

**Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 16, 2012**

The meeting was officially called to order by President Lebert at 7:00 p.m.

**Call To Order**

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

Members absent: None

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 June Board minutes as amended. 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**

Kasia Lorenc

None

**Correspondence**

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is doing well. Just over 52% of tax receipts have been collected. Fines continue to be higher than expected.

**Treasurer's Report**

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

Trustee Hillman moved to approve the Accounts Payable for June 19, 2012 through July 16, 2012 and was seconded by Trustee Ahl with a roll call vote as follows: Healy – aye; Ahl – aye; Lebert – aye; Hillman – aye; Jennings – aye; Ryan – aye; Craig - aye. Motion passed. All ayes, no nays.

*Grants and Government*

The library has requested the large signage letters from the 143<sup>rd</sup> Plaza property to be used for the teen artwork. It is on the Village's agenda tonight. The *SouthtownStar* newspaper had an article about our request in today's paper.

**Librarian's Report**

The resolutions honoring our 75<sup>th</sup> Anniversary have been framed and will be put in Administration corridor after repainting this fall.

Library Director Weimar attended the Metra Triangle TIF Meeting on June 28. The project is running ahead of schedule and the next building to be erected is the tallest one at six stories. They expect occupancy by March 2013. Village of Orland park has hired Tim Blum who was the broker hired to work on the Orland Place TIF which was very successful. The expected opening of the pedestrian bridge is July. The Metra tracks will need to be moved. This project is slated to begin on August 15, the first day of school. The LaGrange Road widening project has been stalled because of the IDOT lawsuit filed against McDonough Company who was the design engineer on the first phase of this project.

The Harry Potter's World traveling exhibit is on display in the library and the programming has been incorporated into the Summer Reading Program. Accompanying the display is a rare book

loaned to us from the Chicago Botanic Gardens, Lenhardt Library. The book is entitled *John Gerard's Herbal* and was published in 1636.

Howard Griffin, the Head of Circulation Services finished the ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey due to the Illinois State Library. The library received 63,755 interlibrary loan requests and loaned 124,130 reciprocal borrowing materials.

Klein, Thorpe and Jenkins sent a letter outlining their 2012-2013 legal fee schedules. The firm has stated the fees will remain frozen currently with an increase implemented in July 2013.

#### *Policies*

The Homebound Policy was in need of language updating, not content. It was distributed to Board members and is on the agenda tonight.

The Management Team has been investigating some new changes to our Circulation Policy and Procedures. Some libraries are eliminating the library card expiration feature. Although the staff feels this expiration date is important to ensure the cardholders reside within the Village boundaries, it has been suggested we extend the three year expiration to five year renewals on library cards.

On an informational note, Library Director Weimar discussed the Management Team exploring a more green way of notification of overdue materials due to the rise in postage costs. Email communication is the easiest and most efficient means to notify patrons of overdues. Eliminating mailing and relying strictly on electronic communication is being considered. Ryan inquired how many notices are sent to patrons. Assistant Library Director Wagner replied the first and second notices are sent by the Reaching Across Illinois Library System (RAILS), the third and final notices are sent by Orland Park Public Library ranging from 5 to 10 notices a day. Electronic communication will save on printing and postage costs the library pays, and the cost we pay to RAILS for mailing out the first two notices. Board members agreed on the plan of electronic communication only and Trustee Healy recommended campaigning for this change by January 1. Trustee Hillman suggested the library show this cost savings plan to our patrons with purchasing additional materials.

#### *Personnel*

Library Director Weimar and Assistant Library Director Wagner are interviewing this week for the Public Information Coordinator position.

Scott Remmenga, Finance Manager, has rescinded his resignation and will remain on staff.

Pages have been recently hired to replace staff going away to college. The Youth Services department has a new part-time Reference Librarian I and several in-house staff were promoted to fill other department openings.

The In-Service Day scheduled for August 3 has been revamped from customer service to pre-Strategic Plan ideas from the whole staff in anticipation of working on the next three-year Strategic Plan. Tours of Fountaindale and Elmhurst Public Libraries have been planned. Library Director Weimar invited Board members to also attend the tours if they are available.

#### *Periodicals*

Library Director Weimar explained magazines are currently displayed on slanted shelves with back issues for the current year under them. Past issues for previous years are housed six or seven aisles down along with back issues of newspapers. A popular product called Mag Boxes made of hard acrylic houses the current issue and back issues in one box, making it a user-friendly way to circulate periodicals. The library is in the process of culling its magazine subscriptions to fit the space allotted when the building opened. The cost of changing to the magazine boxes is just under \$15,000. The current budget is under spent and can handle the cost to allow this efficient service

for magazines and newspapers. The back issues for past years will be eliminated and the collection will be shifted down to allow for the book discussion titles to be shelved where patrons can easily find them and give more room for expansion of the DVDs. Trustee Healy asked approximately how much will be saved on magazines the library will be discontinuing. Library Director Weimar replied 15 magazines will not be renewed once the subscriptions expire. Trustee Hillman suggested local schools be asked if they would like the out of date magazines for classroom use. Board members agreed magazine boxes would be beneficial to the library. Trustee Lebert inquired if the magazine boxes have a warranty. Library Director Weimar replied she will ask if warranties are available.

Trustee Healy made mention of the large amount of books found on shelves that were originally recorded missing according to the Technical Services department report. Library Director Weimar stated part of the problem was the status of books being repaired was not changed once the book was put back on the shelf. She added that Wendy Xie of Technical Services and Howard Griffin of Circulation have been doing a great job working on cleaning up the records in our catalog.

#### *Maintenance*

Steve Newman has started a project to repaint the book carts and the first one he did came out great.

The curbs in the circle drive are in the process of being repainted as the weather allows.

The HVAC unit for the Meeting Room area was repaired for a cost of \$1,880.

#### *Teen Area Redesign*

The lower-height shelving frames have been ordered for a cost of \$3,202.94. The wood end panels will be shortened for a cost of \$1,820. Total cost of this portion of the project is \$5,022.94.

Shelving has been removed from the south wall and Maintenance is in the process of patching and priming in preparation of painting. The neon lighting will be removed as well.

Products from Demco will be ordered this week. This will include 6 tractor chairs for the café tables, the listening station, the Skyloungers for video gaming, and the freestanding magazine rack with room for sixteen magazines.

#### *Computer Workstations*

The 32 computer workstations for the IT Commons area are set to be installed the week of August 13. There will be time before and after the assembly and installation of the workstations when the only public access computers available will be in the Computer Lab.

Trustee Healy inquired on the use of the 15 minute internet kiosks located in the front lobby. Assistant Library Director Wagner stated usage for the kiosks has declined, but actual statistics would be needed to verify.

See Staff Reports.

No report at this time.

No report at this time.

See Librarian's Report.

No report at this time.

No report at this time.

### **Other Staff Reports**

#### **Building and Maintenance**

#### **Finance**

#### **Service & Policy**

#### **Personnel**

#### **Law**

#### **Strategic Plan**

No report at this time.

**Capital Campaign Committee**

None.

**Unfinished Business**

1. Homebound Policy – For Action. Trustee Ahl moved to approve the revision to the Homebound Policy. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.
2. Per Capita Grant 2013 Application Requirement on *Illinois Library Law and Rules* – For Discussion. Library Director Weimar discussed the Per Capita Grant 2013 as documented in her report. Review of state grant eligibility and potential supplemental tax funding listed in Section 75 ILCS 10/8 and 75 ILCS 5 was discussed.
3. Integrated Library System (ILS) – For Discussion. Library Director Weimar discussed highlights of the Strength, Weaknesses, Opportunities, Threats (SWOT) analysis the Management Team put together on pros and cons of staying with SWAN or going stand alone. Trustee Hillman asked how much it would cost for the library to go stand alone. Library Director Weimar replied she has not asked for a proposal as of yet. Trustee Lebert added she is aware if the library leaves SWAN we must purchase back our catalog records. She asked if this is considered a penalty for leaving SWAN. Assistant Library Director Wagner replied the purchase of our records would cover the staff cost for SWAN and Innovative to pull our records to a format to be given to us. Trustee Hillman questioned when is the latest the library can leave SWAN before being put on for a new year. Library Director Weimar stated the library just started a new year with SWAN. Trustee Ryan inquired on a time frame of procedures to change over to stand alone. Library Director Weimar replied approximately February 2013; a Request for Proposal (RFP) has to be written, and after approval approximately 6 months staff training and marketing to patrons. Trustee Ryan requested additional information be given to the Board on choice of vendors and cost. Consensus of Board members is to move forward with researching this project.

**New Business**

Trustee Hillman remarked on the beauty of the new bench located near the entrance doors of the lobby. All Board members agreed and added the bench is a wonderful addition to the library.

**Announcements**

None

**Executive Session**

President Lebert moved to adjourn the meeting at 8:42 p.m.

**Adjournment**

Mary Ann Ahl, Secretary

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

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

Minutes prepared by Shelly Cruz