

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 20, 2015

The meeting was officially called to order by President Healy at 7:03 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, Senior Administrative Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Trustee Gierach made a motion to approve the March 16, 2015 minutes. Treasurer Jennings seconded the motion. No further discussion occurred. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Minutes

Motion passed. 6 ayes, 1 absent.

Paul Inserra, McClure Inserra. Mr. Inserra gave a short review of the FY2014 Audit report for the Board of Trustees. Mr. Inserra left the meeting after his presentation.

Introduction of Visitors

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

Public Comment

1. Nanc Junker
2. Female Orland Park resident, name withheld
3. Female citizen, name withheld

No session held

Executive Session

Vice-President Ryan moved to accept the Treasurer's Reports for March 2015. The motion was seconded by Treasurer Jennings. A discussion took place between several board members and Administration pertaining to the insurance policies, attorney fees and settlement discussions. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Treasurer's Report

Motion passed. 6 ayes, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of March 17, 2015 through April 20, 2015 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.

Programs and Services

The newsletter for May is at the printer and the Library has many programs planned for the next four months. Author Elizabeth Berg will be here on May 20, 2015 to speak about her newest release, *The Dream Lover*. In the Fall the Library will be hosting Marja Mills, the author of *The Mockingbird Next Door: The Life of Harper Lee*. In November, the Library will be host to the Kurt Vonnegut Library exhibit from Indianapolis. The *Italians in Chicago* exhibit will be leaving soon, but check out the second floor for the *Generation to Generation: Folk Art of Illinois*, which will be here until June 30, 2015. Together with the Village of Orland Park, the Library will be hosting a *Chinese Culture Exhibit* from August 10 through August 18, 2015. Corresponding with a paintings exhibit will be demonstrations of the Chinese tea ceremony and music. The Summer Reading Challenge, *Read to the Rhythm*, starts June 7, 2015. All board members and employees are encouraged to register. July

Librarian's Report

through mid-August, the Library will host *Life and Limb: The Toll of the American Civil War* in cooperation with the South Suburban Archaeological Society and the National Library of Medicine. The display case in July will host an exhibit on Armenian culture provided by the South Suburban Armenian-American community and Sts. Joachim and Anne Armenian Apostolic Church. The Youth and Adult Services Departments will be at each Farmer's Market this Summer at the Orland Park Civic Center representing the Library, either manning an informational table or presenting children's stories. Youth Services will also be at Centennial Pool to present story times for children. OPPL will be hosting its first ComicCon on August 8, 2015. This is a collaboration between Youth and Adult Services.

The IT Department will be circulating Roku devices which connect to the TV and are loaded with several preselected digital movies. The Library will also start offering streaming video, audiobooks, and music later in May/early June. Hoopla is a service from Midwest Tape which allows libraries to offer movies, music and audiobooks to be downloaded to iPads, tablets, smart phones, etc. This service will be available to Orland Park Public Library cardholders.

Several Board members discussed the details of Hoopla availability and pricing structure with Administration. President Healy also informed the Administration of a problem with the OverDrive checkout process.

Building

Last week Automatic Doors Inc. technicians were out to do maintenance on the front doors and change the locking system to a manual key system. The doors no longer open automatically on a timer but are manually unlocked and locked by Circulation staff. This will prevent issues that have occurred in the past with power outages causing locked doors during business hours.

Maintenance is currently collecting quotes for sealcoating the parking lot over Memorial Day weekend. The quotes and references will be reviewed in the next week or so.

The Friends of the Orland Park Public Library had a Board meeting last week which Mary Weimar attended on behalf of Robin Wagner. The Friends have agreed to again sponsor the t-shirts given as completion prizes for the upcoming Summer Reading Program.

The Polaris integrated library system (ILS) will be upgraded from version 4.1R2 to 5.0 SP1 on Thursday, May 14, 2015 starting at 6:30 a.m. During that time, the online catalog and self-checkout units will be down and there will be limited functions available at the Circulation Desk. The system are anticipated to be up and running by early afternoon.

Vice-President Ryan asked for clarification on the impact to patrons during the upgrade.

Administration noted this update will provide a few minor enhancements for patrons but most enhancements are for staff operations. Upgrades are included in the annual maintenance fees.

The Friends and Library will be having a Volunteer Appreciation lunch on Wednesday, May 13, 2015 at 12 p.m. in Room 104. This is the 2nd annual event which was greatly enjoyed by staff and volunteers alike last year. If any Board members would like to drop by, please let Robin Wagner know by May 4, 2015 for planning purposes.

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**

1. Accept the FY2014 Audit-For Action

New Business

Motion to accept the 2014 Library Audit by McClure Inserra & Company
Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. No further discussion ensued. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

2. Insurance Renewal Proposal-For Action

Motion to accept the Hub International Midwest Ltd. Insurance renewal for 5/01/2015-4/30/2016 for the cost of \$78,106. Trustee Gierach moved to approve the motion. Vice-President Ryan seconded the motion. Secretary Lebert asked for clarification. Finance Remmenga reviewed the proposal summary. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

3. Approval of the revisions to the Collection Development Policy-For Action

Motion to approve the revisions to the Collection Development Policy. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. Director Weimar explained the biennial review process of this policy to keep it relevant. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

4. Approval of the Request for Reconsideration of Library Resources Form-For Action

Motion to approve the Request for Reconsideration of Library Resources form (replacing the Material Complaint Form). Treasurer Jennings moved to approve the motion. Trustee Gierach seconded the motion. Director Weimar reviewed the history and use of the form. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

5. Approval of the revisions to the Circulation Policy-For Action

Motion to approve the revisions to the Circulation Policy. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. A discussion took place between several members of the Board and the Administration regarding multiple points in the policy. Vice-President Ryan amended his motion to table this approval until the regular May 2015 meeting. Secretary Lebert seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion tabled. 6 ayes, 1 absent.

6. Approval of the Schedule of Fines-For Action

Motion to approve the revised Schedule of Fines. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. A discussion took place between several

members of the Board and the Administration regarding reducing the fines on certain materials and equipment. Trustee Gierach mentioned inconsistencies in the Lucky Day Collection materials. Vice-President Ryan amended his motion to table this approval until the regular May 2015 meeting. Secretary Lebert seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion tabled. 6 ayes, 1 absent.

7. Approval of the revisions to the Freedom of Information Act Practices and Procedures-For Action

Motion to approve the revisions to the Freedom of Information Act Practices and Procedures. Treasurer Jennings moved to approve the motion. Trustee Gierach seconded the motion. Director Weimar explained the updates to the procedures to incorporate current legislation. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

8. Approval of the resolution honoring Trustee Gierach for service as Library Trustee for the Orland Park Public Library 2014-2015 -For Action

Motion to approve the resolution honoring Trustee Gierach for service as Library Trustee for the Orland Park Public Library 2014-2015. After reading the motion aloud President Healy moved to approve the motion. Treasurer Jennings seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – abstain; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

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

9. Approval of the resolution honoring Trustee Drew for service as Library Trustee for the Orland Park Public Library 2014-2015 -For Action

Motion to approve the resolution honoring Trustee Drew for service as Library Trustee for the Orland Park Public Library 2014-2015. After reading the motion aloud President Healy moved to approve the motion. Vice-President Ryan seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

None.

Announcements

Treasurer Jennings moved to adjourn the meeting and 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.

Adjournment

Motion passed. 6 ayes, 1 absent.

The meeting was adjourned at 8:28 p.m.

Catherine Morrissey-Lebert

Secretary

Approved: _____

Date: _____

Minutes prepared by Dana Pryor