

# **Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 21, 2014**

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

## **Call To Order**

Members present: Dan Drew, Beth Gierach, Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert, and Denis Ryan

## **Roll Call**

Members absent: Julie Craig

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Dana Pryor, Business Office Assistant

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Treasurer Jennings made a motion to approve the January 13, 2014 minutes. Vice President Ryan seconded the motion with a roll call vote as follows: Craig – absent; Drew – abstain; Gierach – abstain; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

## **Minutes**

Motion passed. 4 ayes, 2 abstain, 1 absent.

Vice President Ryan made a motion to approve the January 23, 2014 minutes. Treasurer Jennings seconded the motion with a roll call vote as follows: Craig – absent; Drew – abstain; Gierach – abstain; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 4 ayes, 2 abstain, 1 absent.

Trustee Gierach made a motion to approve the March 17, 2014 minutes. Secretary Lebert seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - abstain.

Motion passed. 5 ayes, 1 abstain, 1 absent.

Christian McClure, McClure, Inserra & Company Chartered

## **Introduction of Visitors**

McClure reviewed the Orland Park Public Library Fiscal Year 2013 Audit for the Board. He discussed the Audit Opinion and several footnotes in the report. Chris McClure credited Finance Manager Remmenga for his excellent work in preparing the financials and coordinating the audit. Director Weimar asked for clarification on the value of the building listed on the balance sheet. McClure explained that the balance sheet reflected the original cost of the building, not its appraised value. Finance Manager Remmenga commented that the audit report will be made available on the website, after Board approval, this week.

## **Audit Discussion**

None.

## **Executive Session**

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers introduced themselves as follows:

## **Public Comment**

1. Nanc Junker, of Orland Park, began by thanking Director Weimar for the April 14, 2014 Library walk-through and discussion. She expressed her views that unfiltered computer access does not belong in a public building; that safety measures such as privacy screens do not protect against sex crimes. She urged the Board to rescind its vote of February 12, 2014 to protect Orland Park residents from sex crimes.

2. Kevin DuJan, of Washington D.C., objected to Trustee Gierach's presence at the current and past board meetings. He believes her appointment to be void and void in absentia and will dispute any vote she casts. He requests the Board's help in obtaining any documentation available for an investigation he is holding relating to a December workshop attended by members of the administration.
3. Megan Fox, address withheld, reviewed the recent Orland Park Prairie editorial for the Board. She discussed the risks involved in the public speaking out and "whistle-blowing". She believes the Library continues to discourage patrons from speaking out. She compared the legal expenses paid to date to Klein Thorpe & Jenkins to the cost of purchasing and maintaining new filtering software.

Finance Manager Remmenga presented the Treasurer's Report as written.

### **Treasurer's Report**

Treasurer Jennings inquired into the final water damage bills from this past winter. Finance Manager Remmenga explained that the Library is awaiting an invoice from one vendor before submitting for final reimbursement.

Treasurer Jennings moved to accept the Treasurer's Report. The motion was seconded by Vice-President Ryan with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Vice-President Ryan moved to approve the Accounts Payable Listing of March 18, 2014 through April 21, 2014 and was seconded by Trustee Gierach with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

### *Correspondence*

In the Board's packet, a list of all correspondence received electronically, by mail, or fax has been given to each Board member.

### **Librarian's Report**

### *Grants/Exhibits/Displays/Projects*

Our library was not granted the ALA/NEH Dust, Drought and Dreams Gone Dry exhibit. Other exhibits similar to this have been offered in a second round, so the library may receive it in the future. The library will be hosting in September the Chaddick Institute's "Terminal Town: Celebrating 75 Years of Travel to the Windy City, Air Bus, and Rail" exhibit. The library will be part of their nine-month program to build awareness of Chicago's extraordinary role as a center of U.S. passenger transportation. We will host several complimentary programs.

President Healy inquired on the possible locations of the exhibit. The Administration responded that there is display space available on the second floor, on the north end of the building.

In February of 2015, the library will host a Gilder Lehrman traveling exhibit "From Slavery to Freedom: Frederick Douglass." In spring of 2015, "From Generation to Generation: Folk Art of Illinois" which highlights significant and beautiful traditional art that exists in a diversity of communities and homes across the state of Illinois will be displayed. The "Life and Limb: The Toll of the American Civil War" exhibit will be hosted from early July through mid-August 2015.

Judy Brannigan, Andrew Masura and Library Trustee Denis Ryan met with the Coordinator of the Illinois Veterans' History Project. The Library will begin coordinating on-site oral histories of local veterans and preserving them through The Library of Congress' Veterans' History Project. The Library will be promoting this in May.

Director Weimar expressed her appreciation to Vice-President Ryan for his assistance.

## *Update on Implementation of Safety Measures*

### General Information

The electronic sign-in for the public Internet access was revised to highlight acceptable patron behavior.

All staff members who are assigned to a public service desk in Youth, Teen, Adult and the Computer Commons are required to walk around every half-hour to survey their departments and offer assistance to any patrons in their area. It is at this time staff members are able to ensure the Patron Behavior Policy is being followed in regards to computer use and other possible disturbances. The library has devised an electronic means for staff to sign in and record their name and time of the safety walk.

### Youth Services Department

Poster-size signage was placed at both entrances (south main entrance and north stairwell doors) to the Youth Services Department stating the area is intended for children and their parents/caregivers. Any unaccompanied adult is approached to inquire of their purpose in the area without children. As a safety precaution, unaccompanied adults are directed to the second floor.

The filtered Family Unit computers are available for parents/caregivers. The time limit to use these Family Units is thirty minutes. The time was kept short to allow for an adult to quickly do necessary work and still accommodate the short attention span of their children.

### Teen Area

Only patrons grade 6-12 are allowed in this area. Poster-size signage was placed at the entry way to the Teen Area near the audiovisual collection and also near the Teen Area's bay window seating. All adult patrons who enter the area are approached and asked to use the other bay window areas on the second floor. The Teen Area service desk is staffed all hours by either a Youth or Adult staff member. The iPads offer games/apps and filtered web browsing. All other computers have filtered access to the Internet.

### Computer Commons (second floor)

Poster-size signage stating the area is for individuals 18 years old and up is located at the entrance to the Computer Commons area. All patrons must check in at the public service desk staffed by Information Technology Assistants. Photo identification with proof of age is required and collected for the duration of the use of the computer.

### Summary

These procedures have worked well and have reinforced the Library's commitment to patron safety within the Orland Park Public Library.

President Healy reiterated the Library's position against the viewing/accessing of child pornography. She requested a copy of the electronic sign-in page where she would like this position clearly stated and that police will be called. The administration explained that the list of unacceptable activities listed on the sign-in page includes the wording "anything illegal in local, state, and federal laws" is not permitted.

### *Miscellaneous*

The circulation increased 21% over April of 2013. The OCLC agreement with the Illinois State Library to use their services for interlibrary loan was signed and returned.

The library celebrates its 10th anniversary in this building this year. On Saturday, September 27 after library hours, Peter Oprisko will perform a musical repertoire of popular songs.

### *Maintenance*

Steve Newman returned to work last Thursday. The RTAC chiller will be replaced tomorrow. This was a planned maintenance project. The lawn sprinkler system has been turned on and repaired. There were several heads and pipes which needed to be replaced due to the harsh winter. Work will start very soon on the lobby area for the self-check kiosks. Wingren has been out to do the spring clean-up.

*Polaris*

Innovative purchased Polaris on March 31. Key Polaris staff members have joined Innovative’s management team. Innovative is “fully committed to supporting the customers from both companies” to include continued development support for the Polaris integrated library system (ILS). Combining forces will allow the company to get the next-generation cloud-based platform out to its users. Polaris is set to debut LEAP, its cloud-based modules, which allow such services as check out to be done on a tablet and away from the traditional Circulation Desk. There is a series of webinars Assistant Director Wagner will attend to further inform Polaris customers on the future with Innovative.

NoveList Select will be turned on tomorrow in the Library’s online catalog. The product will feature more information for patrons in regards to individual items. Once a title is pulled up, the patron will select Full Record. The full record will now include reviews from the website GoodReads, similar titles, similar authors, series titles if appropriate, Lexile reading level, and links to library databases, i.e. for a title on genealogy, a link will appear to the library’s HeritageQuest database.

President Healy asked for clarification of Lexile scores. She also asked if passwords will be provided to patrons. Assistant Director Wagner gave a brief explanation on how Lexile scores are used and explained that once NoveList goes live, some adjusting may be necessary to the setup.

Trustee Gierach asked why GoodReads was chosen and if a patron’s personal account with GoodReads will be made available through the online catalog link. Assistant Director Wagner explained that NoveList contracts with GoodReads and was not an option to the Library. Personal GoodReads accounts cannot be linked in any way to patron activity.

*Lobby Project*

Director Weimar and Assistant Director Wagner have been working with Michael Barnes and James Schubert from Lohan Anderson in regards to the four aspects of the lobby project. Door renovation is the main project with flooring, windows and lighting as additional projects. The bid process must start by mid-May for the contractors as most of the projects need to be completed by the building’s 10th anniversary to be celebrated on Saturday, September 27, 2014. As the drafts and preliminary design elements are developed, the Board will be asked to come in and review these items. At the May 19th Board meeting, a more detailed discussion will be possible. The priority of the four aspects will be discussed so contracts can be approved at the June meeting.

Treasurer Jennings questioned the administration if the door renovation project would definitely take place this year. The administration explained that the current doors have become a safety concern, making them a priority to replace.

Finance Manager Remmenga explained that all lobby project plans have been included in the current year approved budget.

President Healy asked if any current staff actively participated in the planning and coordination of the building construction. Director Weimar explained an overview of the building’s construction and explained that no one currently on staff played an active role in working with the architectural firm.

No report at this time.

**Other Staff Reports**

No report at this time.

**Building and Maintenance**

No report at this time.

**Finance**

No report at this time.

**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 the Hub International Midwest Ltd. Insurance renewal for contractor FY 2014-  
FY2015 for the cost of \$72,922.00. Finance Remmenga reviewed the updated summary page for the  
Board. Vice –President Ryan moved to approve the motion. Treasurer Jennings seconded the motion  
with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings –  
aye; Lebert – aye; Ryan - aye.

**New Business**

Motion passed. 6 ayes, 1 absent.

Motion to accept the 2013 Library Audit presented by McClure Inserra & Company. Treasurer  
Jennings moved to approve the motion. Vice –President Ryan seconded the motion with a roll call  
vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert –  
aye; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Motion to accept the proposal from Curalinc for \$2,280 for a one year contract. Treasurer Jennings  
moved to approve the motion. Secretary Lebert seconded the motion with a roll call vote as follows:  
Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Director Weimar reviewed the Serving Our Public 3.0: Standards for Illinois Public Libraries,  
Chapter 7 for Per Capita Grant requirement. The Library is in compliance with all of the standards.  
President Healy noted a clarification was needed on item 13, regarding copyrighting.

Trustee Gierach offered her thanks to the staff and President Healy for providing summaries and  
reports from the recent PLA conference. She is grateful for the information.

**Announcements**

President Healy and the Board commended Finance Manager Remmenga for a job well done on the  
Fiscal Year 2013 audit.

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at  
8:12 p.m.

**Adjournment**

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Dana Pryor