

**Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 20, 2013**

The meeting was officially called to order by Vice President Hillman at 5:30 p.m.

**Call To Order**

Members present: Catherine Morrissey-Lebert, Carole Hillman, Mary Ann Ahl, Nancy Healy, Denis Ryan, Diane Jennings, and Julie Ann Craig

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

Guests: Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; Kenneth Friker, Klein Thorpe and Jenkins

Trustee Ahl performed the swearing in of Board Members Diane Jennings and Catherine Morrissey-Lebert for their new 6 year terms.

**Swearing in of new Board Members**

Trustee Ahl made the motion for the following slate to elect officers: Carole Hillman – President, Nancy Healy – Vice President, Diane Jennings – Treasurer, and Mary Ann Ahl – Secretary. Trustee Jennings seconded the motion. Motion passed. 7 ayes, 0 nays.

**Election of Officers**

The Board went into Executive Session for personnel reasons of a specific employee of the public body at 5:35 p.m. The Board came out of Executive Session at 6:58 p.m. and returned to open session. Trustee Ahl left the meeting at 6:50 p.m.

**Executive Session**

Trustee Jennings made a motion to approve the April Board minutes. Trustee Ryan seconded the motion. Motion passed. 6 ayes, 0 nays, 1 absent.

**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**

David Smigaj inquired about delay of materials arriving since leaving SWAN. Wagner explained an error in set up for OCLC requests was just discovered and could have impacted interlibrary loan requests. Items will be resubmitted this week to fix the problem. David Smigaj thanked the Board for their time and answering his question and then left the meeting.

**Correspondence**

Trustee Jennings read letters to the Board of Library Trustees and Director Mary Weimar from Tara Bauer and Tiernan Peacy-Dye of Youth Services expressing thanks and appreciation for allowing each of them to attend the Reaching Forward Library Conference.

**Treasurer's Report**

Finance Manager Remmenga presented the Treasurer's Report as written. Finance Manager Remmenga explained revenue and expenditures for the year. Remmenga also noted the semi-annual interest payment for the debt service was paid. There were no additional questions.

Trustee Ryan moved to accept the Treasurer's Report. The motion was seconded by Trustee Jennings with a roll call vote as follows: Lebert – aye; Hillman – aye; Craig – aye; Healy – aye; Ryan – aye; Jennings - aye. Motion passed. 6 ayes, 0 nays, 1 absent – Ahl.

Trustee Jennings moved to approve the Accounts Payable for April 16, 2013 through May 20, 2013 and was seconded by Trustee Healy with a roll call vote as follows: Lebert – aye; Hillman – aye; Craig – aye; Healy – aye; Ryan – aye; Jennings - aye. Motion passed. 6 ayes, 0 nays, 1 absent – Ahl.

## Librarian's Report

### *Technology*

RWK Design will be attending the June board meeting for an update on the network status and stability.

### *Continuing Education*

The library trustee workshop is scheduled for Saturday, June 8 here at OPPL.

There will be 15 staff attending the American Library Association's annual conference either for full, one day, or exhibit only passes. The conference will be at McCormick Place in Chicago.

Trustee Healy and Mary Weimar will be attending the Book Expo America on May 29 – June 2 in New York for information on the newest publishing trends in eBooks and international foreign language publishers to help build our existing collection and gather free materials to be used in programming and book discussions.

Illinois Library Association's annual conference is October 15-17 at Navy Pier. The staff unable to attend ALA will be invited to register for this state conference.

### *Strategic Planning*

Catherine Hakala-Ausperk from Libraries Thrive Consulting was recommended as a consultant to help the library write the next three year strategic plan. Our past plans have been based on the Planning for Results process. This consultant recommends the Balanced Scorecard planning tool. This process directly involves the Library Board through a half day retreat in setting the library's goals. The managers then set measureable objectives to reach these goals. Each staff member will also be setting individual goals to contribute to the overall plan's success. The cost is \$8,000 plus travel costs. The library would start the plan in the mid-August with expectation of completion by October.

In-Service Day at the Brookfield Zoo is being investigated and will be on August 2<sup>nd</sup>.

### *Polaris*

Overall, Polaris is moving along and the staff and patrons are slowly adapting. Email issues have been resolved and we are making tweaks to the WebPAC to make it more user-friendly. The Technical Services staff has attended webinar training for EDI (electronic) ordering and the process is being fine-tuned.

Both staff and patrons are struggling with holds and inter-library loan (ILL) requests. This is probably the one area of service where the biggest changes and challenges have shown up. Our heavy-users are the ones most being affected and are the ones we have heard from regularly. We are slowly resolving issues as we become more familiar with Polaris and develop new staff procedures.

### *Parking Lot Sealcoating*

The crack-filling and sealcoating of the parking lot will take place this Sunday and Monday over the Memorial Day weekend. Notice of both our holiday closings and the unavailability of the book drops and 24/7 lockers has been added to our closing signs and telephone messages, on the website, and on the bottom of check out receipts.

Trustee Healy asked if more paper is being used with the new receipts. Wagner explained the amount of spacing can be set in the parameters in Polaris. If there is too many blank lines this will be adjusted.

### *Building*

The aerator was put in the pond a few weeks ago. Wingren Landscaping has been out cleaning up

the property and spreading the fresh mulch we ordered. Steve has planted pots of flowers in the plaza where we had problems with the perennials thriving due to the clay and concrete they were trying to grow through.

We have entered a maintenance agreement with National International Roofing. They will be inspecting our roof three times a year for \$525/visit. Repair costs would be on top of that. Their first visit was complementary as well as the repairs they did on the north end of the building.

Remmenga reported Backstage Library Works arrived today to start the process of RFID tagging all of the items in OPPL's collection. The set up will be taking place and tagging will start soon. This process is expected to take approximately 10 weeks with an end date around the end of July.

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 Approve the Service to Non-residents for 2013 Resolution. Trustee Jennings moved to accept the resolution. Trustee Lebert seconded the motion with a roll call vote as follows: Lebert - aye; Hillman – aye; Craig – aye; Healy – aye; Ryan – aye; Jennings – aye. Motion passed. 6 ayes, 0 nays, 1 absent - Ahl.

#### New Business

Motion to Approve the revision to the Personnel Policy. Trustee Ryan moved to approve the revision. Trustee Lebert seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Craig – aye; Healy – aye; Ryan – aye; Jennings – aye. Motion passed. 6 ayes, 0 nays, 1 absent - Ahl.

There were no announcements.

#### Announcements

Trustee Lebert moved to adjourn the meeting. Trustee Jennings seconded the motion. All concurred and the meeting adjourned at 7:48 p.m.

#### Adjournment

Mary Ann Ahl, Secretary

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

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

Minutes prepared by Scott Remmenga

