

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 16, 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, Nancy Healy, Charles McShane

Roll Call

Members absent: Elan Kleis, Dan McMillan (7:02)

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

Vice President Leafblad motioned to approve the September 18, 2017 minutes. Treasurer Jennings seconded. Trustee Healy indicated she should be mentioned as suggesting the library contact Comcast to see if the current contract could be renegotiated. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Minutes

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Don Renner, Attorney from Klein Thorp and Jenkins
Andy Masura, Head of Adult Services
Wendy Xie, Head of Technical Services

Introduction of Visitors

None.

Public Comment

Treasurer Jennings motioned to move into Executive Session at 7:08. Vice President Leafblad seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer Jennings motioned to resume regular session at 8:04. Vice President Leafblad seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Leafblad moved to accept the Treasurer's Report for September 2017. President Barcelona seconded.

Treasurer's Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer Jennings moved to accept the payment of bills listing from 9/19/17-10/16/17. President Barcelona seconded.

Trustee Healy asked about the increase in the Sprint bill and Assistant Director Adamowski explained there will be a credit forth coming on the November bill. The existing flip phones battery life had expired and many of the phones were not operational so new phones were purchased, as well as two smart phones for Steve Newman and the PIC (Person-in Charge). The cost of the flip phones were \$99.99 each with a credit of \$99.00 and the smart phone costs were \$49.99 with the \$49.00 credit for each. The newer phones offer better connectivity among the staff when used, especially during fire and tornado drills in which the phones are used to communicate location and safety. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The Village of Orland Park held their annual TIF Joint Review Board meeting on September 21. Karie Friling, Assistant Village Manager and Director of Development Services, reported the 9750 apartments are 95% filled and very stabilized. The average rent is about \$1,500-\$1,700 a month. Their future projects will be designed to drive events to the Crescent Park area. The next phase of the hospital portion of the triangle is going to focus on entertainment. The parking garage (of which the Village only paid 25% of the cost) had to be done first and now the focus will change. Orland Park did beat the market by offering apartments before many other suburbs started. The suburbs of Wheeling and Schaumburg have also begun apartment building rentals.

Librarian's Report

Trustee McMillan mentioned that TOD (Transit Oriented Development) has hit a craze and is very popular in the suburbs. He also spoke about the possibility that a movie complex may be constructed near Crescent Park, but another viable location will be near the Sears store at Orland Square Mall due to Sears perhaps downsizing its store to just one floor.

Our musical programs have been very popular. Last week we hosted 78 patrons for the afternoon program with the Traverso Singers. Last Friday evening's concert "Music of the West African Kora" was enjoyed by 87 patrons. This fall is a busy time for offsite expos and fairs. Fifty seniors attended the Brook Dale Health Fair and 350 people stopped by the library table at the Community Expo on October 14th. Outreach will also be hosting a table at the Village of Orland Park Expo tomorrow morning. Outreach will be finishing up the commemoration of the 100th Anniversary of World War I this November with a series of three programs.

A discussion followed concerning the amount of handicapped parking spots located in the library's parking lot. Director Weimar stated that Orland Park has an aging community and the spots are heavily used during afternoon programs geared toward the senior population.

Trustee Healy asked about the 10,000 deletions indicated in the Technical Services report. Head of Technical Services Wendy Xie mentioned she is working hard to keep all systems updated to reflect all deletions that occur. Wendy stated that the deletion numbers reflect the authority file of the title, as well as the number of titles associated with the file. These numbers are included in the total deletion figures, as well as the author field.

Head of Adult Services Masura said that his department has done a heavy weeding of the fiction collection because many old, less circulated items needed to be removed to make room for newer titles. Director Weimar stated the last thorough weeding of the adult fiction collection happened before the library began using RFID. The collection is heavily patron driven and additional copies are purchased to satisfy patron holds. The staff is also purchasing updated copies of travel guides for circulation. The department is currently interfiling the mystery books into the regular fiction titles. Vice President Leafblad agreed this was a good idea since it will be easier for patrons to browse. The Adult Services staff has recently purchased additional eBook titles from Overdrive to fulfill the holds and to reduce the wait time for patrons.

Director Weimar stated that Wendy Xie, who is also the Polaris Administrator, discovered duplication errors within the circulation figures for the years 2015—current, in which the totals for self-checkout, online remote and ILL were counted twice. The duplicated numbers totaled between 22,000—23,000 monthly which means the library's total annual circulation for those years has been overstated. Director Weimar will inform the Illinois State Library of the correct numbers and why the discrepancy occurred when completing the IPLAR (Illinois Public Library Annual Report) report. Also to be reported in the IPLAR will be the reduction in attendance of patrons entering the building due to the attendance counter being disabled during the flooring project. Wendy reported library holds are filled within a month 75% of the time.

Trustee McMillan inquired as to why the study room attendance was lower thus far in 2017 than the previous year. Assistant Library Director mentioned that the study rooms on the second floor are in constant use and that many patrons place their name on a wait list. It was also stated that many patrons like to have their own space and are not keen on sharing table space with a stranger. Director Weimar stated that the library has budgeted for a consultant to study the current use of space within the library and to see how it can be repurposed.

The library will be adding an additional module to assist in updating patron information in Polaris. There will be a software program which automatically changes the status of a patron's library card from child to adult without manually having to change it. As you know, the age limit restrictions for our computers is linked to a patron's library card and its best to always be up-to-date. At ILA there were some vendors who had new ways to advertise programs, etc. on the checkout receipt. There will be a discussion and demonstration forthcoming on this marketing tool.

The two new department heads will begin shortly. Theresa Hildebrand, the new Patron Services Manager will begin October 25th and Brandi Smits, the new Head of Youth Services will start November 9th. It is hoped that Theresa, with over nine years' experience at Fountaindale PLD will assist Wendy Xie, our Polaris Administrator, in straightening out the circulation statistics. Brandi will be starting just in time to plan the winter and early spring programs. Brandi will be Chair of the 2019 IREAD Committee. We look forward to working with both of these experienced managers. One of our IT2's recently resigned for health reasons and looking at the budget, the library plans on making one of the part-time IT2 positions full-time effective this month. This position will take on the responsibilities of upgrading the Smart Lab and offering more programs for patrons, handling the upgrade of Mac products, as well as, providing more assistance with IT tickets and working with our outside network contractor.

Administration and Maintenance Superintendent Steve Newman will meet with Dan Pohrte of Products Architect, Jeremy Watson of Commercial Carpets and Steve Starcher of Timco Flooring on Wednesday morning to finalize plans to strip, clean and reseal the Nurazzo flooring in the lobby, stairs, meeting room corridor and second floor landing. On September 30 Timco stripped 32 tiles in the lobby to make sure that the newly replaced tiles were the same color as the original tiles. All of the tiles match in color so the next step is to discuss when the rest of the project will be completed, as well as reaching an agreement as to what sealer should be applied and the best way in which the floor should be maintained in the future.

The library is nearing the end of its three-year contract with Wingren Landscaping. In order to provide transparency and also make sure that the library was paying a fair amount for lawn maintenance, Administration asked for Request for Quote for pricing on one year and/or three year lawn maintenance service from various companies. On October 10 the library received four quotes to review. A favorable quote was given to Dennis Walsh of KT&J so he could look over the Terms & Conditions

and his suggestions have been forwarded now to the landscaping company's legal team. Administration plans to have a motion to approve the new landscaping maintenance contract on the November board meeting agenda.

Technicians from Trane have been working with Steve Newman in anticipation of the upcoming installation of the new summit control system. The new system should be installed by the end of this month.

Due to the heavy rainfall on Saturday and into Sunday, the first floor of the library was flooded, mainly in Youth Services, Meeting Room 104, Board Room 105, and the adjoining kitchen and cloak room. Steve has reported the problem seems to be with the drainage system in the pond. The columns in Youth Services hold water pipes that drain the water from the roof. The water then travels through a 6" pipe that is under the flooring of Youth Services and the meeting rooms. The waters travels west to a 12" pipe that then empties into the pond drainage system. The drain system was positioned low within the bank of the pond and becomes covered with water during a heavy downpour. This then causes the water to back up into the affected areas and cause the flooding. This type of flooding has occurred about 6 times since 2004, but over the last few years, more frequently. Steve contacted the Village to have them inspect the drainage system to make sure the pipes are clear of debris. Once a decision has been given the Board will be notified. Depending on what the Village reports, the library may contact Michael Barnes of Lohan Architects who designed the building.

The library will be honoring the many volunteers who generously donate their time at a luncheon on Tuesday, October 24 at noon. The staff would love to have you join us as we thank the 32 women and men who have assisted us during the past year.

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

Review and Approval of the 2018 Budget and Levy – For Action

**Unfinished
Business**

Vice President Leafblad motioned to approve the 2018 Budget and Levy at a 2.5% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018. President Barcelona seconded.

Finance Manager Kimmey pointed out that there will be a savings in the health insurance line since there will only be a 2.5% increase instead of a 6% increase as the Village had first indicated. At this time Administration is only estimating what insurance the two new full-time staff members will select. With some changes in staffing, Finance Manager Kimmey was able to crunch some numbers and the library is able to sustain a full-time IT 2 position.

Maintenance Superintendent Newman informed Finance Manager Kimmey that the roof will be in need of repairs within the next fiscal year. Funds have been appropriated for the repairs and put into Other Sources line item from Special Reserves. The cost to upgrade the security cameras will be taken out of Special Reserves.

The cost of the locker upgrade, SAN purchase, Tyco Security system upgrade and possibly some new PC's will be used with FY 2017 budget monies.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Library Director’s 2017 Evaluation – For Action

New Business

Treasurer Jennings motioned to approve the Library Director’s 2017 Evaluation as presented in the Closed Session. Trustee Healy seconded.

No Discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee McMillan praised Wendy on her presentation and hard work of keeping the databases up to date. He also commented on a few of safety webinars that he watched and suggested a safety book and having a site security assessment done. Trustee McShane asked about security testing for the library’s databases and to perhaps implement in some social engineering training. Trustee McMillan wanted to make sure we had cyber insurance and Finance Manager Kimmey confirmed it is part of the current library insurance policy.

Announcements

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 – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:19 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson