

**Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 20, 2012**

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

**Call To Order**

Members present: Catherine Lebert, Mary Ann Ahl, Carole Hillman, Diane Jennings, Denis Ryan

Members absent: Nancy Healy, Julie Ann Craig

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 Jennings made a motion to approve the January Board minutes. Trustee Hillman seconded the motion. 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**

None

**Correspondence**

Scott Remmenga stated the financials are as expected. Any revenue and expenses received in January relating to 2011 were charged back to 2011 financials. Auditor visits have concluded, and the audit will be finalized after information from the Village is received. Final report should be in April.

**Treasurer's Report**

Trustee Hillman moved to accept the Treasurer's Report. The motion was seconded by Trustee Jennings with a roll call vote as follows: Ryan – aye; Lebert – aye; Ahl – aye; Hillman – aye; Jennings – aye. All ayes, no nays.

Trustee Jennings moved to approve the Accounts Payable for January 16, 2012 through February 20, 2012 and was seconded by Trustee Hillman with a roll call vote as follows: Ryan – aye; Ahl – aye; Lebert – aye; Hillman – aye; Jennings - aye. Motion passed. All ayes, no nays.

*Personnel*

**Librarian's Report**

After Library Director Weimar attended the Illinois Municipal Retirement Fund (IMRF) meeting at Prairie Trails Public Library on February 7, she checked the library staff list to see if the library shared any employees with the Village of Orland Park. It has been discovered that a Youth Services employee is also employed by the Village. This matter is in the process of being resolved. Trustee Ryan inquired as to why working for both the Village and the library is an issue. Library Director Weimar replied an employee working over 1,000 hours per year must be enrolled in IMRF. The employee currently works 18 hours per week with the library and 10 hours per week with the Village totaling over 20 hours per week. Both the library and the Village would be responsible for paying into IMRF. Trustee Hillman suggested an inquiry be added to the interviewing questionnaire in order to avoid this issue with future new hires. It was noted the listing of positions held by applicant are required to be listed on the application.

*Government, Grants and IPLAR*

The Illinois Public Library Report has been electronically submitted. This statistical report reflects the new census, total circulation and staffing at the library.

The Per Capita Grant letter arrived and the library will again be funded through LSTA Funds as the previous year. An award letter will be received in February or March indicating we are being funded at \$1.03 per capita totaling approximately \$58,000.

The library sent the new State Representative for the 37<sup>th</sup> District, Charles Kreswick, a welcome letter. A letter also was sent to outgoing State Representative Kevin McCarthy wishing him well. Assistant Library Director Wagner and Library Director Weimar are registered to attend the Illinois Legislative Day in Springfield on April 17<sup>th</sup> and 18<sup>th</sup>.

For the first time, the library will be attending the Southwest Mayor's Conference Expo Saturday, February 25<sup>th</sup> along with the Chicago Ridge and Prairie Trails library directors.

Library Director Weimar, Assistant Library Director Wagner, and Melissa Panio will be attending the Orland Area Chamber of Commerce breakfast with Mayor McLaughlin as the keynote speaker about the State of Orland Park.

Head of Youth Services, Mary Adamowski and Library Director Weimar met with American Library Association staff member Barbara Jones in regards to collaborating in a diversity grant that is in the planning stage. As a library serving a more diverse population these last ten years, we could be collaborating with the Queens Public Library in New York and another smaller library located in Lexington, KY. In anticipation of joining this grant, our library will be celebrating Choose Privacy Week in May, a prerequisite to the grant. The library will also investigate purchasing foreign language newspapers and select periodicals. President Lebert recommended purchasing Irish newspapers for the library since they are difficult to obtain in the area. Trustee Hillman suggested the library choose a resource person within the library for each language.

Anne Craig, Illinois State Library Executive Director replied to Library Director Weimar's inquiry about being consistent with delivery service at the system. She asked that Library Director Weimar clarify about what the library was sending, and Library Director Weimar responded school newsletters were being sent. Newsletter, invoices, and any other letters are not to be sent through the system delivery.

#### *Integrated Library Systems*

The Management Team attended a web demo from Polaris, an alternative integrated library system (ILS). The staff was very receptive to all of the features and products Polaris offered from Novelist Select to ordering features to its ease of use.

The following week, a representative from SWAN and from Innovative met with several department heads to discuss the problems and issues our library has with some of the search results and the lack of technology support when trying to get third party vendor products to work with SWAN and terminal servers. The representatives promised to get back to various staff about these issues. Trustee Ahl stated she found the current system to not be user friendly when performing a search, and that any spelling error will return no results instead of suggestions.

Library Director Weimar stated Innovative has also offered to host a demo in April for their current Millennium product and Sierra, their new platform.

Library Director Weimar is planning a visit for staff to the Barrington Area Public Library who has recently become a standalone library using Polaris.

Library Director Weimar informed the Board the newly formed Pinnacle Library Consortium (Joliet, Plainfield, Lemont, White Oak, Fountaindale and Shorewood libraries) chose Polaris as their integrated library system.

Several Orland Park Public Library staff visited Lisle and Indian Prairie Public Libraries to see Polaris, the teen gaming stations and different self-checkout stations. Central Technology presented their new self-checkout machines which have a media release box component. Indian Prairie has Bibliotheca ITG which also has this feature. This self-checkout should work with any ILS. Orland Park has to investigate new self-checkouts in the lobby which have this media release feature.

Trustee Ryan questioned what the buyout cost would be to leave SWAN. Library Director Weimar responded once the library left SWAN, we must purchase our records back and the cost would be approximately \$100,000, but many variables are involved. Currently the library pays SWAN \$60,000 per year. Library Director Weimar stated a decision has to be made to become a stand-alone library or stay as part of a consortium. Library Director Weimar indicated being part of a consortium does limit the decisions needed to provide online catalog service to the patrons.

#### *SWAN*

The RAILS Board wrote a letter to the SWAN Board asking them to reconsider taking on all of the staff salaries and benefits of the SWAN staff who are currently RAILS employees. SWAN members are very reluctant to have them remain as state employees due to hiring, evaluating, benefit choices, etc. RAILS established a Local Library System Automation Program (LLSAP) Task Force to discuss the definition of a LLSAP and their connection to the RAILS system. Over 25 library directors from SWAN attended this meeting. They are still trying to define what a LLSAP is. Several directors spoke when allowed during public comment. Library Director Weimar stated the system's Area Per Capita Grant was made up of the entire library's population within their boundaries and therefore all libraries should be receiving monies for their online catalogs throughout the system. It was reported that the last LLSAP meeting was going to discuss expanding the definition of a LLSAP at the request of Illinois State Library Executive Director, Anne Craig.

SWAN Services Committee of the Whole met last week in regards to the LLSAP Task Force, the RAILS Contract and the reserve cash policy. The SWAN Board indicated they will continue to write the contract to exclude staff salaries, but request monies to be expended for the OCLC services for the member libraries instead.

#### *Downloadable Service*

Our library currently subscribes to Media on Demand, a consortium under the vendor Overdrive. We have invested a fair amount of money due to the overwhelming popularity of this service. Other libraries invest what monies they feel are appropriate and there are about four libraries who have been funding at a higher level than the others. On March 7<sup>th</sup>, Assistant Library Director Wagner, Library Director Weimar and Reference Librarian Joy McFadden will be attending a workshop at Dominican University which is presenting a variety of vendors. We will be re-evaluating our current subscription and looking at other venues for downloadable service.

#### *Legal*

Klein Thorpe and Jenkins have sent additional recommendations for the Property Tax Appeal Board (PTAB) collaboration with School District 140. Although the library was not on file for 2008, they are recommending we proceed with the 2008-10 triennials. Trustee Ryan asked what type of businesses does this include and what is it worth in tax dollars. Library Director Weimar replied only commercial businesses are included and it is worth \$51,000 over 3 years.

The Village has also been contacted in regards to another Property Tax Appeal Board filing.

#### *Security Camera Project*

The first floor has been completed with cameras on both the public and staff sides of the building. The wiring has been pulled for the second floor and should be completed shortly. After careful consideration, our Head of Information Technology has decided to use the Zoneminder open source software. Library Director Weimar notified the Board the new software will be presented once it is completed.

#### *Macy Museum Pass Program*

Macy's will be sponsoring the museum pass program until December 31, 2012. RAILS has declined to be the administrator on this program, and Innovative Experts has taken it over until the end of the year. They are currently looking for another sponsor for this program.

### *LACONI*

The Library Trustee presentation of Library Administrator's Conference of Northern Illinois (LACONI) is April 20<sup>th</sup>. Trustees who wish to attend should fill out the flyer enclosed in the board packet. The Administrative Section of LACONI was held last week and the speaker from Dallas Public Library spoke about re-imagining the library in different economic times.

### *New Signage*

New signage from Mission Signs to highlight areas and services on the 2nd floor has been ordered. The total cost for this project is \$1,773.73.

### *Staircase Light Removal*

Assistant Library Director Wagner requested the light fixture over the main staircase be removed. As the bulbs burn out, they will not be replaced because of the cost (\$800). The fixture blocks the view and new signage on the 2nd floor at the top of the stairs as you look through the glass towards the audiovisual and teen areas. Linear will do the work for \$1,793.00. Assistant Library Director Wagner informed the Board the wiring for the light fixture will be left, and the holes will be capped. The light fixture will be moved to the basement in case it may be used again within the library.

### *Painting*

Colors have been chosen to paint various walls and the columns on the 1st floor. Colors have been chosen from the palette used on the 2nd floor but going two shades lighter. This work will be completed during the first full week of March when story times are on spring break. Anderson Painting's cost for this project is \$2,325.00. This includes patching the stress cracks in the two-story wall at the main staircase and then painting in the original color. Library Director Weimar stated quotes from various children's literature are also being considered to adorn walls in in story time rooms.

Steve Newman has re-painted the yellow in the audiovisual area on the 2nd floor with a less-intense shade. The purple area in Teen may also be re-painted with a less-intense purple.

### *Carpet Cleaning*

BAL Industries is working out very well as the library's new carpet cleaning company. They have been pulling out a lot of the dry powder that had built-up in the carpet over the last 7 years. The carpet is actually softer and stays cleaner longer with the hot-water extraction method. Assistant Library Director Wagner is hoping less cleaning treatments will have to be done in the future as the carpet is staying clean longer with the new method.

### *Meeting Room Chairs*

Three types of meeting room chairs were available this meeting for comparison purposes in regards to purchase replacements for the current chairs which are the cause of many complaints from our patrons. Two chairs are the from the Fixtures Emotion line—one with a padded seat and one with a plastic seat. This chair costs \$170.66 padded and \$109.60 plastic. The third chair is the Stylex Zephyr, a chrome chair with a web-like material that costs \$328.30 each.

The Board will be asked to approve the purchase of 100 Fixtures Emotion chairs with a padded seat and 6 chair dollies for a total cost of \$19,676.00. This chair was chosen as being most comfortable for the cost. This chair is currently being used in the Tinley Park Public Library meeting room. Many of our staff have sat for half-day meetings in these chairs and find them comfortable with no complaints. Library Director Weimar notified the Board this cost was written into the Operating Budget for 2012. She also informed the Board the old chairs will be kept and used for outdoor programs.

See Staff Reports.

### **Other Staff Reports**

### **Building and Maintenance**

No report at this time.

**Finance**

No report at this time.

**Service & Policy**

See Librarian's Report.

**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**

1. Illinois Public Library Annual Report – For Action. Trustee Jennings moved to approve the FY2011 Illinois Public Library Annual Report as presented. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays. Library Director Weimar distributed three copies of the document to be signed by the Board President, Secretary, and herself.

**New Business**

2. Illinois Fund Repetitive Code for Marquette Bank – For Action. Trustee Hillman moved to approve the setup of an Illinois Funds repetitive code for Marquette Bank for the transfer of funds. Library Director Weimar explained this will be in addition to codes in place for other transfers to PMA and the Village. Trustee Ahl seconded the motion with a roll call vote as follows: Ryan – aye; Lebert – aye; Jennings – aye; Hillman – aye; Ahl – aye. Motion passed. All ayes, no nays.

3. Meeting Room Chairs Purchase – For Action. Trustee Ahl moved to approve the purchase of meeting room chairs as presented. Trustee Jennings seconded the motion with a roll call vote as follows: Lebert – aye; Ryan – aye; Hillman – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.

4. Technology for Board Members – For Discussion. The Board agreed to table the discussion of technology for Board members at this time due to trustee absences at tonight's meeting. Trustee Ahl cited it is acceptable to discuss this issue at the next meeting, but the Board should not continue to table matters due to consistent meeting absenteeism.

Trustee Hillman inquired about the purchase of a bench for the library commemorating the library's 75<sup>th</sup> anniversary. Library Director Weimar replied she is currently researching this project.

**Announcements**

Trustee Ahl expressed how nice the library's 75<sup>th</sup> Anniversary Celebration was and commended the staff on a job well done. There was a sizeable amount of food, and she felt patrons enjoyed the celebration also.

Trustee Hillman complimented Melissa Panio and Graphic Designer, Melissa Tikalsky on the beautiful job done on the 75<sup>th</sup> Anniversary brochure. All Board members agreed the brochure looks wonderful. Panio notified Board members a booklet commemorating the library's 75<sup>th</sup> anniversary will be completed by next month.

Trustees Ahl and Hillman stated they have seen the 75<sup>th</sup> Anniversary banners displayed on Ravinia Avenue, and they look great.

None

**Executive Session**

President Lebert moved to adjourn the meeting at 8:18 p.m.

**Adjournment**

Mary Ann Ahl, Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Shelly Cruz