

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 16, 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, Nancy Healy

Members absent: Julie Ann Craig

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

Guests: Scott Remmenga, Finance Manager; Shelly Cruz, Business Office Assistant

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

A card to Library Director Weimar, Assistant Library Director Wagner and the Board of Library Trustees from Mary Adamowski, Kelly Cuci, Andy Masura and Diane Srebro expressing thanks for the opportunity to attend the Public Library Association Conference in Philadelphia.

Correspondence

They all felt the conference was a wonderful learning experience and brought back many innovative ideas.

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is doing well. The funds for the Area and Per Capita Grant were received. The grant amount was \$58,214.56.

Treasurer's Report

Trustee Healy complimented and appreciates the new Treasurer's Report format done by Remmenga.

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

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

Personnel

Librarian's Report

Reference Librarian Jamie Kallio will have her first non-fiction book published by Libraries Unlimited in August entitled *Read On...Speculative Fiction for Teens: Reading Lists for Every Taste*. The Information Technology staff has also been receiving very nice compliments on their customer service for patrons. Audrey, Norma and Lauren were recently highlighted on Orland Park Public Library Feedback cards. Jane Ruback of Youth Services also received compliments for her courteous assistance. Copies of the comment cards were given to each employee and also placed in their personnel file.

Library Director Weimar stated the revised Organizational Chart is included in each Board packet. The chart includes the Maintenance Assistant position, the Reference Librarian I position in Youth Services, and also more accurately reflects the supervision line in each department.

Grants and Government

The 2013 Per Capita Grant requirements in regard to *Illinois Library Laws and Rules* which was distributed last month will be further explained by the Illinois State Library in an email expected this week. Trustee Ryan inquired about the \$58,214.56 grant received. Library Director Weimar explained the grant is the annual Per Capita Grant and this year was funded by Library Services and Technology Act (LSTA) monies. The grant has been expended on materials for the library.

Library Director Weimar and Assistant Library Director Wagner will be attending Library Legislative Day in Springfield on April 17 and 18. All legislators were contacted for appointments.

All Cook County Statements of Economic Interest are due May 1. The form is only available online. Library Director Weimar explained how to access the online form and requested each Board member to print out a confirmation page of their filing for library records.

Library Director Weimar distributed a copy of the Village of Orland Park's Annual Report.

The Village of Orland Park's Citizen Survey was given to selected residents in January. Rating of library services was included in the survey. Results are expected from the village to be available by May 8.

Library Director Weimar and Mary Adamowski of Youth Services will be attending the American Library Association Diversity Grant meeting in New York on June 4 and 5. Their attendance will be funded by the American Library Association (ALA) Grant. This grant also involves the *Choose Privacy Week* programming and awareness the library is hosting in May.

Technology and Security

A new firewall for the library needs to be purchased to allow additional wireless access points. The current network has a limited amount of IP addresses left and will need considerably more to expand. In addition, a new antivirus protection software is needed to handle all of the servers. Library Director Weimar explained these purchases will be taken from the Special Reserves Fund. Trustee Healy asked about the purchase of new switches to accommodate the power over ethernet (POE) as discussed at the March Board meeting. Assistant Library Director Wagner responded Head of Information Technology Peter Kuczynski prefers to purchase the firewall security before the switches.

Library Director Weimar informed the Board iPads have been purchased for each member. Joy McFadden or other staff will provide training.

Trustee Healy questioned the recent update of the Creative Suite software for the Graphics Department. Assistant Library Director Wagner replied the cost was taken from the IT budget and the software is updated only every few years. The recent update was necessary so Graphics and IT staff had the same version. Going forward, updates of Creative Suite will be done at the same time for both departments.

Trustee Healy asked Assistant Library Director Wagner if she looked any further into Near Field Communication (NFC), a new technology seen at the PLA conference. Assistant Library Director Wagner replied information is still being researched on how NFC may benefit the library.

Programs

The Outreach Services Department has received many wonderful compliments about programs this past month including the Titanic and Amelia Earhart programs. Record turnouts of attendance have been reached.

SWAN/ILS

The SWAN Committee of the Whole met last week to discuss incorporating the current SWAN staff onto the 2012-13 SWAN budget. Reaching Across Illinois Library System (RAILS) has

agreed to let SWAN absorb the staff salaries and benefits in their budget. SWAN and RAILS will sign a three year contract to support OCLC, Inc. and the Versatile contract along with continued support by providing the building to house the Local Library System Automation Program (LLSAP). A discussion took place on what benefits SWAN will provide the staff. Library Insurance Management and Risk Control Combination (LIMRiCC) will provide the health benefits, but the pension had yet to be determined. Members were concerned about what form this pension benefit would take. IMRF and a 401K plan were two options. The SWAN Council stated they would determine the vacation and sick time based on the new RAILS personnel handbook and the old Metropolitan Library System (MLS) handbook.

Trustee Healy asked how many employees this includes. Remmenga answered approximately 10 full time employees, and 8 part time employees.

Although it has not been determined yet, the Burr Ridge location is in contention for housing all of the LLSAPs.

Delivery is still being discussed across the system. There was no report from the SWAN Fees Committee.

Collection

Polish, Spanish, Irish and Arabic newspapers have been ordered and will begin in July based on EBSCO's billing cycle.

Illinois Library System

The Barrington Area Public Library District tour went very well. The staff saw some new ideas for technology, periodicals and more. The staff met with all of the pertinent department heads of Barrington in regards to their move to Polaris. The consensus of the Barrington staff was they are very happy with their decision.

The Innovative meeting is scheduled for April 19.

Painting

Maintenance Superintendent Steve Newman is in the process of painting the metal doors and door frames.

Tables

Tables are painted and in place adjacent to the restrooms with signs encouraging patrons to use them for library materials before using the facilities.

Meeting Room Chairs

The meeting room chairs have arrived at OEC. Assistant Library Director Wagner is expecting delivery this Wednesday.

Lobby Book Drop Panels

Cain Millwork will be installing Corian panels above and below the book drop openings in the lobby. They will also either refinish or replace the wood of the actual slots. The total cost of the project will be \$4,662.

Air Conditioning Unit in the Server Room

To prevent the equipment from overheating in the 2nd floor server room, a portable 1-ton air conditioner has been purchased at a cost of \$4,018 from Trane. The library has been renting the same model for the past two weeks to see how it operates and if it meets our needs of keeping the server room temperature below 70°. Trane offered a deal with the purchase of a new unit they will not charge us for four weeks of rental, a \$1,200 value. Trustee Healy inquired on how the unit works along with the HVAC Retro-Commissioning Project with SEDAC. Assistant Library Director Wagner said she contacted SEDAC and was told the standard degrees for a server room

Other Staff Reports

can get up to 90 degrees. She added this has always been a contention between HVAC and IT people. Trustee Ryan inquired on the safety of using the unit in a server room. Assistant Library Director Wagner replied the unit has an automatic shut off if the water tray is full to prevent any overflow. Currently no problems have occurred involving emptying of the water tray, but Steve Newman stated he can add a drain for the water to be emptied into if excessive emptying of the water tray is involved. Library Director Weimar added the server room does not have venting to the outside and the alternative to using the air conditioning unit would be to add venting at the cost of \$39,157, electrical service not included.

Friends of the Library Board Meeting

The Friends Board met on Monday, April 9. Announced at the meeting was the news the organization has received a 501(c)(3) designation from the IRS. This will allow the Friends to participate in joint fundraising activities such as Carson Days. Approved at the meeting was to support the library's Summer Reading Program with a donation of up to \$5,000 to buy the completion prizes.

See 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

1. Organizational Chart Appendix A of the Personnel Policy revision – For Action. Trustee Jennings moved to approve the Organizational Chart Appendix A of the Personnel Policy revision as presented. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.
2. Diagram of Illinois Library Systems and LLSAPs, library acronyms and e-vendor list – For Discussion. Each Board member was given documents consisting of a diagram of Illinois Library Systems and LLSAPs, a list of library acronyms, and an e-vendor list per request at the March Board meeting. Library Director Weimar presented the documents. Board members thanked administration for the lists and find them helpful and informative.

Unfinished Business

Trustee Healy requested information regarding if Barron's test guides are available on ebook. Library Director Weimar responded she will look into the availability of test guides in ebook format.

Trustee Healy inquired on the success of the Advantage membership with OverDrive. Library Director Weimar replied Advantage is working out well for Orland Park patrons and the Advantage membership will be highlighted in the next library newsletter.

1. Insurance Renewal Proposal – For Action. Trustee Hillman moved to approve the Hub International Midwest Ltd. Insurance renewal contract for FY2012 – FY2013 for the cost of \$51,142. Remmenga explained the coverage summary document included in the Board packets. He stated the 10% increase in payroll due to the addition of the Maintenance Assistant position. There is an overall increase of 3%. Trustee Ahl seconded the motion with a

New Business

roll call vote as follows: Lebert – aye; Healy – aye; Ryan – aye; Hillman – aye; Jennings – aye; Ahl – aye. Motion passed. All ayes, no nays.

2. Purchase of a computer firewall from Special Reserve Funds – For Action. Trustee Ahl moved to approve the purchase of a computer firewall for a cost not to exceed \$16,500. Trustee Hillman seconded the motion with a roll call vote as follows: Jennings – aye; Healy – aye; Ryan – aye; Lebert – aye; Ahl – aye; Hillman – aye. Motion passed. All ayes, no nays.

Trustee Ahl announced former Library Director Pat McArthur’s spouse passed away. Condolences will be sent from the Board and books will be purchased in his memory.

Announcements

Library Director Weimar informed the Board *The Connection* newsletter will be sent electronically and print copies will be available in the library. *Choose Privacy Week* is May 1 through May 7. This will be the first time Orland Park Public Library is celebrating American Library Association’s *Choose Privacy Week*.

Executive Session

None

Adjournment

President Lebert moved to adjourn the meeting at 8:22 p.m.

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz