is Innovative's interface going forward." It is very user friendly and the Library should consider moving over to it in 2017.

2nd Floor Furniture

The first batch of 2nd floor furniture was returned a couple of weeks ago. Please go see the Teen lounge chairs; they are very vibrant.

President Healy indicated a corrected revision to the Marketing Plan draft was to be looked over by the Board members. Trustees did not have any additional discussion.

No reports 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

Approval of the transfer of \$100,000 from the General Fund to the Special Reserve Fund – For Action

New Business

Trustee Leafblad motioned to approve the transfer of \$100,000 from the General Fund to the Special Reserve Fund and Vice-President Ryan seconded the motion. Finance Manager Kimmey explained this moving of monies would ensure there would be funds for any building repairs for the Library. Director Weimar explained to the Board it hadn't been done for maybe two years. President Healy wanted to move only \$50,000 if the Library had moved this same amount in 2015. Trustee Leafblad withdrew her motion and Vice-President Ryan withdrew his second. Treasurer Jennings made the motion to transfer \$50,000 from the General Fund to the Special Reserve Fund and to transfer an additional \$50,000 if no contribution was made in 2015. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Approval of the revision to the Marketing Plan – For Action

Treasurer Jennings motioned to approve revision to the Marketing Plan and Trustee Barcelona seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Trustee Ryan inquired if MyLibrary! App would work on his phone. Assistant Director Wagner indicated it would not.

Announcements

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

Adjournment

Motion passed. 7 ayes, 0 nays, 0 absent.

The meeting was adjourned at 9:15 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Mary K. Weimar