

**Minutes of the Regular Monthly Meeting of the Library Board of Trustees of the Orland Park Public Library held August 15, 2011**

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

**Call To Order**

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

Members absent: None

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 Hillman made a motion to approve the July 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 letter from Gail Blummer of the Orland Park Taste Committee to the Board of Library Trustees expressing appreciation for closing the library to accommodate parking in our lot on Sunday, August 7<sup>th</sup>.

**Correspondence**

Scott Remmenga explained the financials and specified the deposit for the Robert Brasher painting will be paid from the Capital Campaign fund.

**Treasurer's Report**

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

Trustee Healy moved to approve the Accounts Payable for June 22, 2011 through August 15, 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; Ryan - aye. Motion passed. All ayes, no nays.

*Village of Orland Park*

The Village of Orland Park Golf Outing is Tuesday, September 20<sup>th</sup>. Board members interested in attending please contact Director Weimar.

**Librarian's Report**

The delegates from Beijing, China visited the library on August 3<sup>rd</sup>. Director Weimar sent a thank you email and received a response from delegate Julie saying they enjoyed their visit.

The Metra Triangle Project informational meeting was held at the Village on July 25<sup>th</sup>. *Ninety 7 Fifty On the Park* is its name and approximately 50 residents attended to view the plans and ask questions. Orland Park Public Library offered to post a link to the website on our homepage.

*State Library*

The Per Capita Grant 2012 application will be on the September agenda. Director Weimar is awaiting the tax assessment letters from Cook County which are to accompany the application. The official population from the fact finder website hosting the U.S. Census is officially 56,767. Funding will reflect the population change from 59,000.

The State Library sent a Capital Needs Assessment Survey to public libraries. The survey is to be completed by September and list needs of the library such as security cameras and furniture. Our library will request building-related items.

#### *Art*

The library has begun the first phase of commissioning an original painting by artist Robert Brasher. He will submit several sketches to choose from. Director Weimar is asking Board Members to take part in the selection process. Trustees Hillman, Ahl and Lebert expressed interest in being part of the selection process.

Christopher Cicala, a local artist who had his Bill and Basil Memorial sculpture displayed in the library, would like to create a permanent display for our library. The artwork would be made from the same medium of hammer-formed, powder-coated steel that was used on the previously displayed artwork. Mr. Cicala's description of the piece would cover the history of the written word from papyrus and hieroglyphics to the modern day digital reader covering all the symbols of what man has taught and passed on through written communication. His piece was proposed at \$22,600. Mr. Cicala's sculptures can be viewed on his website [www.planeteearth.com](http://www.planeteearth.com).

#### *Grants*

The library's *A Fine Romance* Exhibit is ending August 26<sup>th</sup>.

Kelly Cuci of Outreach Services and Mary Adamowski of Youth Services are currently writing a grant application for *Discover Earth* offered by the American Library Association. Only 10 libraries will receive the grant.

#### *SWAN*

SWAN will have the membership vote on their budget revision in September. The amount of \$268,000 in surplus is due to the budgeting of the unknown factors before the system merger. SWAN plans on holding on to the funds as future state funding remains unknown.

#### *Personnel*

The Staff In-Service Day was held on August 5<sup>th</sup>. Director Weimar is awaiting the results from the survey given to the attending staff. Verbal reports have been positive, especially on speaker Paul Timm from RETA Security. With the emphasis on security, Weimar has received an emergency guide from the Orland Park Police that will be used as a guideline to help design the library's own emergency guide. The cost of creating the guide is currently being researched.

The Management Team will host another workshop with consultant Mary Jane Kepner from Kepner Associates to speak on handling performance improvements with their employees.

Several staff are wishing to attend the Illinois Library Association Conference being held on October 20<sup>th</sup>. Board Members interested in attending are to notify Director Weimar. Trustees Hillman, Jennings, Ahl and Ryan stated they would like to attend.

Zone 7 is looking to begin continuing education workshops for the participating libraries along with the four suburbs to our west and south (New Lenox, Mokena, Lemont and Homer Township).

#### *HVAC Retro-Commissioning Project*

Ben Sliwinski of SEDAC was at the library on July 20 for the initial site visit in regards to the HVAC retro-commissioning project. One carbon dioxide monitor was installed to measure the amount of outside air coming into the building which tells us if the HVAC system is running when it is not scheduled to. Three light monitors were also placed in the building to measure lighting levels and to make sure the lights were off as scheduled.

#### **Other Staff Reports**

A "Summer Comfort Evaluation" was distributed to all staff members last week to get their input on temperature, humidity, lighting and noise in the library. This will be accumulated by

Mr. Sliwinski and used in evaluating the building. It will be done at the completion of the project for comparison.

#### *Landscaping*

The dwarf crab trees were planted three weeks ago and seem to be doing well. Steve Newman has been watering them regularly. The total cost of the project came to \$1,520.

#### *Shelving*

The basement is in the process of being reorganized for storage purposes. Adult Services will start shifting and moving rarely used materials down in preparation for the new audiovisual shelving that was ordered last month.

#### *Maintenance*

The 2<sup>nd</sup> floor carpets were cleaned, as well as the lobby, at the end of July. Steve continues to spot clean with the carpet cleaner purchased at the end of last year which has helped greatly between professional cleanings. A request for proposal (RFP) will be done this fall for the 2012 carpet cleaning contract. The cleaning process will be switched from dry-cleaning to a wet-cleaning process.

#### *Friends*

The Friends of the Orland Park Public Library had a board meeting on August 8th. Sue Mosel has declined to run for another term as President and it is not clear if she will remain on the board. An article will appear in the August 18th *Orland Park Prairie* asking for those interested in serving on the board to submit letters by 9 p.m. on Friday, September 2nd. A nominating committee will put together the slate to be presented at the next board meeting.

The Friends Board decided to sell the approximately 200 remaining aluminum water bottles from the summer reading program for \$5. Sue will be calling about the 2012 Entertainment books, but initial investigation has the cost of the books increasing to \$35 from last year's \$25. The next meeting of the board will be September 12th, where they will decide on their annual gift to the library to be presented at the October 23rd annual meeting.

See Staff Reports.

#### **Building and Maintenance**

FY2012 Budget – For Discussion. Remmenga explained the Orland Park Public Library has a 20% lower salary schedule compared to Tinley Park Public Library and other comparable-size libraries. Library jobs need reclassification to stay competitive. Orland Park Public Library is looking into changing the work week from 35 hours to 37.5 hours per week. After change of hours, the library's salary schedule is still lower. Remmenga expects the change in work week hours will help resolve coverage issues experienced by department heads. Trustee Healy stated in the past the library claimed raising hours to 37.5 from 35 would be too much in overall cost. Remmenga specified the library's salary schedule is currently under 20% and the library is not competitive to other entry level library jobs.

#### **Finance**

Trustee Healy inquired when the salary schedule would be voted on. Remmenga responded a new salary schedule would be done for FY2012. Healy requested a better readable format of the salary schedule be presented.

President Lebert asked where Orland Park Public Library stands compared to other libraries besides Tinley Park Public Library. Director Weimar explained comparison was done with Tinley Park and other similar size libraries. Smaller libraries were not taken into account because budget, circulation and size of staff are not comparable. Lebert stated the economy must be taken into consideration regarding salary changes. Trustee Ahl agreed salary changes must be done and a work week increase is the logical change. President Lebert believes Orland Park Public Library does not need to keep up with Tinley Park Public Library or other large libraries. Lebert expects

the library would be better respected for taking notice of the bad economy by not raising the current salary schedule. Lebert expressed the library must be aware of spending and Orland Park residents are presently not happy. Trustee Jennings asked if the library has experienced difficulty filling positions. Director Weimar replied a full-time position has not been filled since 2010.

Remmenga went on to explain the consideration of eliminating part-time paid time off (PTO). He stated most part-time employees at other libraries do not receive PTO. Trustee Ryan expressed his disagreement with completely eliminating part-time vacation. Remmenga replied part-time PTO hours are difficult for the library to maintain and the paid time off causes scheduling issues. Trustee Ryan questioned the average length of longevity for part-time employees. Director Weimar answered in the past average length was 10 to 15 years. Recently the library has experienced more turn over in positions. Trustee Healy inquired how department heads feel about eliminating part-time PTO hours. Assistant Director Wagner replied department heads agree with the decision of elimination. Healy asked about the time frame of notice that will be given to employees regarding policy changes. Wagner responded policy changes will be decided in October and November and become effective Fiscal Year 2012.

Remmenga announced the addition of two potential new positions; Maintenance Assistant and Outreach Assistant. Wagner specified the Maintenance Assistant position would work 15 hours per week preferably 7 a.m. to 12 p.m. Knowledge of building operations is required, and job duties would consist of painting, changing bulbs, and assisting the Maintenance Superintendent with two-man jobs. Wagner explained currently a part-time page is asked to periodically assist the maintenance superintendent. Remmenga commented that using a page runs into worker's compensation issues if the page was injured assisting with maintenance job duties. Remmenga indicated the Outreach Assistant position is currently held by three staff members, and an additional position needs to be added to service the increase of homebound visits, nursing homes, senior centers and off-site programming. This position would work 18 hours per week.

Remmenga explained overall changes in positions and work hours could be up to \$197,000. Director Weimar indicated Finance and Committee meetings will be held to further discuss the FY2012 Budget.

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. Technical Services Assistant Job Description Revision – For Action. Trustee Ahl moved to approve the Technical Services Assistant Job Description Revision with discussed language change. Trustee Jennings seconded the motion. Motion passed. All ayes, no nays.
2. Cataloger Job Description – For Action. Trustee Jennings moved to approve the Cataloger Job Description with discussed revisions and research done on the correct spelling of Cataloger compared to Cataloguer. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.
3. VESSA Policy (Section 504.1) – Personnel Policy Revision – For Action. Trustee Ahl made a motion to approve the revision of the VESSA Policy (Section 504.1). Hillman seconded the motion. Motion passed. All ayes, no nays.
4. Anti-Bullying Policy (Personnel) – For Action. Trustee Healy made a motion to approve the Anti-Bullying Policy. President Lebert seconded the motion. Motion passed. All ayes, no nays.
5. Sexual Harassment Policy (Changing from an Appendix to inclusion in section 807) – For Action. Trustee Hillman made a motion to approve the Sexual Harassment Policy. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.
6. Section 401.2 of Personnel Policy (Work Day) Revision – For Action. Trustee Ryan made a motion to approve Section 401.2 of Personnel Policy with discussed revision. Trustee Craig seconded the motion. Motion passed. All ayes, no nays.
7. Use of Cellular Phones (Governance Policy) – For Action. Trustee Jennings made a motion to approve the Use of Cellular Phones Policy with said revisions pertaining to current legislative requirements. Trustee Healy seconded the motion. Motion passed. All ayes, no nays.

**New Business**

None

**Announcements**

None

**Executive Session**

President Lebert moved to adjourn the meeting at 9:02 p.m.

**Adjournment**

Mary Ann Ahl, Secretary

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

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

Minutes prepared by Shelly Cruz