

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

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

### **Call To Order**

Members present: Cathy Lebert, Carole Hillman, Mary Ann Ahl, Nancy Healy, Denis Ryan, 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; Christian McClure, Partner at McClure, Inerra & Company Chartered

Trustee Jennings made a motion to approve the February Board minutes. Vice-President Hillman seconded the motion. Motion passed. 7 ayes, 0 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**

Mr. Christian McClure reviewed the working draft of the 2012 audit. The final audit will be complete once the IMRF amounts are finalized and received in April.

Secretary Ahl read a letter to the Director, dated February 2013, from Mary A, Becky, Lora, Jamie, and Diane, of Youth Services, expressing their appreciation in attending the Anderson's Children's Literature Conference.

### **Correspondence**

Finance Manager Remmenga presented the Treasurer's Report as written. Finance Manager Remmenga explained the variances in Books, Databases and IT consulting.

### **Treasurer's Report**

Treasurer Healy questioned the software expenditures and pricing strategies. The administration reviewed the current actions and plans in place to achieve the lowest pricing possible.

Vice President Hillman moved to accept the Treasurer's Report. The motion was seconded by Trustee Ryan with a roll call vote as follows: Lebert – aye; Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Craig – aye; Jennings - aye. Motion passed. 7 ayes, 0 absent, 0 nays.

Secretary Ahl moved to approve the Accounts Payable for February 19, 2013 through March 18, 2013 and was seconded by Treasurer Healy with a roll call vote as follows: Lebert – aye; Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Craig – aye; Jennings - aye. Motion passed. 7 ayes, 0 absent, 0 nays.

### ***Technology***

The library signed a work order for RWK Design to provide offsite service involving the configuring of the V Windows server with OPPL dedicated backup on a 4TB disk, configure backup security accounts and trusts, configure daily and weekly Veeam jobs, implementing, alerting and monitoring of the jobs directed to the right party, establish bandwidth requirements for daily and weekly transfers and finalize the monthly data center usage charges.

Another work order for RWK Design was started on analyzing the firewall as it pertains to internet traffic flow for staff and patrons, identifying bottlenecks that exist, and identifying if a second internet connection is appropriate. Treasurer Healy inquired about the expenses associated with a second Comcast line versus a T1 line.

### **Librarian's Report**

The library will begin a subscription to the 3M Cloud eBook database, which will eventually integrate with the Polaris catalog. The database makes the Penguin/Putnam published titles available to libraries. Although the cost of a Penguin/Putnam title is not as high as a Random House, the titles purchased are only available for one year or 26 checkouts.

Early this spring the library will also begin a subscription with Zinio to provide magazines in a downloadable format to library patrons. The nice feature of this subscription is the ability to have simultaneous users which eliminates any hold lists. Magazines are available for youth, teen and adult.

Vice President Hillman expressed her liking of the Polaris countdown signs.

#### *Legal and Financial*

Klein, Thorpe, & Jenkins, LTD sent a newsletter which details the protection of library materials. Director Weimar distributed copies of the newsletter article which details the fines and imprisonment imposed upon the theft of library property and the failure to return materials. The library has posted small signs in regards to the defacing and damaging of library property as a prosecuting matter. President Lebert inquired if security rounds would assist in lowering the incidents of vandalism. The administration explained special patrols are not feasible at this time, but reference librarians and pages are always in the stacks.

Klein, Thorpe, & Jenkins, LTD reviewed the Envisionware contract and after the necessary changes were made to the contract, it was signed last week.

Elmhurst Public Library voted last month to leave SWAN and become a stand-alone library.

Finance Manager Remmenga filed the required Treasurer's Report with the Orland Prairie Newspaper. It will be published next week.

#### *Continuing Education*

Director Weimar and Assistant Director Wagner attended a workshop hosted by Zone 5 and 7 on the interpretation of the Prevailing Wage Act as presented by representatives from Klein, Thorpe and Jenkins. Director Weimar is sending out letters to all of the companies Orland Park Public Library currently uses to ensure that the requirements of the Prevailing Wage Act are being followed. The letters will be mailed by the end of the month.

The ATLAS group of south-side libraries is hosting a trustee workshop on June 8 at the Orland Park Public Library.

#### *Statistics*

Our circulation shows a 5% increase over last year at this time. Interlibrary loan statistics show a decrease in loans and receipt in anticipation of going stand alone.

Reciprocal borrowing statistics have increased by about two thousand in January and February. The library will begin using Unique Management Services, Inc. for its collection agency. This agency integrates with Polaris and will automatically begin the service when accounts reach the set parameters.

#### *Programming*

Stanchions were purchased for programming queue lines for larger venues. The lobby has been decorated for Spring with reusable items.

#### *Polaris*

At this time, the go live date for Polaris remains 9 a.m. on Wednesday, April 3. Both patron and material data has been tweaked to display correctly in the WebPAC and staff client. The new computer work stations have been installed in Technical Services, Circulation Services, the

Computer Lab and at the Youth, Adult, IT and Teen public service desks. The Polaris Staff Clients have been installed so staff can experiment and practice within the new integrated library system (ILS) on the test server.

The Staff has been attending in-house training sessions on Circulation, taught by Howard Griffin, Pat Neubauer, Julie Pryor and Laura Larson, and on the WebPAC, taught by Joy McFadden. Those who cannot attend training are being taught by their supervisors and other key staff.

Wendy Xie, Joy McFadden, Cassandra Spence and Robin Wagner have also been attending webinars provided by Polaris on cataloging issues, WebPAC customization, 3M E-book service integration and federated searching. We are designating functions and services that need to be ready by April 3 and those that will be instituted sometime after. These future projects include in-depth WebPAC customization, electronic ordering of new materials (EDI), and the Community Pages function in the WebPAC.

The Polaris staff has been out to conduct a workflow analysis and make recommendations for Technical Services, to provide training for Circulation, Cataloging, and the WebPAC. March 19-21 will be the last of the onsite training for Acquisitions and Serials. A Polaris consultant will be onsite for the go live date.

SWAN has informed the administration that the library will need to start using Polaris in offline mode beginning at 4 p.m. on Thursday, March 28. While the staff will be using Polaris offline to check items in and out until 9 a.m. on April 3, the OPPL patrons and in-house staff will still be using the SWAN online catalog to search for materials. During that time, shelf statuses of materials will not be updated and patrons will not have access to their SWAN accounts.

Assistant Director Wagner is looking into the possibility of offering Polaris classes for patrons and WebPAC classes for the Board.

Secretary Ahl gave her complements to Bridget Bittman, Public Information Coordinator, for the recent Polaris newspaper article.

#### *Wireless Access Points*

Heritage Technology (HTS) was in the building last week and pulled data cable for the 20 wireless access points that will establish a strong staff wireless network. Work will soon begin by Maintenance and IT staff on connecting the SonicWall wireless routers.

#### *Building*

Trane came out last week and finished up the two outstanding HVAC Retro-commissioning projects. A few problems were located in regards to system settings and/or physical issues throughout the building which have been fixed. Steve Newman feels this will solve some issues in areas such as Administration and the Meeting Rooms in regards to temperatures.

The Maintenance department has done a great job in keeping up with the snowy and icy weather during the past few weeks.

Secretary Ahl reiterated her concerns about ceiling tile damages she has noticed. Maintenance is aware of the problem and is working to correct it.

The queue line railing was removed in the lobby.

No report at this time.

**Other Staff Reports**

No report at this time.

**Building and Maintenance**

No report at this time.

**Finance**

The Program Attendance Policy has been revised as it pertains to the Summer Reading Program. Children that attend schools visited by OPPL staff will be allowed to register and attend events for the Summer Reading Program. They will be required to possess a library card from the surrounding area. Younger siblings, who are unable to get library cards from their home library, will also be welcome to register.

**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 2012 Library Audit presented by McClure, Inserra & Company. Secretary Ahl moved to accept the 2012 Library Audit. Vice President Hillman seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Craig – aye; Jennings – aye. Motion passed. 7 ayes, 0 absent, 0 nays.

**New Business**

Secretary Ahl left the meeting at 8:31 pm.

Motion to Approve the closing of the library for the following Sundays: May 26, August 4, and September 1, 2013. Trustee Jennings moved to accept the Sunday closings for 2013. Trustee Ryan seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl – absent; Healy – aye; Ryan – aye; Craig – aye; Jennings – aye. Motion passed. 6 ayes, 1 absent, 0 nays.

Secretary Ahl returned to the meeting at 8:33 pm.

Motion to Approve the closing of the library for In-Service Day Friday, August 2, 2103. Vice President Hillman moved to accept the In-Service Day closing. Secretary Ahl seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Craig – aye; Jennings – aye. Motion passed. 7 ayes, 0 absent, 0 nays.

Motion to Approve the revision of the Program Attendance Policy as amended by Vice President Hillman. Secretary Ahl moved to accept the revision of the Program Attendance Policy. Vice President Hillman seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl-aye; Healy- aye; Ryan-aye; Craig – aye; Jennings – aye. Motion passed. 7 ayes, 0 absent, 0 nays.

Motion to Approve the purchase of 3 Self-Checkout kiosks by A.R. Kropp Co. & Sons in the amount of \$16,295.34 from Special Reserve funds. Signage, positioning, and branding, were all discussed. Secretary Ahl moved to approve the purchase. Vice President Hillman seconded the

motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl-aye; Healy- aye; Ryan-aye; Craig – aye; Jennings – aye. Motion passed. 7 ayes, 0 absent, 0 nays.

Motion to Approve the Envisionware conversion team for RFID tagging of the collection up to \$112,000. Trustee Jennings moved to approve the Envisionware conversion team. Trustee Craig seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl-aye; Healy-aye; Ryan-aye; Craig – aye; Jennings – aye. Motion passed. 7 ayes, 0 absent, 0 nays.

Motion to Approve the purchase of E-commerce services by Envisionware not to exceed \$10,000. Vice President Hillman moved to approve the purchase. Trustee Craig seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl-aye; Healy- aye; Ryan-aye; Craig – aye; Jennings – aye. Motion passed. 7 ayes, 0 absent, 0 nays

None.

**Announcements**

None.

**Executive Session**

Trustee Ryan moved to adjourn the meeting at 8:53 p.m. and all concurred.

**Adjournment**

Mary Ann Ahl, Secretary

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

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

Minutes prepared by Dana O. Pryor