

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 21, 2012

The meeting was officially called to order by President Lebert at 7:02 p.m.

Call To Order

Members present: Catherine Lebert, Mary Ann Ahl, Carole Hillman, Diane Jennings, Julie Ann Craig, Nancy Healy

Members absent: Denis Ryan

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

Guests: Scott Remmenga, Finance Manager; Shelly Cruz, Business Office Assistant; Chris McClure from McClure, Inserra and Company

Trustee Jennings made a motion to approve the April Board minutes. Trustee Hillman 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**

Mr. McClure addressed the board regarding the FY2011 Audited Financial Statements. In the opinion of McClure, Inserra and Company all financial statements are materially correct.

Mr. McClure stated working with someone as skillful and pleasant as Scott Remmenga, Finance Manager makes his work much simpler. Board members agreed and praised Remmenga on his notable work with the library's financials.

Melissa Panio-Petersen, Public Information Coordinator sent a birth announcement card to the Board of Library Trustees.

Correspondence

Cards to the Board of Library Trustees and Library Director Weimar from staff members; Therese Coppelino, Laura Larson, Nancy Lyons and Julie Pryor expressing thanks for the opportunity to attend the Reaching Forward seminar on May 4. Each staff member stated the programs and speakers were informative and interesting.

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is doing well. Interest payment for bonds in Debt Service Fund was made.

Treasurer's Report

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

Trustee Ahl moved to approve the Accounts Payable for April 17, 2012 through May 21, 2012 and was seconded by Trustee Jennings with a roll call vote as follows: Craig – aye; Healy – aye; Ahl – aye; Lebert – aye; Hillman – aye; Jennings - aye. Motion passed. All ayes, no nays.

Grants and Government

Librarian's Report

On behalf of the Library Board, letters were sent last week to all of the legislators asking them to oppose House Bill 3637 in regards to the Corporate Personal Property Replacement Tax (CPPRT). This bill has the funds earmarked for local governing bodies in the future being used for teachers' pensions. The library receives \$12,000 per year in replacement tax.

The Final report for the Per Capita Grant Funds (LSTA funds were received) was sent

May 8, 2012. Library Director Weimar announced she did receive confirmation the report was received.

Library Director Weimar expressed thanks to Cook County Commissioner Liz Gorman for honoring Orland Park Public Library with a special Resolution to commemorate our 75th anniversary.

Library Director Weimar expressed thanks to Representative Renee Kosel for the recognition of our 75th anniversary from the House of Representatives.

The results of the Orland Park Citizen's Survey were put on the Village website. Director Weimar distributed a copy of the results for the two library questions.

Building and Technology

The Teen area is in need of refurbishing. Library Director Weimar spoke with the Head of Youth Services and the Teen Librarian and they have some innovative ideas for technology and space.

After visiting several libraries of our size and caliber, Administration would like to see some advancement in the circulation services offered to our patrons. These libraries offer automated return systems, radio frequency identification (RFID) for inventory and tracking and self-checkouts that include capabilities to manage a patron's account.

Head of Information Technology Peter Kuczynski is in the process of upgrading some of our servers and developing a more reliable back-up system as these servers age. Monies for this project are being taken from the operating budget. Peter is doing some expansion at a lower cost and Administration really appreciates his efforts.

75th Anniversary Celebration

Library Director Weimar gave a reminder to please look at our website to see the photo montage of our history through building, program and staff pictures that Web developer Kassandra Spence put together. Library Director Weimar conveyed thanks to Kassandra for a very nice display.

The May 19 celebration event went very well. There were 251 patrons and all were very complimentary of the night's entertainment.

The rest of the year has more programs planned for all ages such as a Hardy Boys program and Cooking during the Depression.

Library Director Weimar offered sincere thanks to the committee members: Sue Smith, Mary Adamowski, Laura Larson, Pat Neubauer, Robin Wagner, Kassandra Spence, Melissa Tikalsky, Melissa Panio, Kelly Cuci, Mary Ann Ahl, Mary Ann Nelson, and Lucille Schutte. Additional thanks go to the Outreach staff: Cathy DiGiorgio, Kitty Creed, Ellen Parran, and Mark Murray. Mike Dresden and Dennis Lynch, pages from Adult and Youth Services assisted for the evening with setup, clean-up and other duties. Marty Thomas, our Maintenance Assistant, and Steve Newman were also a great help with the evening setup and clean-up.

Library Director Weimar conveyed thanks to Elaine Savage, the Library Board and staff of the Palos Heights Library for the lovely Bird of Paradise centerpiece sent to commemorate the evening.

Trustee Healy commented the alternate entrance availability during the celebration worked out well. Board members agreed the new chairs recently purchased looked nice and were comfortable. Trustee Ahl stated everyone involved in celebration did a wonderful job. All Board members agreed and commended everyone on their hard work for the 75th Anniversary Celebration.

HVAC Retro-Commissioning Plan

The library's Retro-Commissioning Plan from Ben Sliwinski of SEDAC had been received at the end of February. The overall assessment of the building is it functions reasonably well, given the design intent of its systems. However, there appears to be potential for optimizing the overall energy performance by implementing certain measures. SEDAC believes a 16% savings in utility bills is possible if all measures are implemented.

Assistant Library Director Wagner presented the Board with the recommended measures and the estimated associated savings in energy and dollars as documented in the Assistant Library Director's Board Report.

Assistant Library Director Wagner will ask the Board to approve the Minimize Reheat recommendation by Train in the amount of \$5,644.

Trane HVAC Preventive Maintenance Contracts

The library's current three-year preventive maintenance contracts with Trane are set to expire June 30. Assistant Library Director Wagner presented the Board with contract renewal prices as documented in the Assistant Library Director's board report. Library Director Wagner stated the contract price for the maintenance of the Trane Tracer Summit Building Automation Systems reflects a 4% increase.

The contract price for the maintenance of the Trane Air-Cooled Helical Rotary Chillers, Handling Units, Aerco Gas Boilers, Aeon Rooftop Units and B&G Pumps reflects an 18.6% increase. Assistant Library Director Wagner explained the increase is due to the underestimation by Trane for the service hours needed to perform the four times a year preventive maintenance on the equipment in the 2009-2011 contract agreement. Trustee Lebert stated an almost 20% increase is too extreme and recommended the contract be put out for bid. Remmenga specified moneywise, the cost with the increase is \$1,200 a year which is 6% per year. Trustee Jennings stated a tremendous deal was given to the library due to the underestimation. Trane has proven to be a reliable and accommodating company to work with and recommends the library renew the maintenance contract. Trustee Ahl recommended the contract be renewed and the contract be put out for bid in 2014.

Computer Tables and Chairs

Assistant Library Director Wagner explained the tables currently being used in the IT Commons area for public access computers are the same David Edwards wood and laminate tables used throughout the library for study tables. These tables are not designed as computer workstations. Recently, the microfilm cabinets were moved to a different location freeing up floor space for more computers in the Commons. Administration recommends purchasing computer workstations for the area.

KI Furniture, the same company the computer task chairs were purchased from, has a table system called InTandem with wire management and flexible configuration ideal for computer workstations. Administration has developed a preliminary plan for installing 32 workstations in the Commons area. This is an increase of 15 more stations than available to our patrons now. The total cost for these workstations, including delivery and installation is \$19,168.44.

Additionally, Administration would like to purchase 15 Strive computer task chairs from KI to match the ones currently in the Commons for \$3,024. The David Edwards tables would be refinished as needed. Some may be put out in the public stack areas for additional study seating and the remaining would be stored in the basement as attic stock. Trustee Craig asked how the old tables would be used. Library Director Weimar replied the tables would be used throughout the library as study tables. Trustee Healy inquired if the library has the funds in the current budget to make these purchases. Assistant Library Director Wagner replied the purchases would be made using the Special Reserves Funds which covers furniture. Healy questioned from what budget is the purchase of new computers to put on the new workstations coming from. Assistant Library

Director Wagner replied computers will be purchased using the Information Technology budget from the General Fund.

Administration will be asking the Board to approve these two projects for improvement to the IT Commons area later in the meeting.

Trustee Ahl asked how often windows are cleaned in and outside of the building. Assistant Library Director Wagner replied windows are cleaned two times a year, Spring and Fall. In house cleaning crew has been doing the display and lobby windows as needed.

See Staff Reports.

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. Set Board Workshop Meeting Date in June – For Discussion. Board members and Administration scheduled a Board Workshop Meeting for Wednesday, June 13 at 4 p.m.
2. Accept the 2011 Library Audit – For Action. Trustee Hillman moved to accept the 2011 Library Audit presented by McClure, Inserra and Company. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Craig – aye; Jennings – aye; Ahl – aye; Hillman – aye; Lebert – aye. Motion passed. All ayes, no nays.
3. Preventive Maintenance three-year renewal contract for the Trane Tracer Summit Building Automation Systems – For Action. Trustee Healy moved to approve the Preventive Maintenance three-year renewal contract for the Trane Tracer Summit Building Automation System in the amount of \$3,445 for each year. Trustee Hillman seconded the motion with a roll call vote as follows: Ahl – aye; Jennings – aye; Craig – aye; Lebert – aye; Healy – aye; Hillman – aye. Motion passed. All ayes, no nays.
4. Preventive Maintenance three-year renewal contract for the Trane Air-Cooled Helical Rotary Chillers, Trane Air Handling Units, Aerco Gas Boilers, Aeon Rooftop Units and B & G Pumps – For Action. Trustee Hillman moved to approve the Preventive Maintenance three-year renewal contract for Trane Air-Cooled Helical Rotary Chillers, Trane Air Handling Units, Aerco Gas Boilers, Aeon Rooftop Units and B & G Pumps in the amount of \$7,929 for each year. Trustee Ahl seconded the motion with a roll call vote as follows: Jennings – aye; Craig – aye; Lebert – aye; Healy – aye; Ahl – aye; Hillman – aye. Motion passed. All ayes, no nays.
5. Purchase of the IT Commons computer tables using Special Reserves Funds – For Action. Trustee Healy moved to approve the KI computer tables for the IT Commons in the amount of \$19,168.44 using Special Reserves Funds. Trustee Hillman seconded the motion with a roll call vote as follows: Ahl – aye; Jennings – aye; Craig – aye; Lebert – aye; Healy – aye;

New Business

Hillman – aye. Motion passed. All ayes, no nays.

- 6. Purchase of the IT Commons chairs using Special Reserves Funds – For Action. Trustee Jennings moved to approve the KI computer chairs for the IT Commons in the amount of \$3,024 using Special Reserves Funds. Trustee Ahl seconded the motion with a roll call vote as follows: Craig – aye; Lebert – aye; Hillman – aye; Healy – aye; Jennings – aye; Ahl - aye. Motion passed. All ayes, no nays.
- 7. Service to Non-Residents for 2012 Resolution – For Action. Trustee Ahl moved to approve the 2012 Resolution for Service to Non-Residents. Hillman seconded the motion. Motion passed. All ayes, no nays.
- 8. Illinois Smart Energy Design Assistance Center (SEDAC) Retro-Commissioning Plan and Program Agreement recommended action of Minimizing Reheat through the Trane Critical Zone Reset Software upgrade – For Action. Trustee Ahl moved to approve the Minimize Reheat SEDAC recommended action for the Retro-Commissioning Plan by Trane in the amount of \$5,644. Trustee Jennings seconded the motion with a roll call vote as follows: Healy – aye; Hillman – aye; Lebert – aye; Craig – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.
- 9. Purchase of a bronze statue bench not to exceed \$3,500 using Capital Campaign Funds – For Action. Trustee Ahl moved to approve the purchase of a bronze statue bench not to exceed \$3,500 using Capital Campaign Funds. Library Director Weimar distributed photos of the bench to be purchased. Trustee Hillman seconded the motion with a roll call vote as follows: Lebert – aye; Healy – aye; Craig – aye; Jennings – aye; Ahl – aye; Hillman – aye. Motion passed. All ayes, no nays.

None

Announcements

None

Executive Session

President Lebert moved to adjourn the meeting at 8:58 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz