

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 15, 2018

The meeting was officially called to order by President Barcelona at 7:01 p m.

Call To Order

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

Roll Call

Members absent: Joanna Leafblad, Elan Kleis, Charles McShane

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

Treasurer Jennings motioned to approve the December 18, 2017 minutes. Trustee Healy seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – absent.

Minutes

Motion passed. 4 ayes, 0 nays, 3 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

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Treasurer Jennings moved to accept the Treasurer’s Report for December, 2017. President Barcelona seconded. No discussion.

Treasurer’s Report

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

Motion passed. 4 ayes, 0 nays, 3 absent

Treasurer Jennings moved to accept the payment of bills listing from 12/19/17-1/15/18. President Barcelona seconded. Trustee McMillan inquired about the TYCO project. Assistant Director Adamowski confirmed that the project was completed ahead of time and that the check will be mailed. Trustee McMillan asked for clarification of Current Technologies contract payment. Director Weimar stated that the library renewed its contract with CTC for FY 2018 for 500 hours. If all the hours are not used in 2018 they will roll over to the new year. Trustee McMillan inquired about the LEID Products project. Director Weimar stated that the project is not yet completed, but is expected to be soon. Trustee Healy mentioned the budget account coded on the Maqbool Rashid invoice should be Public Relations instead of Board Training and Education.

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

Motion passed. 4 ayes, 0 nays, 3 absent

The new Digital Services Manager, Ian Lashbrook, will be starting February 12. Ian comes to Orland Park with experience in planning and executing computer classes, project management through his work with the American Library Association, and public service experience working at the Glen Ellyn Public Library. The security camera upgrade will need to go to bid.

Librarian's Report

The Per Capita Grant was filed in December. The Illinois Public Library Annual Report (IPLAR) is in progress and is due by March 1. The library has filed the list of staff and Board members required to file Statements of Economic Interest. The library filed the Annual Library Certification with the Illinois State Library this month which needed to be completed by the end of March.

Head of Adult Services Andrew Masura explained the Overdrive checkout limit has been increased from 5 items to 10. Patrons may now check out 20 items from Hoopla from the previous limit of 10. Masura also mentioned that RBDigital, the library's online magazine platform, now allows patrons to check out audiobooks. The audiobooks are only available from Recorded Books, the parent company of RB Digital, and include many classic titles.

Head of Youth Services Brandi Smits stated she is reviewing the Program Attendance Policy so non-Orland Park cardholders may participate in library programming, especially the Summer Reading Challenge. Director Weimar stated reciprocal borrowers make up approximately 15% of the library's circulation. Smits mentioned as the Chair of the Summer Reading Challenge, she and her committee will be reevaluating the type of final prize which be given to patrons who complete the program. No incentive prize or coupon will be given to patrons at the time of registration.

Head of Circulation Theresa Hildebrand stated overdue email notices have been changed to 1 week, 2 week and 3 week notifications replacing the 2, 4, and 6 week notice sequence. Billing of overdue materials will occur at 4 weeks. Materials placed on the Express Reserves shelf will be held for 5 days for patrons to pick up. These changes are in place to improve customer service.

The security system project was completed. The project involved TYCO Integrated Security separating the burglar alarm system from the card access system.

An LTA (Librarian Technical Assistant) student from the College of Du Page will begin his internship at the library on January 22. He will be interning for a total of 13 weeks and will be placed in most of the departments for hands-on experiences to prepare him for library employment.

A sophomore student from Stagg High School has created a display of milkweed seeds to interest patrons in the process of attracting Monarch butterflies back to their native land. He has donated over 100 seed packets that patrons are invited to take and plant in the spring in the hopes that the butterflies will be drawn to the milkweed plants. The library plans to plant some seed, as well, perhaps near the pond. Coincidentally the library is hosting a program on Monarch Conservation in mid-April.

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

Approval of the wire transfers to pay bills for Fiscal Year 2018 – For Action

New Business

Treasurer Jennings motioned to approve the wire transfers to pay bills for Fiscal Year 2018. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for the registration cost for trustees in the amount of \$25 each for the 2018 South Suburban Library Legislative Meet-Up event held at Tinley Park Public Library on February 16, 2018 – For Action

Trustee Healy motioned to approve the registration cost for trustees in the amount of \$25 each for the 2018 South Suburban Library Legislative Meet-Up event held at Tinley Park Public Library on February 16, 2018. Treasurer Jennings seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for the registration cost for trustees in the amount of \$135 each for the 2018 Illinois Library Trustee Forum Workshop on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook – For Action

Treasurer Jennings motioned to approve the registration cost for trustees in the amount of \$135 each for the 2018 Illinois Library Trustee Forum Workshop on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook. Trustee Healy seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the closing of Sunday, May 27, 2018 for the Memorial Day holiday; Friday, August 3, 2018 for Staff In-Service training; Sunday, August 5, 2018 for the Taste of Orland; and Sunday, September 2, 2018 for the Labor Day holiday; - For Action

Treasurer Jennings motioned to approve the of the closing of Sunday, May 27, 2018 for the Memorial Day holiday; Friday, August 3, 2018 for Staff In-Service training; Sunday, August 5, 2018 for the Taste of Orland; and Sunday, September 2, 2018 for the Labor Day holiday. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the expenditures and reimbursements for Mary Adamowski, Mary Weimar, Andrew Masura, and Kelly Cuci for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$6,600 – For Action

Treasurer Jennings motioned to approve the expenditures and reimbursements for Mary Adamowski, Mary Weimar, Andrew Masura, and Kelly Cuci for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$6,600. Trustee Healy seconded.

Director Weimar stated that iRead will pay for Head of Youth Services Brandi Smits' travel and lodging expenditures for PLA.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the expenditures and reimbursements for Trustee Nancy Healy for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$900 – For Action

Treasurer Jennings moved to approve the expenditures and reimbursements for Trustee Nancy Healy for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$900. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Announcements

Director Weimar explained that a copy of the new Performance Management Guide has been given to the Personnel Committee Chair Diane Jennings for review. The Guide will be discussed at a future meeting.

Trustee Healy moved to adjourn the meeting and it was seconded by President Barcelona.

Adjournment

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 7:41 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson