

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 19, 2013

The meeting was officially called to order by President Hillman at 7:02 p.m.

Call To Order

Members present: Carole Hillman, Nancy Healy, Diane Jennings, Mary Ann Ahl, and Catherine Morrissey-Lebert

Members absent: Denis Ryan and Julie Ann Craig

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

Guests: Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant; Andrew Masura, Head of Adult Services; Diane Srebro, Assistant Head of Adult Services; Kelly Cuci, Head of Outreach Services; and Stephen Newman, Head of Maintenance

Treasurer Jennings made a motion to approve the July Board minutes. Secretary Ahl seconded the motion. Motion passed. 5 ayes, 0 nays, 2 absent.

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**

Secretary Ahl read a letter sent to the Board from Mr. Rob Steinmetz, Co-Founder of The Bridge Teen Center. In the letter he states that his nonprofit organization, located at 15555 S. 71st Court in Orland Park, has filed for property tax exemption. He wished to notify the Library as part of the taxing district his property supports.

Correspondence

Secretary Ahl read a letter sent to the Board from an unknown patron requesting future cultural series on Judaism and other faiths, stating it is important to treat all patrons alike.

Secretary Ahl read an email sent to the Board from Nancy Ermel an ESL teacher in Orland Park School District 135 applauding the Orland Park Public Library for “responding to our community’s changing demographics with respect and sensitivity through the Bridging Cultures series.” She looks forward to additional multicultural programs.

Secretary Ahl read a thank you letter to the Board from Virtual Services Manager, Joy McFadden in which she sincerely thanks the board for the opportunity to attend Overdrive’s Digipalooza 2013 Conference in Cleveland, Ohio. It was a great and exciting opportunity to learn about upcoming developments and to receive tips from the OverDrive staff.

Secretary Ahl read a letter sent to Trustee Catherine Lebert from Vernon C. Lyons, Administrative Pastor for Ashburn Baptist Church, located at 153rd & Wolf Road in Orland Park. Mr. Lyons comments that the August series on Islam looks very interesting and inquires if there are plans to hold a similar series on Judaism.

Secretary Ahl read a letter sent to Trustee Catherine Lebert from Ms. Mallie Asher-Steelman, of Orland Park stating her concerns that the public library is involved in giving platform to proselytise a religion with the “Muslim Journeys” project being held this month. She is very concerned that the library is being used in this manner.

Finance Manager Remmenga presented the Treasurer's Report as written. There were no comments or questions.

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report. The motion was seconded by Trustee Lebert with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert – aye. Motion passed. 5 ayes, 0 nays, 2 absent – Ryan and Craig.

Secretary Ahl moved to approve the Accounts Payable for July 16, 2013 through August 18, 2013 and was seconded by Vice President Healy with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert – aye. Motion passed. 5 ayes, 0 nays, 2 absent – Ryan and Craig.

Strategic Planning

The Library Board will meet on October 4th at 9:00 a.m. at the library to discuss the Strategic Plan and set goals for the library based on the information gathered from community focus groups, etc. The management team members will meet in the afternoon to set the objectives based on the goals.

Librarian's Report

Taste of Orland/In-Service Day

The library's astronomy game was very well received by all that visited the library booth. Patrons enjoyed the small giveaways.

The In-Service Day was greatly enjoyed by the staff. Thank you to Scott Remmenga and Bridget Bittman for making this day possible. A committee for the January 2014 In-Service will begin meeting next week.

Village of Orland Park

The Mayor's Annual Golf Outing is September 17th at Silver Lakes CC. Any Board member who plans on attending, please contact Director Weimar.

Director Weimar attended the TIF meeting in July. Related notes from that meeting were distributed.

Grants

The Board's packet contained the discussion points for the Per Capita Grant requirement of complying with Chapter 10 of the *Standards for Illinois Public Libraries* on marketing. Signatures are no longer required for the Per Capita Grant application. Director Weimar will submit it before September 15th to the State Library.

Kelly Cuci, Head of Outreach, is currently in the process of applying for the next ALA/NEH grant. The American Library Association (ALA) Public Programs Office, in partnership with the Oklahoma State University (OSU) Library and the Mount Holyoke College (MHC) Library, has invited public, academic and special libraries to apply for *Dust, Drought, and Dreams Gone Dry: A Traveling Exhibition and Public Programs for Libraries about the Dust Bowl*. The project is made possible in part by the National Endowment for the Humanities.

2014 *Live and Learn Construction Grant* application was just posted. The library is looking to provide better access to patrons, especially patrons with disabilities, by replacing the manual doors to automatic sliding ones and replace the carpet with recycled flooring for improved functionality and easier maintenance. Any budgetary considerations will be discussed with the board at the next budget meeting.

The NASA Program unveiling is scheduled for September 15, 2013 at 1:30p.m

Telephone RFP

The library began the process to replace the existing phone system with new hardware and software because the current system is no longer supported. The RFP responses were due last Friday, August 16th. The four responses received are currently under review by Robin Wagner, Joy McFadden, a representative from RWK and Director Weimar. A demonstration will be setup for comparative purposes. The approval for a new supplier will be on the September 16, 2013 agenda. The tentative cut over to the new system is slated for the end of the calendar year.

Vice President Healy inquired if it was possible to get rid of any redundant expenses with the new phone system. Assistant Director Wagner explained that the new up-to-date equipment will have the ability to support a future combined communication system if the library chose to go in that direction. Current needs require a separate immediate notification system.

Finances/Budget

The library is waiting to hear from Klein Thorpe and Jenkins in regards to an Intergovernmental Agreement between taxing bodies to share the appraisal and attorney costs for commercial Property Tax Appeals.

The library has begun the budget process for fiscal year 2014. The Board will have to look at using cash reserves or increasing the tax levy or some combination of both to sustain operation needs. The insurance costs have been projected at a 16% increase, but no final numbers have been released. Staff increases based on the COLA provided for public libraries from the Management Association of Illinois is 2.5%. Another page position will be needed, possibly to support multiple departments, to handle the increase in materials being circulated. A few additional factors to be considered is the liability increase for the umbrella insurance coverage, new server/sonic wall equipment, and RFID tags going forward. The management team's input on budgetary line items is due soon.

Polaris

Polaris and the WebPAC will be down in the morning of Tuesday August 27th for software upgrades.

Building

Wingren will begin work on the weeds and unwanted grasses both in and around the pond. These extra services cost \$4,170.31 and are within the Landscaping/Grounds budget line. To be successful, the aerator must be turned off for 5 days for the chemicals to be effective.

Steve Newman, Head of Maintenance, is currently accepting applications for a Maintenance Assistant. A new hire will be made after August 30th.

Energy Savings

Engineer Ben Sliwinski from the Smart Energy Design Assistance Center reviewed and compared the library's electrical and gas energy consumption for 2009 and 2012. This was before and after the Energy Audit and HVAC Retro-commissioning projects. The results show significant energy savings.

President Hillman inquired if the Savings Graphs, provided by Smart Energy Design Assistance Center, could be presented to the public. The administration will consider the options available for disseminating the material.

Tree Removal and Replacement

The Emerald Ash Borer has affected all the ash trees on the library property. Wingren Landscaping will be treating 28 ashes along Ravinia Avenue by trunk injection which will provide control, and extend the life of the trees, for up to 2 years.

An additional 14 ash trees are past saving and need to be removed along with 6 dead trees originally

on the property at construction. GroundsKeeper Landscape, used by the Village, has given us a proposal for tree removal at approximately \$154.47/tree (\$3,100 total). Wingren's cost is \$216/tree (\$4,320 total). The administration is asking for up to \$5,500 pending site visit; some of the trees may cost extra based on location and access.

The library would like to replace 13 trees this Fall with a variety of trees: maples, lindens, etc. These will be purchased from Prairie House and other nurseries. The expected cost will not exceed \$6,500. During the winter season the administration will be developing a replacement plan for the 28 treated trees along Ravinia Avenue. The placing of the new trees is complicated by existing electrical and sprinkler system lines. We will be looking at planting a variety of trees. This will protect the library from similar situations of having many of the same type of trees that can be wiped out by insect or disease.

Self-Check Kiosks

At the March 18, 2013 meeting, the Board approved the purchase of 3 self-check kiosks from A.R. Kropp in the amount of \$16,295.34 from Special Reserve Funds. Due to a price correction, which increased the cost to over \$26,000 a hold was put on the project. Since then, the Administration has explored other vendors. Cain Millwork has given us a price to design and build kiosks to meet the library's specifications of \$4,966.50 per kiosk. These will have solid surface tops, stainless steel legs, heavy-duty locking casters for mobility and graphic signage as part of the design.

The Library will be ordering 4 kiosks—2 for the lobby to replace the currently used built-in counter, 1 for Youth Services, and 1 for Adult Services. We will fund 3 from Special Reserve Funds (\$14,899.50) as approved by the Board in March and 1 (\$4,966.50) from the Furniture budget line. The total cost of all 4 kiosks is \$19,866. The kiosks will be ready in approximately 8-12 weeks.

Friends

The annual Thank You reception for the Friends of the Orland Park Public Library will be Sunday, October 13, at 2 p.m. At this time, the Friends will present their donation to the library to fund programming. An invitation has been issued to the OPPL Board.

Secretary Ahl left the meeting at 8:30 pm and returned at 8:33 pm.

No report at this time.

The RFID system goes live on September 3, 2013. The gates have been installed and are functional. Circulation is currently using the pads. The self-checkout units will have the RFID pads installed on September 3rd for use. All materials being checked in and checked out will be done with the pads from September 3rd going forward.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

Motion to Approve the revision to the Interlibrary Loan Policy as amended by President Hillman. Treasurer Jennings moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. 5 ayes, 0 nays, 2 absent – Ryan and Craig.

New Business

Motion to Approve the Resolution for Participation in the State of Illinois Federal Surplus Property Program. Vice-President Healy moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. 5 ayes, 0 nays, 2 absent – Ryan and Craig.

Motion to approve the removal of 20 untreatable ash trees in an amount not to exceed \$5,500.00 from Special Reserve Funds. Secretary Ahl moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. 5 ayes, 0 nays, 2 absent – Ryan and Craig.

Motion to approve the purchase and planting of 13 trees in an amount not to exceed \$6,500.00 from Special Reserve Funds. Treasurer Jennings moved to approve the motion. Secretary Ahl seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. 5 ayes, 0 nays, 2 absent – Ryan and Craig.

Director Weimar discussed the Standards for Illinois Public Libraries, Chapter 10: Marketing, Promotion, and Collaboration with the Board.

Motion to approve the Marketing Plan for the Orland Park Public Library Policy. Secretary Ahl moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. 5 ayes, 0 nays, 2 absent – Ryan and Craig.

Director Weimar, Assistant Director Wagner, Andrew Masura, Diane Srebro, and Kelly Cuci discussed the library’s current programming with the Board. They brought to the attention of the Board that several patrons have inquired what other month long events are planned for the future. It was explained that the Bridging Cultures Grant does not offer other series. Several board members have requested that information be disseminated to the public to address their concerns regarding the current program choices made and upcoming events that showcase varied topics.

None.

Announcements

None.

Executive Session

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at 8:48 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____ Date: _____

Minutes prepared by Dana Pryor

