

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 18, 2015

The meeting was officially called to order by President Healy at 7:03 p.m.

## Call To Order

Members present: Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert, and Denis Ryan

## Roll Call

Members absent:

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; Jason Rock, Virtual Services Manager

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Secretary Lebert swore in new Board Members, Trustee Barcelona and Trustee Leafblad. President Healy welcomed and offered congratulations to the new trustees on behalf of the Board.

## Swearing in of New Board Members

Vice-President Ryan moved to keep the current slate of officers for the Board of Trustees. The motion was seconded by Treasurer Jennings. No further discussion was needed. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

## Election of Officers

Motion passed. 6 ayes.

Treasurer Jennings made a motion to approve the April 20, 2015 minutes. Vice-President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

## Minutes

Motion passed. 6 ayes.

None.

## 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. Kevin DuJan
2. Megan Fox
3. J.P. Parker
4. Nanc Junker

Vice-President Ryan moved to go into Executive Session to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approval of minutes from prior closed sessions (ILCS 120.2 (c)(21)). Treasurer Jennings seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

## Executive Session

Motion passed. 6 ayes.

The Board went into Executive Session at 7:26 p.m. Executive Session ended at 7:43 p.m.

After a brief break to use the facilities the regular session resumed at 7:46 p.m. when Vice-President Ryan made the motion to return to regular session. Treasurer Jennings seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

Treasurer Jennings moved to accept the Treasurer's Reports for April 2015. The motion was seconded by Vice-President Ryan. No further discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

**Treasurer's  
Report**

Motion passed. 6 ayes.

Treasurer Jennings moved to approve the Accounts Payable Listing of April 20, 2015 through May 18, 2015 and was seconded by Trustee Leafblad with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

*Per Capita Grant and Resolutions*

The Library has received its Per Capita Grant monies in the amount of \$70,958.75. Orland School District 135 Board of Education passed a Resolution at the May 4 meeting honoring local agencies and officials for providing educational programs and services to the children which assist them in their academic success.

**Librarian's  
Report**

Every year public libraries pass a resolution to offer non-residents service in Illinois. The Library has used the tax bill method since 2002 as the means to allow non-residents a chance to purchase a library card. This method involves the patron bringing in their most recent tax bill and the current library rate is applied. This service is only for patrons who are not currently taxed for library service and reside in a close geographic unserved area.

*Circulation Update*

Our Head of Circulation Services, Howard Griffin, has updated the statistical sheet showing the circulation figures. With Polaris ILS, the Library has been able to use the check-in feature to capture the circulation statistics of all materials that are used "in-house" and returned to the shelves. Mr. Griffin had been including these stats in the monthly calculations for 2015, only. It was decided by the management team to show these statistics in a separate column for clarity. The in-house statistics are not calculated for the Illinois Public Library Annual Report (IPLAR), but can be used for collection development and managing staff. The Library's circulation is still increasing, even with the totals for in-house usage withdrawn from the counts.

President Healy asked for further detail on the calculation of in-house check-ins. After checking with other libraries procedures were put in place to gather this statistic going forward.

On the agenda are the revisions to the Circulation Policy last updated in 2012. A brief explanation of the revisions were included in the Board packet.

President Healy asked for clarification regarding Orland Hills residents. Administration replied Orland Hills contracts with Tinley Park Public Library to receive library services.

Director Weimar offered her thanks to Assistant Director Wagner on a seamless upgrade to Polaris 5.0.

*Upcoming Programs*

The Summer Reading Program kick-off is June 7, 2015. The SRC program booklet is finished and available for patrons. The Summer Reading program was planned by Mary Adamowski, Andrew Masura, Kelly Cuci, Bridget Bittman, Diane Norris-Kuczynski, Angela Mazza and Renee Neupauer. Many thanks to these staff who have planned some wonderful events. A special thanks to Kristen Holding for a beautiful program booklet under the supervision of Bridget Bittman. All staff and Board members are encouraged to join and finish the Summer Reading Challenge.

Author Elizabeth Berg will speak Wednesday evening, May 20 at 7:00 p.m. about her novel, *The Dream Lover*, set in nineteenth century Paris about author George Sand, pseudonym for a young woman who defies the restrictions of society.

The Chinese Culture Exhibition opening event ceremony is scheduled for Monday, August 10, 2015 at 10:00 a.m. This exhibition is made in collaboration with 21<sup>st</sup> Century Institute, Beijing, China's municipal government and the Village of Orland Park. This week long exhibit will feature tea ceremonies twice a day and exhibit beautiful paintings illustrating Chinese culture.

An author visit for Marja Mills, author of *The Mockingbird Next Door: Life with Harper Lee* is scheduled for Saturday, September 20, 2015 after hours at 5:30 p.m.

Staff will be present at the Village of Orland Park's Farmers Market from June 12 through August 14 to present stories for children and to man an informational table.

#### *Parking Lot Sealcoating*

The Library parking lot will be patched and seal coated over Memorial Day weekend. This job will be done by Smoothover Seal Coating for \$12,990. The last time this was done was in 2013. We have used Smoothover since 2011.

#### *Polaris*

The Polaris upgrade to version 5.0 went very smoothly and quickly on May 14. Jesus Reyes, Jason Rock, Kassandra Spence, Howard Griffin, and Wendy Xie coordinated preparations and workflows in the weeks leading up to the upgrade. Most of the improvements are being seen on the staff side of the system. In particular, the Technical Services staff computers are not crashing while running cataloging processes as they had been before the upgrade.

#### *Volunteer Recognition*

The Volunteer Recognition on May 13, 2015 was a great success with fifteen volunteers and twenty-five staff members attending. It was nice to recognize a group of individuals, some who have volunteered for 7+ years, in a relaxed atmosphere. Thank you to Board President Nancy Healy for attending.

#### *Sound System Purchased*

The Library has just purchased a sound system to be used outside and in the lobby as well as add components to Room 104's system. This system was purchased from Midlothian Music located on 94<sup>th</sup> Avenue and includes a 6-channel mixer, 2-250 Watt speakers, 2 vocal microphones, 2 speaker stands, 2 microphone boom stands, and associated cables. The total cost of the system was \$1,608.93. Included in the cost is delivery, training, technical support and a 5-year warranty.

#### *Graphics Department*

A new workstation area for the Graphics Department has been ordered to accommodate a part-time Graphics Assistant. Cubicle walls, work-surface, pedestal file units, task chair, delivery and installation have been ordered from KI and will total \$3,226.68. Delivery and installation should take place in June.

#### *Maintenance*

The Maintenance staff put the aerator in the pond for the season. Wingren has completed spring clean-up and replenished the mulch on the property. Steve Newman has inspected the HVAC system and replaced air filters. Neviol completed window washing inside and out last week.

The Village of Orland Park cut down the ash trees in the parkway along Ravinia Avenue several weeks ago due to the Emerald Ash Borer infestation which killed the trees. The trees will be replaced as part of the Village program. This may be delayed quite a while due to possible plans to widen Ravinia Avenue.

Jason Rock, Virtual Services Manager, introduced himself to the Board and provided a brief work history. I.T. topics being implemented currently include looking at viable patron classes, Hoopla, the Edge Initiative, and the development of a digital media lab.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

**Other Staff Reports**

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

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

Unfinished  
Business

Motion to approve the revisions to the Circulation Policy. Treasurer Jennings moved to approve the motion. Trustee Barcelona seconded the motion. Director Weimar reviewed the revisions and explained whoever pays the tax bills would be eligible cardholders. After brief discussion a roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

2. Approval of the Schedule of Fines-For Action

Motion to approve the revised Schedule of Fines. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. Director Weimar reviewed the revisions to lower fines in a few categories and emphasis was put on the Lucky Day collection changes. After brief discussion it was determined changes would go into effect by June 1. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

1. 2015 Resolution for Service to Non-Residents-For Action

New Business

Motion to approve the 2015 Resolution for Service to Non-Residents. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. There was no discussion required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

President Healy announced the resignation of Trustee Julie Craig. There were no other announcements. The Board will need to appoint to fill the vacancy. After discussion of different options available per the by-laws the consensus was to post the opening asking for applications and then conduct interviews.

Announcements

Secretary Lebert moved to adjourn the meeting and was seconded by Treasurer Jennings with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Adjournment

Motion passed. 6 ayes.

The meeting was adjourned at 8:33 p.m.

Diane Jennings  
Secretary Pro-Tem

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

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

Minutes prepared by Scott Remmenga