

Minutes of the Regular Monthly Meeting of the Library Board of Trustees of the Orland Park Public Library held June 20, 2011

The meeting was officially called to order by President Lebert at 7:31 p.m.

Call To Order

Members present: Catherine Lebert, Nancy Healy, Mary Ann Ahl, Carole Hillman, Denis Ryan

Members absent: Diane Jennings, Julie Ann Craig

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

Guests: Scott Remmenga, Finance Manager; Shelly Cruz, Business Office Assistant

Trustee Hillman made a motion to approve the May Board minutes. Trustee Ahl 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**

A thank you card to the Board of Library Trustees from the family of Donna Clay expressing thanks and appreciation for honoring Ms. Clay by a memorial book.

Correspondence

A letter from Klein, Thorpe & Jenkins, Ltd., Attorneys at Law explaining that after electing to freeze their rates for the last 3 ½ years they must now increase their current rate by \$5.00 per hour for legal services due to the continued rise of the firm's overhead costs. Trustee Ahl inquired about their current rate. \$195 to \$200 was the current range depending on attorneys. Trustee Healy said some were less based on the invoices sent.

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

Treasurer's Report

Trustee Ahl moved to approve the Accounts Payable for May 17, 2011 through June 20, 2011 and was seconded by Trustee Hillman with a roll call vote as follows: Ryan – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

Staff Training, Continuing Education and Related Personnel Issues

The agenda for the August 5, 2011 staff In-Service Day is planned. Approximately 85 staff members are expected to attend.

Librarian's Report

The Management Team was pleased with the training they received on interviewing and hiring practices in May. The in-house procedures for hiring new employees and the employment application were revised to reflect the suggestions offered by the Management Association and the discussion by the attendees.

The Illinois Library Association is accepting registrations for the conference to be held October 18-20. The Board is encouraged to attend October 20th, Trustee Day. Trustee Ahl indicated that she would like to attend Trustee Day, and encouraged others to attend. At least five staff members will be attending various days of the conference in Rosemont. Six staff members will be registering for the Public Library Association Conference held March 13-17, 2012 in Philadelphia.

The Orland Park Public Library is hosting the Zone 7 meeting this July and we may be asking our neighboring suburb libraries to attend for networking possibilities.

The library formed a Dress Code Committee (Diane Srebro, Diane Norris-Kuczynski, Mark Murray, Kelly Cuci, Cathy DiGiorgio, Matthew Potempa, Laura Larson, Rebecca Simmons, and Elizabeth Flannery) to discuss the appropriate wear for working at the library. It was discussed that we should return to providing polo style shirts for staff (one issued to each staff member, additional shirts may be purchased by the individual). We are investigating this style of shirt for the pages as required wear based on the type of tasks they perform. Trustee Healy suggested possibly Land's End quality shirts and using a local embroidery company.

System News and SWAN

The RAILS System Transition Board met and approved the hiring of the new Interim Director, Michael Piper, who is the current PALS Executive Director. The Transition Board approved the health insurance for staff, a severance policy, a sick day carry over policy, passed a resolution to join IMRF, and will keep the current 2011 salary schedule until June 30, 2012. A special meeting will be held in June to approve the liability insurance. The new Board was announced today and they will be sworn in at the July meeting.

Director Weimar discussed invoicing of other libraries as presented at the SWAN quarterly meeting. The Head of Circulation will be keeping track of statistics regarding reciprocal borrowing invoicing and will report results to Administration on a quarterly basis.

PTABs

Donald Renner from Klein, Thorpe and Jenkins has asked that an Intergovernmental Agreement for 2009-2010 Property Tax Appeals be put into place. The resolution is on the agenda. Trustee Healy and Trustee Ryan had questions regarding protesting on residential vs. commercial. Director Weimar responded by saying based on recommendation by Klein, Thorpe & Jenkins, only commercial have been protested if over \$10,000 threshold.

Technology

The Head and Assistant Heads are in the process of getting new computers that can handle the 2010 Microsoft Office software purchased. The operating system, Windows 7 is installed and the cost is about \$450 complete. Antivirus software was purchased for the Axigen email server. The library will also be purchasing a new firewall in the near future because the current firewall does not have the capacity to handle an antivirus software upgrade. Next month's financials will reflect the purchase of this hardware and software.

The Technology Committee (Lora Van Marel, Cassandra Spence, Melissa Tikalsky, Joy McFadden, Robin Wagner, Vanessa Liptak, Tracy Gossage and Roxanne Piotrowski) has been offering workshops to the staff on Office 2007 both in Word and Excel. We are very pleased to have this committee offering this training to the staff.

Grants

Our *Fine Romance* grant is completely planned and invitations were mailed for the opening reception. Kelly Cuci, the grant committee (Andy Masura, Mary Adamowski, Cassandra Spence, Melissa Tikalsky, Laura Larson, and Melissa Panio) and Outreach staff did a great job in getting this grant planned in a very short time frame. The library is looking to apply for another American Library Association sponsored grant: "*Discover Earth, A Century of Change.*" This grant is in conjunction with the National Center for Interactive Learning at Space Science Institute. Only 10 public libraries will receive it. We are hoping the NASA program we began a year ago will help with the application. *The Orland Park Prairie* published an article on the NASA display and the *SouthtownStar* may also feature it. Trustee Hillman complimented the layout and design of the *Fine Romance* invitations.

Collection

The library is looking to revise our current agreement with Overdrive, our downloadable and e-reader service provider. The "Advantage" program may offer a better benefit for the Orland Park Public Library cardholders in regards to the hold queue. Trustee Ahl is very pleased with Media on

Demand and would be interested in learning more about the “Advantage” program. Circulation went up 14%. Contributing factors could be the shorter loan period on DVDs and video games, more copies of high interest titles and relocation of self-checkout station in Youth Services.

Security Cameras

A consultant (Rich Piotrowski) walked through our facility recommending camera placement and resolution for over eighteen locations throughout the building. The areas have been marked and we are now waiting for Linear to give a cost estimate on any hardwiring that will be necessary to continue with this project. The Head of IT, Peter Kuczynski has put in a request for a special project team from Robert Morris University for installation and networking of an open source system called ZoneMinder, an integrated set of applications which provide a complete surveillance solution allowing capture, analysis, recording and monitoring of any CCTV or security camera attached to a Linux based machine. We are gathering enough information to write a RFP if necessary.

Lobby

The lighting fixture has arrived. Steve Newman is making arrangements to have Linear come out and install it along with changing the light bulbs over the main staircase.

Other Staff Reports

HVAC Retro-Commissioning Project

The library’s application for the Public Sector Retro-Commissioning (RCx) Program has been approved by Smart Economic Design Assistance Center (SEDAC) and forwarded to the Illinois Department of Commerce and Economic Opportunity for final approval. There is a backlog at DCEO which is holding up the approval process.

Security System

The previous alarm issues have been resolved. Preliminary planning is being done for additional camera placement inside the building.

Sound Vision

In September 2009, the library purchased 30 block hours of service time at a 15% discount for \$2,836.89. 3.5 hours are left. These block hours do not expire and have worked out well in covering repair and preventive maintenance visits. The library will be purchasing 30 more hours at a cost of \$3,080.00 which is still a 15% discount. This is a 7% increase over the 2009 price due to increased labor charges.

Neviol

The renewal of the contract with Neviol, Inc. Cleaning Services for 2011-2012 is due. Neviol has increased its price by 1% for the coming year for a total of \$64,104; last year’s price was \$63,468. They continue to be an excellent company to work with on keeping the library clean. The Board will be asked to approve the Neviol, Inc. Cleaning Services 1-year contract for the upcoming year at the cost of \$64,104.

Mulch

Wingren Landscape will be providing and installing 100 sq. yards of mulch to our beds for \$62/sq. yard at a total cost of \$6,200. This will be scheduled in the next few weeks as they are working on a project at O’Hare at this time.

Shelving

The shelving unit for the music compact discs in Adult Services is running out of space. The cost for an additional row of shelving mirroring what we currently have is \$17,875, including freight (from Montreal) and inside delivery. Installation is an additional \$3,850. We will be asking the Board to consider this purchase in the future. Trustee Ryan suggested looking into the cost of hiring a local moving company to relocate materials within the library.

Server Room Fire Suppression System

The fire suppression system in the two server rooms is a standard water system. In the event of the system going off, water will destroy the electronic equipment in these rooms requiring replacement and downtime. We are investigating the cost of changing the rooms to clean agent suppression systems. Reliable Fire Systems has come out and given a written quote of \$8,108 for room 111 and \$8,788 for room 210B (total cost \$16,896). In addition to Reliable’s services, automatic dampers would need to be installed in each room. Southwest Town Mechanical has been contacted to give us a proposal.

Assistant Director Wagner contacted other libraries of our size and age of building to ask what system they have. Tinley Park Public Library and Elmhurst Public Library both have standard water systems as we do. But they have dry fire extinguishers on hand for manual operation. The library will consider also purchasing dry fire extinguishers. Discussion took place on the benefits and code requirements on replacing this system, and questioned the manual operation involved.

Maintenance

Steve Newman has replaced the ballast in the in-ground exterior lights at the main entrance but others lights have now gone out. He will be working on them this month. Trustee Ahl suggested that the lettering on the drive-up drop boxes are in need of maintenance due to weather related wear and tear. Trustee Hillman inquired about the location of the “No Skateboarding” sign posted on library property. She has seen skateboarders near the library and suggested the sign be placed where easily visible.

The Preschool Desk in Youth Services has been moved to the northwest corner of the department for better viewing angles of the Preschool Area with the play equipment and the window bays.

American National Skyline Inc. was in last week to clean the windows.

Steve will be cleaning the chillers this month.

The uninterrupted power supplies (UPS) units have been installed on both the podium in Room 104 and the control unit in the closet. The units have also been registered online for the warranties.

See Staff Reports.

None

None

No report at this time.

No report at this time.

No report at this time.

No report at this time.

None

1. Prevailing Wage Resolution – For Action. Trustee Healy moved to approve the Prevailing Wage Resolution. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

New Business

2. Resolution Authorizing Intervention for all 2009-2010 Tax Year Appeals – For Action. Trustee Hillman moved to approve the Resolution Authorizing Intervention for all 2009-2010 Tax Year Appeals. Healy seconded the motion with a roll call vote as follows: Ryan – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.
3. Cleaning Contract – For Action. Trustee Ahl moved to approve the 1 year cleaning contract for 2011-12 with Neviol, Inc. at the cost of \$64,104. Hillman seconded the motion with a roll call vote as follows: Ryan – aye; Lebert – aye; Healy – aye; Ahl – aye; Hillman – aye. Motion passed. All Ayes, no nays.
4. Time Change for Monthly Library Board Meetings – For Action. Trustee Ahl moved to approve the start time change of 7:00 p.m. for monthly library board meetings effective July, 2011. Hillman seconded the motion. Motion passed. All ayes, no nays.
5. 2012 Per Capita Grant requirement, Standards for Serving the Public 2.0 (Chapter 2) was discussed.

None

Announcements

None

Executive Session

President Lebert moved to adjourn the meeting at 9:07 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz