

Minutes of the Regular Monthly Meeting of the Library Board of Trustees of the Orland Park Public Library held July 18, 2011

The meeting was officially called to order by President Lebert at 7:01 p.m.

Call To Order

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

Members absent: Denis Ryan

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

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator Shelly Cruz, Business Office Assistant

Trustee Ahl made a motion to approve the June Board minutes. Trustee Jennings 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 Library Director Mary Weimar and the Board of Library Trustees from the family of Michael Najewski Sr. expressing thanks and appreciation for honoring Mr. Najewski by a memorial book.

Correspondence

Scott Remmenga explained the financials stating revenue is at 52% through June and fines are well above budget. Expenses are in-line or below budget. Scott described the new financial guidelines regarding fund balance restrictions relating to the different categories associated with the tax levy. An analysis has been done to determine different restricted amounts and potential changes to the tax levy allocation.

Treasurer's Report

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

Trustee Ahl moved to approve the Accounts Payable for June 21, 2011 through July 18, 2011 and was seconded by Trustee Hillman with a roll call vote as follows: Jennings – aye; Craig – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

RAILS System

The OCLC Contract was received from the State Library. The Executive Director of SWAN, Aaron Skog asked that it not be signed because Oak Park's pricing was too high. Director Weimar later received an okay from Mr. Skog to submit the contract.

Librarian's Report

Village of Orland Park

The library is participating in the Taste of Orland Park the weekend of August 5th.

The Village of Orland Park Open Lands and Art in the Park Golf Outing is Tuesday, September 20th. Board members are to email Director Weimar if interested in attending.

Chris McDonell from the Village of Orland Park called to notify Director Weimar that delegates from China are arriving the first week of August and he wanted to know if the library would be interested in hosting a half day visit. Director Weimar explained the library will be closed August 5th for an in-service day, but would be happy to host the delegates another day during the week.

Director Weimar will attend an informational meeting on Monday, July 25th at the Village of Orland Park regarding the Metra Triangle Project.

State Library

LSTA grant money (i.e. Synergy, SPILL ME) will once again be suspended this year due to state funding. The State Library is committed to supporting delivery, Talking Books, and the LLSAPS. Secretary of State Jesse White has maintained the state funding for libraries (Per Capita, school district, literacy and construction grants). Federal allotment of LSTA funding for all states has been reduced for FY 2011 because of cuts to the Institute of Museum and Library Services (IMLS). Additionally, the Illinois State Library has filed a waiver for its maintenance of effort level, a level which may have a negative impact on our FY2013 allotment.

Art

Kelly Cuci, Head of Outreach has been in contact with Indiana artist, Robert Brasher. The library is interested in purchasing a print from him for above the fireplace. Mr. Brasher has agreed to create a 36 x 48 x 37 piece for the price of \$4,800. The original painting would be of our library. The painting would be purchased from the Capital Campaign Fund which was earmarked for artwork.

Personnel and Service and Policy Committees

Director Weimar requested a meeting be scheduled for the Personnel Committee to discuss creating a Cataloger position in Technical Services. A long-standing employee is resigning to take a full-time position and we have the opportunity to create a much-needed position to help improve the department. The Victims' Economic Security and Safety Act (VESSA) Policy needs to be revised to comply with legislation. The Personnel Policy needs a few updates in Section 400 regarding work hours. Director Weimar requested a meeting be scheduled for the Service and Policy Committee to discuss a staff cell phone policy, an anti-bullying policy, and a policy about displaying for-profit business fliers, etc. Board members agreed to a meeting of both committees on August 9th. Service and Policy Committee will meet at 10 a.m., and the Personnel Committee will follow at 11 a.m. Director Weimar explained that all board members are welcome to attend these committee meetings.

Grants

The FY2011 Per Capita Grant report necessary because LSTA funds were used to fund our grant was sent prior to June 30th. The Illinois State Library was grateful for the early submission and responded that it was a lovely report.

The FY2012 Per Capita Grant application is 90% complete and will most likely be on the August Board agenda to submit in by October 15, 2011.

A Fine Romance exhibit is on display and 225 patrons attended the opening reception on Friday, July 15th. Peter Oprisko, an Orland Park resident, performed at the reception. Thanks must go to Kelly Cuci, Cathy DiGiorgio, Kassandra Spence, Andrew Masura, Melissa Panio, Laura Larson and Mary Adamowski for their program planning and lovely outfits. Trustee Ahl complimented the performance of Mr. Oprisko stating how well he worked the room speaking and singing, including everyone in the audience.

Meetings

Orland Park Public Library will be hosting the July Zone 7 Director's Meeting. South suburban neighbors (Lemont, Homer Glen, New Lenox and Mokena) have been invited to discuss the new organization of RAILS and how we communicate.

Shredding

The shredding has been approved by the Local Records Commission to dispose of administrative files, payroll and bills. The shredding has been scheduled with Shark Shredding for July 27th. Trustee Healy inquired on the cost of the shredding. Scott Remmenga responded it will be \$45 per

container. Remmenga estimates approximately 6 or more large containers will be shredded.

SWAN

SWAN Council will discuss at the August Governance Group C meeting the revised budget to account for the \$70,000 difference in the Bibliographic line budget. There will be a surplus of money and SWAN Council will decide what will become of it.

Lobby

The lighting fixture is installed over the Lucky Day shelving. Director Weimar and Assistant Director Wagner are setting up an appointment to personally look at lighting fixtures for over Recycled Reads and the main staircase.

HVAC Retro-Commissioning Project

The library's application for the Public Sector Retro-Commissioning (RCx) Program has been accepted. Steve Newman has had several conversations with the project coordinator and the initial site visit is July 20th.

Landscaping

Planning is being done to replace the four locust trees closest to Ravinia Avenue in the flag plaza with hardier dwarf crab trees. These trees are expected to be able to withstand being surrounded by the concrete better than the locust trees. The total cost of the project, which includes removal and planting is approximately \$1,600. Trustee Hillman mentioned to beware purchasing crab trees with the recent ailment among these trees. Director Wagner responded the trees are being purchased from a reputable nursery, and the crab trees are also drought resistant and survive better among weather changes. Trustee Hillman also complimented the nice work done by Wingren on the new mulching.

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. The lead time is 5 to 7 weeks. This purchase will be made through Meilahn Manufacturing Company. The Board will be asked to approve this purchase.

Server Room Fire Suppression System

Clean agent fire extinguishers have been purchased and placed in both server rooms on the first and second floors. The library is also looking into replacing the water sprinkling system with a fully automated system. The replacement will not take place soon, but inquiries and bids are being researched for future reference.

Maintenance

The sign prohibiting skateboarding has been re-installed near the circle drive.

The exterior utility doors will be painted as rain and heat permit. After painting, the signage will be re-done, including on the drive-up book drops.

Bookshelves from the old building and utility shelving have been assembled in the basement for storage. Each department will have its own area for storing seasonal items, etc. Extra furniture and carpet stock has been covered.

A new automatic people counter was installed at the main doors.

See Staff Reports.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

See Librarian's Report.

Service & Policy

See Librarian's Report.

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. Audio Visual Adult Shelving – For Action. Trustee Ahl moved to approve the purchase of the Audio Visual Adult Shelving for the price of \$17,875. Trustee Hillman seconded the motion with a roll call vote as follows: Healy – aye; Lebert – aye; Jennings – aye; Craig – aye; Hillman – aye; Ahl – aye. Motion passed. All ayes, no nays.

New Business

2. Emergency Response Plan Revision – For Action. Trustee Jennings moved to approve the Revised Emergency Response Plan with discussed corrections. Trustee Hillman suggested each department have a designated employee carry a cell phone at all times in the case of an emergency. Trustee Hillman also recommended employee badges include a listing of emergency phone numbers on the back. Assistant Director Wagner responded she will look into having cards with emergency numbers printed for badges. Trustee Hillman seconded the motion with a roll call vote as follows: Craig – aye; Jennings – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

3. Per Capita Grant 2012 Requirement (Analyzing revenues) – For Discussion. Discussion took place regarding analyzing the library's revenues and determining if those monies are sufficient to meet the needs of the community.

4. *Show Me Your Library Card* Campaign – For Discussion. Melissa Panio gave an explanation of the new *Show Me Your Library Card* campaign the library is offering Orland Park Public Library patrons in September. The campaign works along with local businesses by presenting library patrons with a free gift or discount when they show their OPPL library card at enrolled businesses. Melissa stated 23 businesses have responded. Melissa also discussed the idea of offering free advertising to local businesses within the library. A legitimate business would be able to display a flyer on a library bulletin board for a limited time. Director Weimar explained a policy must be put in place for minimum requirements as to what constitutes a legitimate business and liability issues will also be researched. Director Weimar suggested this can be further discussed at the August Service and Policy meeting or September's board meeting as more information becomes available. Trustees Craig, Hillman and Ahl gave positive feedback regarding the *Show Me Your Library Card* campaign, and the consideration of free business marketing. Trustee Healy did not agree with posting business advertisements, and felt too many scenarios must be considered in order to follow through with this plan. Trustee Craig was in favor of promoting the businesses at the library. President Lebert thanked Melissa for her hard work involving the new campaign.

None

Announcements

None

Executive Session

President Lebert moved to adjourn the meeting at 8:18 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz