

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

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

Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Joanna Leafblad (7:05), Elan Kleis

Roll Call

Members absent: Denis Ryan, Catherine Lebert

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

Trustee Barcelona made a motion to approve the November 21, 2016 minutes. Trustee Kleis seconded. Discussion on wording of a sentence needing correction at the bottom of page 4 was suggested by President Healy. Minutes amended. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– absent; Ryan – absent.

Minutes

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
Janet Almen
Jeff Reiter

Treasurer Jennings moved to go into Executive Session for the approval of closed session minutes 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 – aye; Lebert– absent; Ryan – absent.

Executive Session

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

The Board went into Executive Session at 7:18 p.m. Executive Session ended at 7:28 p.m.

The regular session resumed at 7:31 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 – aye; Lebert– absent; Ryan – absent.

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

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

Treasurer’s Report

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

Treasurer Jennings moved to accept the payment of bills listing from 11/22/16-12/19/16. Trustee Leafblad seconded the motion.

Treasurer Jennings offered a congratulations on expenditures being under budget this year. Finance Director Kimmey mentioned they are still planning on changing banks and are still looking into using a new Payroll Service. More information will follow next year and the hope is to have it implemented within the first quarter. President Healey inquired if Hearne and Assoc. will be used again next year. Finance Manager Kimmey stated that they had submitted a proposal. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Management Team members attended a webinar on Boopsie and the library was given a cost of \$3,494 per year (price locked in for three years) with a onetime implementation cost of \$1,495. Department heads were impressed with the applications this app can offer patrons. Purchasing it now will allow the library to have it public by March.

Librarian's Report

More information on purchasing circulating Hot Spots for patrons was researched and Mobile Beacon, a non-profit organization who works with Tech Soup offers these devices and data for a low cost. Outreach Services will need one of these devices to perform circulation functions through Polaris Leap. With the chrome books distributed to students by our local school districts, the young patrons have been having difficulty using our wireless printing services because of the filters on our Sonic Wall points. The library has purchased new Meraki switches to install to correct this problem. These higher grade switches have a more granular setting to allow the Printer-on app to be accessed and print jobs sent to the Youth Services' printers. Another Meraki switch will be installed in the IT work area and Computer Lab for improved service.

New Dell computers and monitors were purchased for the Computer Lab. These new units are Windows 10 Pro and the Windows 7 computers will be used to upgrade other needed computer stations throughout the building. Raspberry Pi's are being tested to be used with the OPACs which have more memory and will allow for screen saver information and another marketing outlet for upcoming programs and services. Microsoft Office 2016 licenses were also purchased to upgrade Computer Lab, IT Commons and other public computers.

Outreach Services just received notification that the exhibit *Fire and Freedom- Food and Enslavement in Early America* which looks at the Chesapeake region during early Colonial period and how the farming and slavery trade intertwined and influenced the balance of power during those times has been awarded to the library. The exhibit was offered without application for our library and will be hosted May 8 through June 17.

The library is still in the process of obtaining cover images of audiovisual material for our ILS. This request to Polaris/Innovative began in August and is still in process. Circulation increased by 4% in November.

Chinese delegates visited our library on December 14. The group were educators and were touring the local school districts. They had heard the library had several collaborations with the schools and wished to hear more about them. Youth Services' staff talked about the PAL Pak program and the school visits involving book talks that are done throughout the school year and especially before Summer Reading programs begin. The 21st Century Institute who sponsored our visitors have offered to host a Chinese New Year program for our patrons.

The Village of Orland Park is asking everyone in the community to support the Village's social media campaign to challenge people to be more kind and post pictures with people wearing #OPKIND stickers on Instagram, Twitter, etc.

Midwest Mechanical, the company that services our HVAC system, completed the preventive maintenance on the system last week. The system has been winterized for the season and is in good

operating condition.

In late November CertaPro painted the staff hallway, the archways on the first and second floors, the second floor columns, as well as the AV area. There was no change in the colors except for the staff hallway and the AV area. CertaPro completed the job in 3 days and did excellent work. Steve painted the Administration greeting area last week which makes it a more welcoming space. As we enter a new year, other areas within the library, such as the group study rooms, will receive a fresh coat of paint.

Joe Ebert, our temporary maintenance worker, has been keeping busy cleaning all of the light fixtures throughout the library, as well as assisting Steve on a daily basis.

Tiffany Nash and Dan Pohrte discussed the flooring project. Today word was received that the library will begin accepting sealed bids as soon as the ad appears in the newspaper. A mandatory walk through will be held on Thursday, January 12 at noon, and the bids are due Thursday, January 26. As discussed at last month's board meeting, Nurazzo tile will be installed in the lobby and on the stairs. Rubber flooring will be installed in the Youth Services corridor. The library will not install new flooring on the second floor at this time. A separate second bid for the installation of Nurazzo will be accepted for the meeting room corridor, as well.

The new moveable book shelving units have been ordered. Three units will be placed in Adult Services where the existing new book shelves are, and three will be located in Youth Services. The face out browsing capability will be enjoyed by the patrons as they search for their books.

For insurance purposes, each year the library completes an inventory of materials that have been purchased and/or deleted from the building such as technology, furniture, NASA artifacts. The inventory was completed at the end of November and once the report is received from Industrial Appraisals, it will be reported to our insurance carrier. An appraiser came out and appraised all of the artwork within the Library which is included as a component in the report.

Steve worked together with the IT staff to clean up the department's workstation area, as well as the server room. The area is now brighter and more organized, making equipment more accessible. This clean-up also allowed Steve to strip, clean and wax the tile flooring in those areas.

Jackie and her staff created new overhead signage for Adult Services and Youth. The signage features a large, readable font, as well as images from the mural. Steve was able to hang them throughout both departments.

Assistant Director Adamowski will be attending the ATLAS Institute for Middle Managers and Assistant Directors beginning in January. The 3 half-day sessions will cover human resources, budgets and levies, as well as advice for new managers. The sessions will be held at a nearby library.

No reports at this time.

Other Staff Reports

No reports 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**

RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 -
For Action

**Unfinished
Business**

Trustee Leafblad moved that we do not approve the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 (amended). Trustee Kleis seconded. Discussion followed about the technology contract. Director Weimar stated how at the last meeting it was discussed how the contract negotiations with RWK in regards to the Limitation of Liability section was not favorable to the library. Director Weimar along with Public Information Coordinator Jackie Boyd, IT 2 Mark Ewasiuk, and Finance Manager Ross Kimmey have been interviewing companies and feel one company has a good business model and was willing to negotiate their contract terms.

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

Per Capita Grant 2017 – For action

Trustee Kleis motioned to approve the 2017 Per Capita Grant application for the Illinois State Library. Trustee Leafblad seconded. Director Weimar mentioned how at the last meeting this was discussed at length and the Financial report will be included with the application.

Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Resolution No. 2016-08 To Make Certain Closed Session Meetings Available for Public Inspection –
For Action

New Business

Treasurer Jennings moved to adopt Resolution No. 2016-08 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meetings Available for Public Inspection. Trustee Leafblad seconded. No discussion. A roll call vote took place as follows:

Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Resolution No. 2016-09 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library – For Action

Trustee Leafblad motioned to approve Resolution No. 2016-09 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library. Trustee Kleis seconded the motion. No discussion. A roll call vote took place as follows:

Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

PMA Financial Network, Inc. and/or PMA Securities, Inc. Terms and Conditions agreement – For Action

Trustee Kleis motioned to approve the PMA Financial Network, Inc. and/or PMA Securities, Inc. Terms and Conditions agreement and authorize the Library Director to execute the agreement. Trustee Barcelona seconded. Finance Manager Kimmey discussed how the SEC has made some different changes to their rules over the past year and are trying to improve the fiduciary relationship between security dealers and government bodies, thus rule G-42 was implemented putting more fiduciary responsibility on security dealer organizations and a new agreement was therefore provided to us. Finance Manager Kimmey had discussions with PMA in regards to their contract and asked them to make changes to the language of the contract. Attorney Dennis Walsh reviewed the contract. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

PMA Financial Investment Plan and Cash Flow Projection 2017 - For Action

Treasurer Jennings motioned to approve the PMA 2017 Investment Plan and Cash Flow Projection. Trustee Leafblad seconded. Finance Manager Kimmey mentioned that Trustee Leafblad looked over the investment plan. PMA has made recommendations on where and when to invest any excess cash throughout the year. Payroll and payables are factored in this plan. Laddered investments are used so the library has a base of investments to fall back on and they will be providing us with cash balances and projections throughout the year. Director Weimar mentioned that it is recommended that libraries have access to at least 6 months of their budget and PMA factors this in. Several long term investments were made for two years out to take advantage of a better interest rate. PMA researches banks on interest rates and security. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Current Technology contract for technology services from January 1, 2017 through December 31, 2017 – For Action

Trustee Kleis moved to approve the Current Technology contract for technology services for 500 hours of service in the amount of \$58,500 and authorize the Library Director to execute the agreement. Treasurer Jennings seconded. Director Weimar said Current Technology is used by many libraries our size and have been around for almost 20 years. This is an opportunity for our IT staff to obtain more training and become more self-sufficient. Staff is enthusiastic about increasing their involvement in the workflow and projects effecting the network. The 500 hours option seemed sufficient time and was the best price. If all the hours aren't utilized they roll over into the next year. IT Assistant 2 Mark Ewasiuk has been able to handle workflow up until now. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Approval of registration and travel expenses for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference in Baltimore, Maryland from April 2-5, 2017 in the amount of approximately \$1,600 – For Action

Trustee Leafblad motioned to approve the registration and travel expenses for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference in Baltimore, Maryland from April 2-3, 2017 in the amount of approximately \$1,600. Trustee Kleis seconded the motion. This conference highlights the new innovations of software for the catalogs and other new features. Attorney Dennis Walsh added that this is a pre-approval of expenses and if Ms. Xie exceeds in any categories then it will come back to the Board. President Healy inquired about the cost of registration.

Director Weimar said it is \$350 for this conference.

A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Announcements

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

Adjournment

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

The meeting was adjourned at 8:22 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson