

Minutes of the Regular Monthly Meeting of the Library Board of Trustees of the Orland Park Public Library held April 18, 2011

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

Call To Order

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

Members absent:

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

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator, Mary Adamowski, Head of Youth Services; Andrew Masura, Head of Adult Services; Dan Muntner, former Orland Park Library trustee

Trustee Hillman made a motion to approve the March Board minutes. Trustee Ahl 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**

Trustee Jennings thanked Trustee Sims and Trustee Wydajewski for all of their dedication and many years of service. All of the Trustees agreed.

Correspondence

A thank you card to the Director and Board of Library Trustees from Diane Norris-Kuczynski, Lora Van Marel, and Becky McCormack of Youth Services. They expressed their appreciation for being able to attend the Children's Literature Conference at Northern Illinois University.

A thank you card to Orland Park Public Library from South Suburban Association for the Education of Young Children (S.S.A.E.Y.C) for sharing meeting space to allow for the training of over 70 area teachers on a current topic in education.

Dan Munter introduced himself and said the following: "I'm a Orland Park resident and library patron. As most of you know, I'm also a former library trustee, having served as such for about 15 years. With the results of the recent election, I felt compelled to attend tonight's meeting in order to publicly thank my former colleagues and friends, Brian Wydajewski and George Sims, for their many years of exceptional service and leadership to Orland Park and the Orland Park Library as library trustees. The library has, over the years, had a succession of dedicated and effective trustee leadership which, along with a great staff, is why we have the best (in my not so humble opinion) library in the system. I have every expectation that this tradition of great trustee leadership will continue. Thank you again, Brian and George, for all you have done for Orland Park as library trustees."

Mary Adamowski thanked Trustee Sims and Trustee Wydajewski for their many years of dedication and support of the library staff.

Andrew Masura also thanked Trustee Sims and Trustee Wydajewski for their many years of dedication and service for the library.

Scott Remmenga, Finance Manager explained the financials. January and February revised financial statements were presented along with March due to auditor adjustments between the General Fund and Debt Service for revenue collected and the remaining outstanding receivable.

Treasurer's Report

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

Trustee Ahl moved to approve the Accounts Payable for March 22, 2011 through April 18, 2011 and was seconded by Trustee Hillman with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Ahl – aye; Jennings – aye; Lebert – aye; Wydajewski - aye. Motion passed. All ayes, no nays.

Fuel Intergovernmental Agreement

The Village of Orland Park contacted the library to explain the administration fee would be waived for 2011 as long as our fuel usage stayed under 1,000 gallons. The repairs that exceed the Fuel Service Fund which they are establishing with the additional surcharges still apply if the fund does not have sufficient monies to cover the costs. The rate is based on the amount of fuel consumed beginning January 1, 2011.

Librarian's Report

Legislation

There is legislation regarding the upcoming Illinois HB 148 permitting the concealed carry of firearms. It was recommended by attorneys that serve libraries to adopt a no firearm resolution whether HB148 passes or not. Klein, Thorpe & Jenkins looked at the resolution copy and approved it.

Summer Hours

The library is opened on Sundays during the summer, but it was decided if a Sunday coincided with a holiday where the library is closed, the library would not open. This summer the following Sundays are affected: May 29 (Memorial Day weekend); July 3 (Independence Day weekend); August 7 (Taste of Orland weekend); and September 4 (Labor Day weekend). In-Service Day will feature speakers on serving patrons with mental illness, another speaker on handling difficult situations, the Fire Protection District presenting safety tips and reviewing the fire drill procedures. We wish to schedule it for Friday, August 5th.

SWAN

The SWAN Governance Group C met and discussed that they are currently developing a contract to continue services with the new system Reaching Across Illinois Libraries (RAILS). They will be putting in language similar to existing services (administrative costs; salary and benefits, IT support, etc); but the contract will have four different exhibits reflecting the four LLSAPS that will also contract services. These are Prairie Cat, Magic, SWAN and RSA.

Bibliographic services were discussed and most of the Group C libraries recommended ILL be a component of this service. Currently libraries receive ILL from OCLC. Skyriver, a new service vendor does not have an ILL component. The State Library has a RFP due in early May to provide this service. LLSAPs would like to include a percentage of the bibliographic service cost into the contract because they believe the Area Per Capita Grant requirements set forth by the State Library include resource sharing and ILL component is definitely a part of sharing of materials.

There might be excess funds in the new budget passed in December because system funding is still on the table. Council would like to recommend the money be put in special reserves until needed and possibly refunded before the end of the 2011-12 fiscal year. The other governance groups' wishes were not known. They may ask it to be refunded immediately. Council has the final vote.

SWAN has restructured and five positions were eliminated. We do not know at this time how the staffing will impact the current services we have.

Finances

The Village of Orland Park does not need the 2010 audit until after the Library's May board meeting. Our auditors needed more information from the Village and it was unavailable at this

time, so the draft will be sent to us in early May. We will have Hearne and Associates look it over since last year's management letter suggested an outside auditor review it.

The Treasurer's Bond was renewed at \$3 million to include half of the total of the general fund and bond revenue.

Personnel

The library has scheduled a meeting on May 20 for the Management Team and assistant department heads to discuss interviewing skills and the legal ramifications of hiring and to discuss our current hiring practices and procedures.

We hosted a Person In Charge meeting on April 15.

Grants

As previously stated, we were granted "A Fine Romance, Jewish Songwriters, American Songs 1910-1965" grant from the American Library Association/National Endowment of the Humanities. We are one of the first libraries to host this traveling exhibit. It will be displayed from July 15 until the end of August.

We are awaiting the LSTA funds for our Per Capita Grant. Paperwork was filed.

General

The new Corporate Card brochure is out. Copies were distributed to the Board.

The circulation went up 9% in March. We are up by 7% overall.

Matteson Public Library is offering a Trustee workshop on Saturday, May 21 from 9:00AM – Noon.

Library Snapshot Day

Melissa Panio explained the events of Library Snapshot Day which happened during National Library Week. Postcards were completed by patrons to be sent to legislators.

Lobby

Assistant Director Wagner received the total project cost of the light fixture and installation for the Lucky Day area. It will be \$2,143.76 due to Linear Electric's cost to install the light being \$820 less than Hinsdale Electric's estimate of \$3,000 as originally thought.

The Lucky Day and Recycled Reads signage has been installed by Mission Signs and we have received many compliments on the project. The "No Parking" signs were also installed on the columns near the circle drive. They seem to be making an impact on cars parking there.

HVAC Retro-Commissioning Project

Malika Ramdas of The Smart Energy Design Assistant Center (SEDAC) has reviewed the first draft of the library's application for the Public Sector Retro-Commissioning (RCx) Program. With a few changes and additions and one more review by Ms. Ramdas, it should be ready to submit early next week.

Maintenance

Maintenance Superintendent Steve Newman has been cleaning and preparing the HVAC system for the change of seasons. He recently replaced air filters on the air handlers. The temperature sensor in the chiller is malfunctioning and will be replaced by Trane at a cost of \$473. Newman will be attending a 2-day training seminar on the Tracer Summit control interface for the HVAC system. This training is provided free of charge through our preventive maintenance contract with Trane.

Other Staff Reports

The large motor on the Meefog humidifier system has died. A replacement motor is available online for \$367. Newman was also informed by the Meefog vendor that the two bladders need to be replaced every five years and ours are on year six. We do not have a cost for those at this time. Finally, the cat motor that works with the air handlers is on its last leg and it already has been rebuilt twice. A replacement will cost approximately \$600. All of these items need to be replaced before next winter.

Newman has started patching various areas in the building to prepare for painting the walls. It is a slow process which he does as time permits and before the library opens.

Friends of the Orland Park Public Library

The Friends at their April Board meeting generously agreed to purchase the aluminum water bottles to be used as completion prizes during this summer's reading program at a cost of \$5,850. This leaves just under \$2,500 cash in their bank account. Recycled Reads sales are averaging under \$1,000/month, down from \$1,200/month two years ago. The down-turn of the economy has caused a decrease in both the number of donations and the number of people buying.

Key library staff members were working with the Friends on a pet photo contest calendar for 2012 they could sell. The hope was to pay for most of the cost of the calendars with ad sponsorships from pet-related businesses. But with a cost of \$3,300 for 500 calendars, the Friends did not want to take the chance on a project they could not afford at this time and had a limited selling period. Administration staff will be brainstorming ways to increase the Friends revenue without much cash outlay.

The Friends have taken the last step necessary before filing the paperwork with the government to become a 501(c) 3 organization by getting a federal identification number. It is expected to have the process finalized in the next six months. At that time, the Friends can participate in such fundraisers as Carson Days, Buca di Beppo rebate days, etc.

See Staff Reports.

None

The committee met on April 13 and reviewed the following policies:

Social Media Use Policy

As a member of the Management Association of Illinois, it was suggested that all libraries have a Social Media Use Policy for their employees to understand the limitation and legal points to using the library's name, et al. when posting to any of their personal social websites.

Communications System/Email Policy

The library has alluded to proper etiquette when using work email, but the Management Association of Illinois also suggested that we have a separate policy to govern how our computer equipment is used in-house and the responsibilities and legal aspects of using personal and work emails.

Collection Development Policy

By law the library reviews this policy every two years. The department heads responsible for selection met on March 10th and found the policy is still relevant and needed no changes.

Collection Development Plans

The department heads thought this would be a good time to update the changes made to their collections over the last two years. All three plans for Adult, Youth and Outreach Services reflect changes in formats that are now purchased and some formats (cassettes) which are no longer available or relevant. E-readers were added as a new "collection." In addition, the downloadable

Building and Maintenance

Finance

Service & Policy

database containing audio books and e-books was added to all three collection development plans. Existing collection entries in each plan were also slightly modified as seen in the Board packet copies.

Material Complaint Form

This form is filed with the Collection Development Policy and Plans and the department heads updated it to include all of the formats we circulate. The form was modified slightly to be more general and use the term “materials” instead of books. The form allows the patrons more guidance on discussing their concerns of AV materials owned by the library.

Trustee Healy made the motion, seconded by Trustee Jennings to approve the April 13 minutes. Committee member Trustees Healy, Jennings, and Ahl agreed. Motion passed.

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**

1. Insurance Proposal For Action – For Action. Trustee Hillman moved to approve the proposal from Hub International with terrorism coverage at \$49,220, do a broker of record change to have the umbrella coverage at \$25 million, and increase the business income loss coverage from \$400,000 to \$1,000,000 at additional cost of \$555. Trustee Sims seconded with a roll call vote as follows: Jennings – aye; Healy – aye; Sims – aye; Hillman – aye; Wydajewski – aye; Ahl – aye; Lebert – aye; Motion passed. All ayes, no nays.
2. Fuel Intergovernmental Agreement – For Action. Trustee Wydajewski moved to approve the intergovernmental agreement with the Village of Orland Park for fuel purchases. Trustee Hillman seconded with a roll call vote as follows: Jennings – aye; Healy – aye; Sims – aye; Hillman – aye; Wydajewski – aye; Ahl – aye; Lebert – aye; Motion passed. All ayes, no nays.
3. Ordinance Prohibiting Firearms on Library Property – For Action. Trustee Ahl moved to approve the Ordinance with amendment to language adding “owner and carrier.” Trustee Wydajewski seconded with a roll call vote as follows: Jennings – aye; Healy – aye; Sims – aye; Hillman – aye; Wydajewski – aye; Ahl – aye; Lebert – aye; Motion passed. All ayes, no nays.
4. Social Media Policy Use Policy – For Action. Trustee Lebert moved to approve the Social Media Use Policy. Trustee Wydajewski seconded. Motion passed. All ayes, no nays.
5. Communication System/Email Policy – For Action. Trustee Lebert moved to approve the Communication System/Email Policy. Trustee Sims seconded. Motion passed. All ayes, no nays.
6. Material Complaint Form Revision – For Action. Trustee Healy moved to approve the Material Complaint Form Revision. Trustee Hillman seconded. Motion passed. All ayes, no nays.

New Business

7. Collection Development Policy Review – For Action. Trustee Ahl approved the Collection Development Policy as presented. Trustee Lebert seconded. Motion passed. All ayes, no nays.
8. Collection Development Plans were discussed under the Service & Policy committee report.
9. Closed Summer Holiday Sundays – For Action. Trustee Ahl moved to approve the closing of the library on 5/29, 7/3, 8/7, and 9/4 in 2011. Trustee Lebert seconded. Motion passed. All ayes, no nays.
10. In-Service Day Closing – For Action. Trustee Sims moved to close the library on 8/5/11 for an In-Service Day. Trustee Hillman seconded. Motion passed. All ayes, no nays.
11. Library Trustee Officer’s Slate – For Discussion. There was discussion on the different offices and who was interested in holding an office in the next year. The new terms will start in May. The slate will be determined and voted on at the May board meeting.

There were no additional announcements.

None

Trustee Jennings moved to adjourn the meeting at 8:59 p.m.

Carole Hillman, Secretary

Announcements

Executive Session

Adjournment

Approved: _____

Date: _____

Minutes prepared by Scott Remmenga