

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 18, 2017

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

Call To Order

Members present: Christian Barcelona, Joanna Leafblad, Diane Jennings, Elan Kleis, Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent:

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

Secretary Kleis made a motion to approve the August 21, 2017 minutes. Vice President Leafblad seconded. Trustee Healy indicated a grammatical edit. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Minutes

Motion passed. 7 ayes, 0 nays, 0 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Kelly Cuci, Head of Outreach
Wendy Xie, Head of Technical Services

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Treasurer Jennings moved to accept the Treasurer’s Report for August 2017. Secretary Kleis seconded.

Treasurer’s Report

Discussion took place regarding year-to-date expenditures in the Databases, Furniture, Public Information, Legal Fees and Investment categories. Director Weimar explained that the Database line item is over because of the recent purchase of Lynda.com with a subscription cost of \$13,000 based on our population. The recent purchase of the Call Center desk, the additional A-frame new book shelving units and the Youth Services furniture reupholster project was the reason the Library Furniture line item went over on year-to-date expenditures. The overage in Public Information included the purchase of 988 beach balls which were used as a promotional giveaway at the recent Taste of Orland.

Trustee McMillan inquired about the projected amount of money for Legal for FY2018. Director Weimar stated for the past several years more monies were allocated for Legal due to ongoing issues. Administration believes the amount can be lessened since the Library had decreased legal costs. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Secretary Kleis moved to accept the payment of bills listing from 8/22/17-9/18/17. President Barcelona seconded.

Trustee Healy noted that a library staff member had recently spent a significant amount of her own money to purchase programming materials. Director Weimar stated she has spoken to the staff member recently concerning this matter and the staff member will use petty cash and/or the library Visa card when making future purchases. It was verified the library has two credit cards staff use for various purchases: Cardmember Services (Visa), Capital One (Costco). Trustee Healy suggested that the Library try to renegotiate its contract with Comcast and Trustee McShane said it would be good to inquire if it is possible to get more bandwidth and increased connection speed. Director Weimar stated that the Comcast contract is a governmental one offering lower pricing but will check with the company. Trustee McMillan inquired about the company Reliastar and how the Library is associated with it. Finance Manager Kimmey explained the company offers a 457B retirement plan to some full-time staff, as well as Annuity Premium fully funded by the employee. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Trustee Healy suggested that the two new full-time staff members might be hired at a 40-hour per week schedule. Director Weimar stated it would create an imbalance with the other full-time staff members. Salary adjustments would also have to be made accordingly. Director Weimar suggested it might be possible to add one hour per year to each full-time staff member so there would be less of a financial impact realized.

Librarian's Report

Dan Williams is working on the Roku sticks which are circulated to the patrons. The old devices are still able to be used, but will only be activated when a patron who doesn't have the adequate device set-up needs it. The Voodoo account will only allow a limited amount of devices. He is researching a work around. Mark Ewasiuk is training the other IT staff to monitor the wireless and hardwire Internet traffic to ensure adequate bandwidth for all patrons. He is also training the staff on searching the Barracuda spam filter for legitimate emails which might have been captured. After meeting with the IT staff, there may be some additional one-on-one classes advertised through the web and eBlast to better assist patrons.

The Chinese delegates from Shanghai, China toured our library on September 12th. There were sixteen delegates representing many municipal positions in Shanghai. It was a very successful tour. The library gifted them with backpacks and other OPPL items along with some informational material.

September 19th is Talk Like a Pirate Day and the library staff are going to be pirates for the day and help promote the Mango Language database and other databases offered to our patrons. A staff member will be distributing individual mango flavored gel treats to the patrons in the lobby with promotional materials.

The DIY Drop-In Crafts program hosted a wreath craft made from book pages and had 23 participants. Adult Services has planned several other Maker Spaces type crafts to address patron's interest. The Rat Pack Jazz program hosted a full house with music from the 50s and 60s on September 14th. The Teen programs have also been attracting a different audience as they are now more service oriented. Teens decorated the School Drive boxes for donations and are going to have a bigger role in these projects.

The library is happy to be partnering with the Orland Township to provide flu shots for all ages on Tuesday, October 10 at various times during the day and evening.

Kelly Cuci has been named the Chair of the Archival Committee and has embarked on digitizing the library documents. This project will take almost two years to complete and then will be ongoing. A purchase of the SAN for expanding storage will be needed as a separate archive server has been established.

Kelly passed around the first of the completed archived boxes containing some of the Library's founding documents. The plastic cover sheets are made from a special material that doesn't allow the papers to fade.

There has been new legislation from the Governor's Office. Governor Rauner signed three Illinois Library Association bills: House Bill 373 amends the Local Library Act to permit library board of trustees to submit the accurate tax levy amount required to fund its upcoming fiscal year no less than sixty days prior to when the tax levy must be certified under the Property Tax Code. House Bill 547 raised the bid advertisement dollar amount for library construction, remodeling, repairing, or building improvements from \$20,000 to \$25,000. Senate Bill 2068 allows library boards to authorize specific non-binding advisory questions to be placed on the ballot at the next regularly scheduled election in the city, village, incorporated town, or township in which the public library is located.

Our new Polaris Administrator, Wendy Xie, is researching whether the library will participate in the next Polaris upgrade this year. As the new person in charge of Polaris, she has recently been assisting Circulation in looking at the statistics which have been provided to Administration. There has been some discrepancy in how the statistics were counted in comparison to her research. Next month, Head of Technical Services will have more to report to the Board with her findings.

Reliable Fire installed two new contactors to the library's fire sprinkler system. The system is now completely functional on automatic mode.

Smoothover Seal and Pave completed the asphalt work of the parking lot over the Labor Day weekend. In addition to the sealing, Smoothover repaired the cracks in many areas of the lot, paved sunken areas especially around the sewer covers, installed 8 new handicap spots with signage, and added 3 speed humps in the staff parking area.

The contract for Trane has been signed and Steve will be contacting them to come out and inspect the equipment and to assist with any maintenance that may be necessary as the seasons change. The upgrade of the summit control system should begin within the next few weeks.

Steve Newman and Mary Adamowski will meet with Dan Pohrte of Product Architecture + Design and Jeremy Watson, President of Commercial Carpet Consultants on Wednesday morning to discuss the repair work of the Nurazzo tile flooring. Jeremy's staff started replacing the damaged tiles last week. They begin their work at 6 a.m. so that the loud drilling is completed by the time the library opens for business. The replacement tiles are being sealed in the basement and then brought to the lobby for placement. Maintenance and Administration have noticed a definite color difference between the old tiles and the replacement ones. Steve Newman has recommended to Administration that after the 22 tiles have been replaced, the floor be completely stripped, cleaned and covered with a different sealer than the one that Commercial Carpet Consultants has recommended. The current sealer product seems to not keep the dirt from penetrating and becoming embedded on the tile.

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**

FY2018 Budget and Levy – For Discussion

**Unfinished
Business**

Trustee McMillan asked for an explanation of line items, such as Building Maintenance, Security, and Liability Insurance. TYCO Integrated Security Systems will be separating the burglar and access card systems, as well as upgrading their software and hardware. The Compulock after-hours locker system is in need of a software upgrade but the company is out of business. LEID products has submitted a proposal for under \$25,000. The lockers have a small, but loyal audience who uses them on a regular basis. The money for the upgrade would come out of Building Maintenance which has enough funds to cover the cost of \$23,740. The Library has recommended that the Security line be increased to cover the cost of upgrading the existing security cameras, as well as installing more, perhaps facing the parking lot. With regards to Liability Insurance the library's rates have gone up over the years due to the amount of claims. CNA has given the library a very reasonable rate because they valued the library's business. Money has also been put into the FY2018 budget for a consultant to be hired to look at the building and its current structure and see how to repurpose the space. Computers in IT Commons, Teen, Youth Services and those used by department heads need to be upgraded. The plan is to upgrade half of them in 2017 and finish the second half in FY2018. Trustee McShane suggested the library investigate the possibility of leasing the computers to be more fiscally responsible since technology is ever-changing. Trustee Healy suggested the library check out the Tech Soup event on September 26 in which discounted pricing may be available. Director Weimar mentioned she intends to post the Virtual Services Manager job before the end of the year.

Referring to the spreadsheet handout, Director Weimar explained how Orland Park Public Library compares with surrounding libraries in regards to EAV. Director Weimar stated that the 2018 budget will be passed at the October board meeting. She asked for assurance from the Board that the budget is headed in the right direction. She stated that some line items may be readjusted in the next couple of weeks. Director Weimar reminded the Board that the Village files the library's levy on the first Monday in December.

Chapters 1-5 of the Illinois Library Association Trustee Facts File, 4th Edition – For Discussion

New Business

Discussion took place in regards to Chapters 1-5 of the Illinois Library Association of Trustees Facts File. Trustee McMillan stated that the report offered a nice outline of responsibilities for trustees as crucial partners. Director Weimar stated she would provide the Board with copies of the Illinois Public Library Annual Report (IPLAR). IPLAR is a compilation of statistics that the Library records throughout the year. In order to be eligible for a Per Capita Grant the library must have its IPLAR on file with the state of Illinois.

Patron Service Manual (formerly Customer Service Training Plan) Revision – For Action

Vice President Leafblad motioned to approve the revision to the Patron Service Manual (formerly the Customer Service Training Plan) and authorize the Library Director to make any future revisions as needed. Secretary Kleis seconded. Director Weimar mentioned this was originally passed by the Board in January 2014. Trustee Healy asked about the Welcome Packets and Director Weimar said she wanted to keep that in place. Trustee McMillan said he liked the ‘take responsibility’ theme that is used throughout.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the Access Control and Security Alarm upgrade customer proposal involving a software upgrade from Tyco Integrated Security in the amount of \$25,867 – For Action

Secretary Kleis motioned to approve the Access Control and Security Alarm upgrade customer proposal involving a software upgrade from Tyco Integrated Security in the amount of \$25,867. Vice President Leafblad seconded. Director Weimar explained that the swipe card system is failing and that recently some staff were not able to enter the building at their designated times. Tyco was not able to locate the problem and luckily there has not been an issue since. Assistant Library Director Adamowski will check with Tyco to see when the system will be upgraded.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Director Weimar stated that since the recent Safety webinar hosted by RAILS on September 13 was inadequate she will send an email with a number of links to other safety webinars to the staff and board. Trustee Jennings agreed that the webinar was not a good presentation.

Announcements

Trustee Jennings reminded the Board they need to complete and mail back to her the Director’s evaluation documents using the metered return envelope by October 9.

Director Weimar reported the Core Technology Competencies for staff has been completed and the first test that will be given to staff is email competency. Those staff in need of assistance will be identified by the results of the test and training will be offered so that all staff are on the same level.

Director Weimar pointed out the revised schedule of policy updates that the Management Team refers to so all policies are current.

Trustee McMillan inquired about the sponsorships follow-up that Public Information Manager Jackie Boyd was to look into. Director Weimar reported that Boyd is on maternity leave until the end of December but that an email was sent from her suggesting an annual outline of possible sponsorships with Village businesses and Library events.

Vice President Leafblad moved to adjourn the meeting and it was seconded by Treasurer Jennings.

Adjournment

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:12 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson