

**Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the
Orland Park Public Library held February 21, 2011**

The meeting was officially called to order by Vice President Catherine Lebert at 7:30 p.m.

Call To Order

Members present: Nancy Healy, George Sims, Mary Ann Ahl, Catherine Lebert, Carole Hillman, Brian Wydajewski

Members absent: Diane Jennings, President

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator, Shelly Cruz, Business Office Assistant

Trustee Ahl moved to approve the January 17, 2011 Board minutes. Healy seconded the approval of the minutes. Motion passed. All ayes, no nays.

Minutes

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

**Introduction
Of Visitors**

Ben Feldheim from Orlandpatch.com introduced himself and asked candidates running for re-election to provide email addresses.

Scott Remmenga, Finance Manager reported and explained the financials. He stated that financial statements will be on a modified accrued basis going forward.

Treasurer's Report

Trustee Sims moved to accept the Treasurer's Report. The motion was seconded by Ahl with a roll call vote as follows: Healy-aye; Lebert-aye; Hillman-aye; Wydajewski-aye; Sims-aye; Ahl-aye. Motion passed. All ayes, no nays.

Trustee Ahl moved to approve the Accounts Payable for the second half of January, 2011 and the first half of February, 2011 and was seconded by Hillman with a roll call vote as follows: Sims-aye; Healy-aye; Lebert-aye; Wydajewski-aye; Ahl-aye; Hillman-aye. Motion passed. All ayes, no nays.

Legal

Klein Thorpe and Jenkins have indicated the settlement of one PTAB for the 2005-2007 Sears appeal is close to an end. They are recommending settlement of this PTAB at \$49 per square foot. This is an offer of \$9.7 million. The library's portion of the refund would be about \$9,417.90 per year or \$28,253.71. The State's Attorney's office and the school district counsel are working with KTJ on this PTAB and based on previous settlements, this is similar to a PTAB decision of department stores in Chicago Ridge and Schaumburg. The motion to approve this settlement will be on the March 21st agenda.

Librarian's Report

Administrative staff have scheduled personal meetings with almost all of the library's legislators to discuss the future of public libraries. There are several library bills on the floor that ILA and colleagues are looking to support. One is House Bill 177 to clarify that the paper copy of a library card application is not a public record and once the information is entered electronically, it can be destroyed. House Bill 179 asks that outdated municipal codes be changed to allow public libraries the same 60 days to file the IPLAR as district libraries have.

Metropolitan Library System/SWAN

The Merger Design Team has asked the current MLS board to rescind its order to the Executive Director to look further into outsourcing for delivery.

The Intergovernmental Agreement for the merged system was accepted unanimously and new by-laws were incorporated along with election and representation procedures. Three representatives from the MLS Board were selected to serve on the Merger Transition Board. This board takes over in March 2011 pending approval of the Intergovernmental Agreement from all systems. The representatives are Bill Coffee from LaGrange Public Library, Crystal Megaridis from Indian Prairie Public Library and Megan Millen, the library director from Flossmoor Public Library. The new system is searching for a new name. Suggestions are being sought. A consolidated cash flow projection for all five systems is available. The last calculation shows \$4.8 million.

SWAN Governance Group C met to discuss whether SWAN should have its own employees or continue the current contract with the system for FY11 which would serve as a model for FY12. It was agreed that SWAN would contract with the new system for employees. The other LLSAPS plan on keeping this as their option. The State Library has written a RFP to contract for bibliographic record services. The two vendors are OCLC and Skyriver. SWAN staff will present a comparison at the March Quarterly. The budget that passed in December reflected the price model of Skyriver's because OCLC was double the cost. SWAN is signing a group database purchase because MLS is no longer in the position to sign since they voted to dissolve. According to Council members, the new merged system will not be looking at signing anything of this nature.

Meetings

Youth Services Head Mary Adamowski and Director Weimar attended the District 230 Summit meeting February 15, 2011. It was for community members to brainstorm potential ways to give students real-world experiences in their chosen fields and help them narrow their goals for future plans.

Databases

It was discussed at the Zone 7 meeting at Crestwood Public Library that the Newsbank Company lost the Chicago Tribune contract. We are in the process of requesting a refund from Newsbank. ProQuest now has the electronic contract with the Tribune.

The SWAN group purchase is offering two plans as options for some of the more basic databases. SWAN will most likely vote not to renew its subscription to ResearchPro (\$30,000) as their federated search software. Other software for federated searches will be explored.

Periodical Subscription

The library is experiencing difficulty with delivery of magazines purchased through W.T. Cox. The library's address number was transposed and the Post Office has stopped delivering the magazines. This problem has been ongoing since late summer of 2010. It was recently brought to Director Weimar's attention. A meeting has been scheduled with magazine provider EBESCO for Thursday, March 3rd. Weimar hopes to have the matter resolved soon.

Financial

The library signed a resolution for PMA to change banks from Bank of America to Harris Bank. The library must change the repetitive code for Illinois Funds to reflect this change.

Marquette Bank has our accounts over-collateralized. We have a letter to be signed to reduce the amount of collateralization which is still required by law.

When the library lost power weeks ago, major inconveniences to our patrons were discovered as we attempted to stay open. Director Weimar requested the Superintendent of Maintenance contact Linear Electric (who installed much of our electrical equipment and lines for our new facility in 2004) and asked for the cost for a generator to keep the building rerunning in full operation. The cost is \$332,325. The library plans on exploring this concept through grants and discussions with the Village.

Lobby

Mission Signs will soon start installation of the lobby signage. It will be done in two stages to accommodate the new lighting. Express Reserves and Internet Kiosks will be installed first.

Assistant Director Wagner is waiting for information from Becki Jecka at OEC in regards to lighting. The Lucky Day and Recycled Reads areas have the issue of what to install first. Until final information is received on lighting, it is best the signage is not installed immediately.

Fire Protection Systems Inspection Agreement

In 2005, a fire protection systems inspection agreement was signed with Reliable Fire Equipment. It included an automatic yearly renewal clause which has been in effect since. Last year, Director Weimar asked Assistant Director Wagner to investigate pricing for these services from other firms.

Reliable Fire includes these services in the agreement—annual Fire Alarm Inspection, annual Fire Sprinkler Inspection, annual Fire Pump Test, semi-annual Ansul Kitchen Suppression Inspection, and Fire Extinguisher Certification for 35 units. The original cost in 2005 was \$2,345.25; in 2010 the cost was \$2,340.80. The cost for 2011 would have increased to \$2,433.80. Wagner contacted our representative and requested a new quote for these services, not because of poor service but for due diligence after six years of automatic renewal. Reliable Fire came back with a new agreement with a total cost of \$2,023.25 for 2011.

Wagner contacted Affiliated Customer Service, Inc. for a service quote. They are only able to conduct an annual Fire Alarm Inspection and annual Fire Sprinkler Inspection. The Fire Pump Test, Kitchen Suppression Inspection and Fire Extinguisher Certification would be sub-contracted out by them or contracted directly by us to other firms at additional costs. There cost for service was \$845.00.

Wagner is recommending the Board accept Reliable Fire Equipment Company service contract at a cost of \$2,023.25. Maintenance Superintendent Steve Newman is very happy with their service, there is no need to contract with additional service providers, we have an inspection schedule that has remained constant, they provide technicians who are certified with State and Federal agencies, we receive a 25% discount on repair parts, and they are prompt with the reports we need for insurance purposes.

HVAC Retro-Commissioning

Wagner has been in contact with Jessica Commins at the Smart Energy Design Assistance Center (SEDAC) in regards to the Public Sector Retro-Commissioning (RCx) Program. This program provides in-depth energy analysis that will provide significant demand and energy savings as recommended in the library's Energy Audit discussed last month. These savings will be realized through systematic evaluation of facility systems and our implementation of a minimum of \$10,000 (including in-kind costs of library staff time) of cost-effective measures targeted to improve facility operations that, in many cases, also improve occupant comfort and production efficiency.

The retro-commissioning analysis (\$40,000-\$50,000 value) is fully funded by the Illinois Department of Commerce & Economic Opportunity (DCEO). The library would be expected to cover the costs associated with implementing the measures, as indicated above, attending meetings, and assisting retro-commissioning service providers in acquiring facility information.

Ms. Commins has reviewed our Energy Audit and has determined we are qualified for the 2011-2012 program year and the RCx program would be very interested in working with us on the retro-commissioning of the Orland Park Public Library's HVAC system. Wagner will be working with Newman, Weimar and the SEDAC representative who did our Energy Audit in completing the application over the next several weeks.

Lighting Incentives

Maintenance Superintendent Steve Newman has ordered sample reduced wattage (28W) T8s to compare to our current 32W bulbs. These bulbs are found in 4-foot fixtures throughout the building, particularly in the stack areas. We are installing the bulbs side-by-side to compare any difference in the brightness of the bulbs. This project will determine if we apply for a 2011-1012 project year lighting incentive through DCEO to recoup up to 75% of the cost of the new light bulbs.

Vending Machines

Master Brew will be installing energy misers on both vending machines in the receiving room to lower energy usage when the library is closed. The devices are motion sensors which shut down and/or lower the compressor run-time based on occupancy of the room.

Melissa Panio, Public Information Coordinator announced that Orland Park Public Library feedback cards are now available next to the library’s Information Desk. The cards include the question of did the patron find what they were looking for, to rate their experience, and if the patron has additional comments. The cards are color coded by locations in the library. Submitted feedback cards are reviewed by Panio and Weimar, and in some cases the patron is contacted by the appropriate department head. Positive comments regarding a library employee will be added to their personnel file.

Panio and Weimar will be taking the new *Connecting Our Community* brochures when meeting with the legislators.

No report at this time.

Building and Maintenance

No report at this time.

Finance

Public Comment Policy

By law, libraries must pass a public comment policy stating the manner in which this would be allowed. The committee has written our own policy and asked that it be approved by KTJ. The written policy draft has been included in the board packet.

Service & Policy

Identification Protection Policy

The employee identification protection policy is new legislation required by libraries. A written version was sent to KTJ for approval, and the draft has been included in the board packet.

Corporate Library Cards

The library used to offer a service to local businesses issuing library cards for one year. The service was discontinued in the past, and our current staff wishes to reinstate it. A draft of this policy has been included in the board packet.

Trustee Ahl made a motion to approve the minutes from the January 25, 2011 Service and Policy Committee Meeting. Healy seconded the approval. Motion passed. All ayes, no nays.

No report at this time.

Personnel

No report at this time.

Law

There is no unfinished business.

Unfinished Business

1. Public Comment Policy – For Action. Trustee Ahl moved to approve the written Public

New Business

Comment Policy. Hillman seconded. Motion passed. All ayes, no nays.

2. Policy in Regards to the Collection and Protection of Individuals' Social Security Numbers – For Action. Secretary Hillman moved to approve the Employee Identification Protection Policy. Sims seconded. Motion passed. All ayes, no nays.

3. Revision of Personnel Policy Appendix A – For Action. Trustee Ahl moved to approve the Personnel Policy Appendix A revising the organizational chart of the library. Healy seconded. Motion passed. All ayes, no nays.

4. Revision of the Circulation Policy – For Action. Secretary Hillman moved to approve the revision of the Circulation Policy in regard to Corporate Cards. Lebert seconded. Motion Passed. All ayes, no nays.

5. FY2010-2011 Illinois Public Library Annual Report – Director Weimar stated that the statistics for 2010 were very good. An electronic version was submitted January 28, 2011 to the State Library.

6. Collateral Release for Marquette Bank Account – For Action. Trustee Wydajewski moved to approve the Collateral Release. Trustee Healy questioned the maturity date of 2039 on the security for collateral. Finance Manager Remmenga explained this was when the security matured and would be renewed at that time if needed. Trustee Healy asked for this question to be noted in the minutes. Sims seconded with a roll call vote as follows: Healy-aye; Ahl-aye; Hillman-aye; Lebert-aye; Wydajewski-aye; Sims-aye. Motion passed. All ayes, no nays.

7. Illinois Funds Repetitive Code account change – For Action. Trustee Sims moved to approve the Illinois Funds Repetitive Code account change. Wydajewski seconded with a roll call vote as follows: Lebert-aye; Ahl-aye; Healy-aye; Hillman-aye; Sims-aye; Wydajewski-aye. Motion passed. All ayes, no nays.

8. Preventive Maintenance Contract for Fire Systems/Equipment Renewal – For Action. Trustee Ahl moved to accept the Reliable Fire Equipment Company service contract at a cost of \$2,023.25 under our discussion this evening. Hillman seconded with a roll call vote as follows: Wydajewski-aye; Sims-aye; Healy-aye; Lebert-aye; Ahl-aye; Hillman-aye. Motion passed. All ayes, no nays.

Secretary Carole Hillman complimented the library on the variety of programs offered.

None.

Vice President Lebert moved to adjourn the meeting at 8:49 p.m.

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz

Announcements

Executive Session

Adjournment