

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

The meeting was officially called to order by President Barcelona at 7:04 p m.

Call To Order

Members present: Christian Barcelona, Diane Jennings, Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent: Joanna Leafblad (7:10), Elan Kleis

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

Trustee Healy motioned to approve the November 20, 2017 minutes. Treasurer Jennings seconded. Trustee McMillan received confirmation from Director Weimar that McClure Inserra would be able to change issuing their report from May to April. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – aye.

Minutes

Motion passed. 5 ayes, 0 nays, 2 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Andy Masura, Head of Adult Services
Kelly Cuci, Head of Outreach Services
Wendy Xie, Head of Technical Services
Theresa Hildebrand, Head of Circulation
Brandi Smits, Head of Youth Services (8:00)

Introduction of Visitors

None.

Public Comment

Treasurer Jennings motioned to move into Executive Session at 7:06. President Barcelona seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to resume regular session at 7:36. Treasurer Jennings 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

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report for November, 2017. Vice President Leafblad seconded. Trustee Healy remarked that total revenues look great. Director Weimar said this is the first year the library has not received their allotted Per Capita grant funds from the Illinois State Library. The library did recently receive a \$9,000 gift from the Friends of the Orland Park Public Library. The funds will be used for adult programming, whereas the Friends gift in the spring is earmarked for summer reading challenge prizes for patrons of all ages. Library Director Weimar also mentioned that the Village did not pass the levy at their December 4 meeting, but it is believed that it will be passed at the December 18 meeting.

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 Healy moved to accept the payment of bills listing from 11/21/17-12/18/17. Vice President Leafblad seconded. Trustee McMillan asked what EBSCO stood for. Director Weimar explained that it is the library's magazine and database vendor. Director Weimar and Head of Adult Services Andrew Masura have negotiated with EBSCO this year, as well as in years past about the cost of their database products. Head of Adult Services Masura stated that Novelist is one of the most used databases the library subscribes to mainly because it is embedded in the Polaris catalog.

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

On Thursday, December 14, the Friends of the Orland Park Public Library presented the library a check for \$9,000 to be used for adult programs at the Afternoons at OPPL Mike Knauf Trio holiday musical program. The Cal Sandburg Choir performed Friday evening to a packed house. The Holly Jolly Story Times went very well with a big thank you to our Santa Clause and Mrs. Clause. A video of Holly Jolly, The Carl Sandburg Choir and the American Girl Holiday Tea Party has been posted to Facebook along with the pictures of these programs.

Librarian's Report

Kelly Cuci applied for and was awarded the Promoting Healthy Communities grant in partnership with the National Library of Medicine. Her pre-conference fee and a small portion of her PLA expenses will be funded by this grant which will introduce her to the grant's purpose and requirements. At this point Kelly explained about the Health Grant and how she will be collaborating with Adult Services to do programs in 2018. She also mentioned that Outreach Services has now fully registered 268 archival documents. Head of Technical Services Wendy Xie explained a spreadsheet handout which showed circulation analysis during the month of November and how the Lucky Day items have showed a higher circulation rate. The new Head of Circulation Theresa Hildebrand gave a brief biography of herself for the board.

Administration is in the middle of the hiring process for the Digital Services Manager IT position.

A Library Trustee Workshop sponsored by the Illinois Library Association is a full day continuing education event on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook (cost \$135). The one-day workshop consists of advocacy bootcamp, ILA Legislative Consultant update and a Legal Q & A. The South Suburban Library Legislative Breakfast is on Friday, February 16, 2018 at Tinley Park Public Library (cost \$25) from 8:30 – 10:30 A.M.

The library has completed the paperwork necessary to retain tax exempt status with Cook County Assessor's Office.

Mary Adamowski and Steve Newman met with Dan Ruzic of the Chicago Project Management in the fall about the library's capital needs plan. Mr. Ruzic went over the maintenance items, etc. and we are

awaiting his final document with such information as, estimated costs, life span of equipment, if the item will need a repair or replacement, and total possible costs.

Leid Products LLC was to have completed the library's After Hour Locker update by the end of December. The project is delayed due to his suppliers, but hopes to have it completed in early January.

The library will be putting out a Request for Qualifications (RFQ) in January to look for an architect/consultant to lead with the planning of needed spaces for the building to allow for expanded services, such as study areas, business centers, teen space, and more. This project will involve trustees, staff and community members. Trustee McMillan asked how the Building Committee fits in to the library projects. Attorney Dennis Walsh of KT&J said when dealing with architects and engineers there is a different type of protocol involved that relates to the RFQ process.

In late November Cain Millwork completed the replacement of the damaged baseboards in Youth Services, Room 104 and Room 105. The boards were damaged during the flooding that occurred in October.

TYCO Security began preliminary work of separating the burglar alarm system from the card access system on December 8. This is a three-phase project that includes separating the integrated systems, upgrading the existing software which is a prerequisite before moving to the new card access software and migrating the existing card access software to the new software. Technician Jason Farrar will begin his work during the first week in January and the project is expected to be completed by the end of February due to the intricacy of the work.

On Saturday evening Jet Stream scrubbed and waxed the rubber flooring in the Youth Services Department. The cleaning has restored the colors back to their original shades. Jet Stream will return on Wednesday night to apply an additional 2 coats of wax at Steve's request.

As a finishing touch to the lobby, the two columns were painted a shade of green that complements the logo on the Nurazzo tile. The columns tie in with the other shades of green that are present in the lobby such as the wall signs for Returns and Express Reserves.

The annual inventory report that lists all items of significant value that have been purchased or deleted from September 2016—September 2017 has been completed and submitted to Industrial Appraisal Company. Items such as all of the library's print and nonprint materials, technology equipment, NASA artifacts, Nurazzo and rubber flooring and the reupholstered Youth Services furniture were listed. The inventory assists in reevaluating the insurance values of the property. Trustee McMillan inquired to make sure IPLAR was using the appraised amounts and the library finance department was using the actual and both were confirmed by Assistant Library Director Adamowski and Finance Manager Kimmey.

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**

None.

**Unfinished
Business**

Per Capita Grant 2018 – For Action

New Business

Vice President Leafblad motioned to approve the 2018 Per Capita Grant application for the Illinois State Library. President Barcelona seconded.

Library Director Weimar explained there are two parts to the Per Capita Grant, the financial requirement explanation for 2016 expenditures and the informational portion which highlighted safety and literacy. Completing the safety manual and viewing safety webinars for all Board and staff was highlighted.

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

Resolution No. 2017-08 Approving and Adopting a revised Anti-Harassment Policy – For Action

Trustee Healy moved to approve the Resolution No. 2017-08 Approving and Adopting a revised Anti-Harassment Policy. Vice President Leafblad seconded.

Attorney Walsh said that on November 16, 2017 Public Act signed by the Governor requiring governmental units to adopt a sexual harassment policy that complies with the law's new requirements. The library's Employee Handbook which was adopted in fall of 2016 contained information regarding anti-harassment, but the resolution further establishes the library commitment to keeping our employees safe. Trustee Healy asked for clarification on Exhibit A of the resolution. Trustee McMillan inquired if there was an employee to patron sexual harassment policy in place. He also stated he would like the library to offer a workshop for staff on this topic in the near future.

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

Resolution No. 2017-09 To Make Certain Closed Session Meeting Minutes Available for Public Inspection – For Action

Vice President Leafblad motioned to approve Resolution 2017-09 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available For Public Inspection. 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

Resolution No. 2017-10 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of The Village Of Orland Park– For Action

President Barcelona motioned to adopt Resolution No. 2017-10 A Resolution Approving The Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees Of The Village Of Orland Park. Vice President Leafblad 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

PMA Financial Investment Plan and Cash Flow Projection 2018 – For Action

Vice President Leafblad motioned to approve the PMA 2018 Investment Plan and Cash Flow Projection. President Barcelona seconded.

Trustee McMillan asked how long the library had been with PMA and Director Weimar indicated it has been since 2002. Trustee McShane asked why expenditures were so high in May. Finance Manager Kimmey said the high expenditure in May was due to the flooring project.

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 registration for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference from April 23-26, 2018 in Orlando, Florida in the amount of \$325 – For Action

Vice President Leafblad motioned to approve the registration for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference from April 23-26, 2018 in Orlando, Florida in the amount of \$325. Treasurer Jennings seconded.

Library Director Weimar mentioned Innovative (iii) offers an annual conference in which members should attend in order to receive information on the upcoming updates and new services. Head of Technical Services Wendy Xie was made the Polaris administrator in May 2017 and she will bring back information for the library to use.

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 remarked on how it was nice to have the library featured on the cover of a recent Orland Park Prairie

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Trustee McMillan.

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 8:49 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson