

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 18, 2013

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

Call To Order

Members present: Carole Hillman, Mary Ann Ahl, Nancy Healy, and Denis Ryan

Members absent: Cathy Lebert, Julie Ann Craig, and Diane Jennings

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

Guests: Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Dana Pryor, Business Office Assistant

Trustee Ryan made a motion to approve the January Board minutes. Secretary Ahl seconded the motion. Motion passed. 4 ayes, 3 absent, 0 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**

There was no correspondence received.

Correspondence

Finance Manager Remmenga presented the Treasurer's Report as written. Finance Manager Remmenga announced the audit is complete. No adjustments will be made. A final draft of the audit will be presented in March. The audit will be finalized when the IMRF report is available in early April. The general fund contains updated restricted amounts based on 2012 activity and levied allocations.

Treasurer's Report

Secretary Ahl moved to accept the Treasurer's Report. The motion was seconded by Trustee Ryan with a roll call vote as follows: Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Lebert – absent; Craig – absent; Jennings - absent. Motion passed. 4 ayes, 3 absent, 0 nays.

Secretary Ahl moved to approve the Accounts Payable for January 22, 2013 through February 18, 2013 and was seconded by Treasurer Healy with a roll call vote as follows: Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Lebert – absent; Craig – absent; Jennings - absent. Motion passed. 4 ayes, 3 absent, 0 nays.

Technology

Librarian's Report

Last week the IT Department had some problems with the new domain controller and the old domain controller, which needed to be replaced. All staff now have access to the terminal server and their accounts. It has been a labor intensive process bringing up more than 100 computers for each staff account. Director Weimar and Assistant Director Wagner have a scheduled conference call tomorrow with RWK. The wireless project is still moving along. The Library received the last quote for dropping cable and Director Weimar will also speak to RWK about proceeding, starting as early as next week.

Legal and Financial

The Illinois Public Library Annual Report (IPLAR) was submitted electronically on February 12. The certification page must be signed by the President and Secretary.

The Office of Cook County prepares the tax agency report each year. The Library usually does not get to see the report which shows Orland Park's EAV and other rate information. The breakdown

of our levy is on this agency sheet which is separate from the Village's rate report. The county mistakenly put the wrong numbers in the Liability and Insurance fund and the Workman's Compensation fund. The Library cannot change what has been levied. Director Weimar spoke with Ms. Annmarie Mampe about the mistake and she checked her figures and said the Village sent the levy correctly. She will contact the OPPL administration when the edit sheets come out in June so they can be reviewed for mistakes before the final report is published. Next year the Library will not be levying into separate funds which restricts the monies and will levy everything into the library category.

Personnel

Ms. Jamie Kallio, a reference librarian in Youth Services, wrote a book for young readers entitled *The Mayflower Compact*. The library is very proud of her. This is her second publication.

The new Library Board Trustee address list was updated to include cell numbers, which was requested by a Board member. The new list is in the Board members' packet.

The library started a new committee relating to the building. A Decorating Committee has been organized to coordinate the seasonal look of the lobby and departments. Lenore Garoufalis, a Youth Services staff member, did such a wonderful job decorating for Christmas and the winter season, that she is chairing this committee. She is in the process of planning regular seasonal themes. The Library is excited to see what new ideas the committee is planning.

Continuing Education

LACONI is hosting their annual trustee event on April 19, 2013. A flyer has been put in all of the board packets. Please let the Administration know who will be in attendance.

Library Director Weimar will be attending a Director's Retreat in Utica, Illinois the weekend of March 1, 2013.

Statistics

Our circulation statistics showed an overall increase of 3% over 2011. This past month we exceeded January 2012 circulation by 7%. The ebook circulation for January was 2,114. This statistic is included in the overall circulation statistics each month. Although the Library went stand alone with OverDrive, the patrons seem to be finding many titles to checkout. The top circulation book was *Gone Girl* by Gillian Flynn with 21 circulations.

Polaris Migration

Public Information Coordinator Bittman spoke about the marketing tools the Library has in place for the Polaris migration. She presented the Polaris Migration Schedule, the staff Rocket Reader newsletter, the Polaris Bookmark, the Polaris Q & A Timeline, Polaris Button, and Polaris Hold On Poster.

Treasurer Healy mentioned the shortened check out times she received recently. The staff explained the problems that arose with check out times while preparing for the Polaris migration and the steps put in place to rectify it.

An ebook discussion was held by Secretary Ahl and Treasurer Healy. Accolades were given to Virtual Services Manager Joy McFadden on the success of OverDrive. Secretary Ahl is very impressed by the selection of books available and the ease of use. (Treasurer Healy asked if eReader specifications and special instructions are on the OPPL website, in order to clarify any formatting issues.) Public Information Coordinator Bittman verified they are on the website.

Things are moving along quickly as the Library migrates to Polaris from SWAN. Beginning February 11, Orland patrons cannot place holds through the online catalog and patrons from other libraries cannot place holds on Orland materials. In addition, Orland materials that have been sent out before last week to other libraries on interlibrary loan (ILL) have a due date of March 1. These changes have been made to start getting our materials back from ILL and roaming.

Orland patrons began last week to contact the staff directly to place holds on their behalf. Circulation also printed a list of items requested by OPPL patrons prior to February 11 and the Library is purchasing materials or requesting through OCLC to fill Orland patron holds.

Borrowers from other libraries who actually come into the library (reciprocal borrowers) can still check out materials with normal due dates.

The initial site meeting with Ann Lorish from Polaris went well. Our new profiles, coding and permissions have been built and will be uploaded to our Polaris servers. The test server is online and waiting to have the test data from SWAN uploaded. The staff can start training beginning in March using Orland Park Public Library's actual data. Trustee Ryan asked for a clarification of test data. An explanation of the process was given by Assistant Director Wagner.

The IT department is ready to start configuring the new PC workstations for Technical Services, Circulation, public service desks and the Computer Lab. Network Consultant Jesus Reyes, with the assistance of IT staff members, Don Scanlan and Mark Ewaskiuk, plans on having these ready to go by February 28.

Friends of the Orland Park Public Library

The 8GB flash drives have arrived and are available for purchase at a cost of \$10.

Lobby

If the Board approves acceptance of an RFID proposal, the arrival of 4 new self-checkout stations scheduled for installation by March 29 along with new security gates will necessitate that the lobby will need to be reconfigured to accommodate new traffic flow patterns. One of the self-checkouts will be placed at the far left station of the Circulation Desk. To promote use of this station, we are considering taking out the queue railing. Head of Maintenance Steve Newman will attempt to remove the railing. Not only will this allow patrons easy access to the self-checkout station, it will open up the lobby for programs.

With Board approval, new security gates will be installed this summer in conjunction with the RFID tagging of our materials. These gates must be placed close together to prevent gaps in the tag-reading coverage. New gates will affect the slate flooring. There has already been informal discussion of moving to recycled rubber tiles to replace the worn and dirty carpeting. This may be the time to consider doing this project in the lobby since we might have to move tile to install new gates.

Library Director Weimar brought up the idea of sliding entry doors. Several libraries have them and they are much more convenient for our patrons. We have the added issue of when the wind is strong and coming out of the west, it pulls the doors open and out of our patrons' hands. This has actually broken the door closers at the top of the doors, especially the handicap door. This means it has to be locked and not used until it can be repaired by an outside service provider. The wind also makes it harder for the doors to close all the way and sometimes causes problems at closing time with the magnetic locks. The Library is investigating the options and costs associated with sliding entry doors and an air curtain.

We are getting pricing from the CDC Group in regards to installing two rows of shades in the south-facing lobby windows. This is in the current budget. The sun can get very intense and causes

glare and some of our barcode readers to not operate efficiently.

Building

Head of Maintenance Steve Newman has begun painting the bathrooms.

Director Weimar has signed the contract for turn-on and turn-off services of the lawn sprinkler system with B&R Irrigation. The cost for 2013 is \$450, the same as last year.

The Library has prepaid the 2013 Wingren fees for lawn maintenance. A 5% discount was applied for pre-pay with the cost being \$10,761.60, the same as last year. This is the second year of the three year contract.

Trane will be coming in before April 1 to complete the tasks required for the HVAC Retro-Commissioning grant project started last year. These must be completed by May in order to meet the requirements of the grant. They were approved by the Board last year and include:

| | |
|-----------------------------|----------------|
| Adjust Fan System Schedule, | \$2,822 |
| Boiler System Measures, | <u>\$2,116</u> |
| Total | \$4,938 |

Steve Newman reports he has seen savings in the natural gas and electricity bills since the Library implemented some of the strategies outlined in the report.

The Library has received a proposal from Heritage Technology Systems to run the cabling for the staff only wireless access points. The proposal cost is \$5,996. Director Weimar will sign the proposal in the near future.

Treasurer Healy questioned if the server room temperature problem had been resolved with permanent measures. Assistant Director Wagner explained that a portable industrial strength air conditioning unit has been put in place and runs continuously.

Public Information Coordinator Bittman presented several patron comment cards collected recently. All of the cards reflected very positively on the staff and the Library.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

Director Weimar requested the Board Committee, made up of Secretary Ahl, Treasurer Healy, Trustee Craig, and Trustee Jennings, to meet in the coming months to review the following policies: local history collection, collection development, and the Summer Reading Program. Director Weimar will email updates requested for the Summer Reading Program to expedite this matter.

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

Motion to Accept FY2012 Illinois Public Library Annual Report (IPLAR). Trustee Ryan moved to accept the FY2012 IPLAR. Treasurer Healy seconded the motion with a roll call vote as follows: Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Lebert – absent; Craig – absent; Jennings – absent. Motion passed. 4 ayes, 3 absent, 0 nays.

New Business

Motion to Accept Envisionware’s proposal once finalized to meet OPPL’s needs to purchase self-checkouts and implement RFID. Secretary Ahl moved to approve the selection of Envisionware to implement RFID. Trustee Ryan seconded the motion with a roll call vote as follows: Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Lebert – absent; Craig – absent; Jennings – absent. Motion passed. 4 ayes, 3 absent, 0 nays.

None.

Announcements

None.

Executive Session

Vice-President Hillman moved to adjourn the meeting at 8:29 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Dana O. Pryor