

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 19, 2016

The meeting was officially called to order by President Healy at 7:45 p m.

## Call To Order

Members present: Nancy Healy, Diane Jennings, Christian Barcelona, Joanna Leafblad

## Roll Call

Members absent: Elan Kleis, Catherine Lebert and Denis Ryan

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager; Aaron Peterson, Senior Administrative Coordinator

## Minutes

Treasurer Jennings made a motion to approve the July 18, 2016 minutes. Trustee Leafblad seconded the motion. Trustee Leafblad mentioned she wanted to bring the topic of the temporary maintenance position up later in the meeting. No further discussion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

## 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

None

## Executive Session

Treasurer Jennings moved to accept the Treasurer’s Report for July and August, 2016. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

## Treasurer’s Report

Motion passed. 4 ayes, 0 nays, 3 absent.

Treasurer Jennings moved to accept the accounts payable listing from 7/19/16-8/15/16 and 8/16/16-9/19/16. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Grants

The library has received three proposals from architectural firms to assist with the Live and Learn Grant for replacing the flooring in high traffic areas. After meeting with Trustee Barcelona, the library accepted the proposal from *Product Architecture + Design* which submitted a \$5,000 fixed fee. This proposal includes determining the best flooring, three meetings with the staff and one meeting with the board; plans specifications and bidding documents. Also included is the pre-bid walkthrough and bid opening. The firm will make sure the installation is monitored and provide a punch list at the conclusion of the project.

## Librarian’s Report

Thanks to Kelly Cuci and the Outreach staff, the library has received the *World War I and America* programming grant to be exhibited in March of 2017. This grant is a two-year national initiative of Library of America presented in partnership with The Gilder Lehrman Institute of American History, the National World War I Museum and Memorial, the National Endowment for the Humanities and other organizations. This exhibit will honor the 100<sup>th</sup> anniversary of the “War to End All Wars.”

#### Continuing Education and Programs

Staff attended the annual In-Service Day on August 5. In the morning, the staff divided into two groups for tours of either Barrington Area Public Library District or Arlington Heights Memorial Library. In the afternoon, a speaker from Giant Steps of Illinois presented information on better serving special populations, especially children with autism. A portion of the afternoon was devoted to safety and two videos on what to do in an event of an active shooting incident were featured. Director Weimar attended a workshop presented by Katherine Schweit on this same topic and distributed a “quick reference guide” to the staff.

The Taste of Orland library booth hosted a “spin the wheel” activity along with a guessing jar for adults and children. OPPLCon was the theme with small superheroes prizes handed out as staff promoted the upcoming August 13<sup>th</sup> event.

The Summer Reading Challenge ended on Saturday, August 13<sup>th</sup>. The library had about a 50% finish rate for the reading program. Our second annual comic con event which featured costumed players, demonstrations of the 3D printer, and photo ops for children, teens and families; crafts, ice cream and more was a success thanks to the OPPLCon Committee chaired by Sara Dempster and the many staff who planned and dressed for the event.

The Chinese delegates from Shanghai toured our building on September 13. This was the first time delegates came from Shanghai, China. Each department head spoke about the duties and responsibilities of their staff. It was a very enjoyable visit.

Together with the American Writers Museum, the library hosted Jennifer Armstrong, author of *Seinfeldia*, on Friday, September. Thank you to Rock Bottom Brewery and Rocco Vino’s for sponsoring the refreshments for the 90 plus patrons in attendance.

The fall paver order has been submitted and the library had twelve submissions which will be installed by early November.

#### Polaris Upgrade

Polaris will be upgrading the catalog on October 4. This is a minor software upgrade, but the catalog will be down for the morning. Jackie Boyd and the Polaris Committee are working on notification of the public.

Administration and Steve Newman met with two audiovisual system companies to receive information about their services and package pricing for the library’s four systems. Administration has decided to contract with Pace Systems because of their competitive cost package. Many of the Pace technicians were previously employed by Soundvision before their company dismantled and are familiar with our AV equipment. Pace will provide preventive maintenance, as well as troubleshoot any mechanical problems that may arise. Pace is scheduled to come out this week to do a preventive maintenance call.

Midwest Office Interiors has installed three new shelving hutches in Outreach Services for support staff. These hutches provide shelving above the workstation areas, which give the staff more desktop space. Lighting and tack boards were also included in the hutches.

Installing hutches above the work stations provided Steve the opportunity to paint and patch a few walls in Outreach. The two large walls, as well as the two columns have been painted a medium shade of blue. Steve used the remaining paint to do the Circulation work area as well. Technical Services also had three walls patched and painted. Plans are for Steve to paint the first floor interior hallway on the staff side of the building, as well as the staff room. A more comprehensive painting plan will outline other areas within the library for both staff and patron’s areas. The staff has expressed their thanks and are enjoying the new brightness.

Wingren Landscape, who is under contract as the library's landscaping company, has been contacted to plant perennial flowers this month. The flowers will include Black-Eyed Susans and Purple Coneflowers. Over the past couple of years plants have thinned out in the north and west beds of the library and more plantings are needed to enhance the landscape. The planting should be completed by the end of this month.

Midwest Mechanical, who handles our HVAC system, inspected the system, as well as the chiller on the roof. The systems are in good working order, and the company's technician will return in October to conduct a preventive maintenance call.

A representative from LFI, a shelving vendor for libraries, is in the process of giving the library a quote on shelving for the audiovisual collection. Our DVDs, CDs and video games comprise a large amount of our circulation and new shelving is needed to allow patrons an easier way to browse through our nearly 35,000 items. We are working with Adult Services to envision the layout of the AV area, as well as the surrounding collections.

Tiffany Nash from Product Architect + Design will meet with Administration on Wednesday, September 21 to discuss the plan for the upcoming carpet replacement project which is part of the Live and Learn grant.

The Friends of the Orland Park Public Library held their first Fall Extravaganza Book and AV sale this past Saturday. Books, Blu-Rays, CDs, and DVDs items were sold at a reduced rate. The Friends raised over \$1,200 during this sale.

A part-time temporary Maintenance Assistant position has been posted. There has been minimal interest in this job by prospective employees.

No reports at this time.

No report at this time.

None

Salary Adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016 - For Final Action

Treasurer Jennings motioned to increase the salary for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order for each employee to meet the

**Other Staff Reports**

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

**Law**

**Strategic Plan**

**Capital Campaign Committee**

**Unfinished Business**

**New Business**

minimum salary by October 1, 2016. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Salary Adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016 to not be lower than \$5,000 of the recommended midpoint - For Final Action

Treasurer Jennings motioned to increase the salary for all employees that are currently more than \$5,000 under the recommended midpoint listed on the Market Benchmarking & Compensation Structure Development Project by October 1, 2016 to not be lower than \$5,000 of the recommended midpoint. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

2017 Staff Rate Increase – For Final Action

Trustee Leafblad motioned to approve a Staff Rate increase for all eligible employees not to exceed 2.50% for 2017. Treasurer Jennings seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Benefit Cost Allocation- For Final Action

Treasurer Jennings motioned to approve the allocation health insurance expense for the library portion to be 90% for HMO, Gold PPO 72%, Silver PPO 90%, HSA PPO 97% effective 1/1/2017 and to participate in the Village of Orland Park Wellness Screening Program. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Revision to the Personnel Policy (Employee Handbook) – For Final Action

Treasurer Jennings motioned to approve the revisions to the Personnel Policy recommended by the Personnel Committee and rename it Employee Handbook. Trustee Leafblad seconded the motion after asking if there should be a plan in place when temporary help is needed. Director Weimar said she could work with the Personnel Committee to come up with a procedure. Trustee Leafblad stressed she felt this was important since she felt the Maintenance Supervisor is having to do the work of two people currently. President Healy asked about cross training and Director Weimar said that is part of the Strategic Plan and she will research it more, however IMRF laws come in to play for part time workers who might work more hours.

President Healy responded to criticism of board spending by specifying expenses regarding the number of staff at a conference dinner. Director Weimar, Assistant Director Adamowski and President Healy all agreed they are all working together with the best interests of OPPL in mind.

Returning to the topic of the employee handbook, a roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Rescind the Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy – For Final Action

Trustee Leafblad motioned to rescind The Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy effective immediately. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Budget and Levy 2017 Fiscal year – For Discussion

Director Weimar talked about the draft 2017 budget handout. There are less impact fees coming in, less State Grants, less non-resident fees, lower fines, etc. coming in as revenue. Interest income has increased and the other savings from open positions will be used to implement the Market Benchmarking without effecting the levy. Draft budget reflects a potential 3% levy increase based on the revenue changes as well as the updating of some of the line items. At least 12% of the Budget will continue to be spent on collection development, which is an Illinois Library Association recommendation and will be a system standard for RAILS. Books, AV, Magazines, and Databases are ~~is~~ considered collection. Finance Director Kimmey talked about how insurance expenses are better matched with their expense line items now. Administration met with RWK Design to discuss a new model of managing our IT staff and projects which could be a savings in the budget. Further training for our IT employees would be very useful. Any savings in the new budget may be directed at furniture reupholstering and replacing the current security cameras. Eliminating the Virtual Services Manager position was discussed by Director Weimar as a possible way to get the 3% levy down, which is her intention. President Healy asked about the postage line item. Director Weimar and Public Information Coordinator confirmed it is mostly made up from Inter library loan costs and the mailing of the Newsletters. Director Weimar welcomed any further questions at any time about any line items and mentioned that the Resolution Budget Levy must be passed and brought over in time to the Village so they can pass it at their first December meeting.

Resolution No. 2016-05 for Participation in State of Illinois Federal Surplus Property Program –For Action

Treasurer Jennings motioned to approve Resolution No. 2016-05 for Participation in State of Illinois Federal Surplus Property Program. Director Weimar discussed how this is a resolution that is done every three years and allows us to continue expanding the NASA collection for permanent display. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Treasurer Jennings mentioned Director Weimar will be sending out evaluations forms to Board Members and they should be returned promptly to Treasurer Jennings.

**Announcements**

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

**Adjournment**

Motion passed. 4 ayes, 0 nays, 3 absent.

The meeting was adjourned at 8:55 p.m.

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Aaron Peterson