

# **Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 18, 2014**

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

## **Call To Order**

Vice-President Ryan made a motion to appoint Treasurer Jennings as Secretary Pro-Tem for the meeting. Trustee Craig seconded the motion with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Members present: Nancy Healy, Diane Jennings, Denis Ryan, Beth Gierach, Julie Craig, and Dan Drew

## **Roll Call**

Members absent: Catherine Morrissey-Lebert

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Mary Adamowski, Head of Youth Services; Dana Pryor, Business Office Assistant

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Diane Jennings asked to be recognized by the President and read a statement expressing her views on recent events.

Trustee Gierach made a motion to approve the June 16, 2014 minutes. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – aye; Drew – abstain; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

## **Minutes**

Motion passed. 5 ayes, 1 abstain, 1 absent.

None.

## **Introduction of Visitors**

President Healy thanked the public for their comments.

Treasurer and Secretary Pro-Tem Jennings moved to allow all members of the public signed up to speak, and present at the meeting, to speak. The motion was seconded by Trustee Gierach with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

## **Public Comment**

Motion passed. 6 ayes, 1 absent.

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers introduced themselves as follows:

1. Kevin DuJan requested the Board to discuss the security concerns at the Library. He reviewed incident reports, correspondence, and legal advice.
2. J.P. Parker read aloud and summarized parts of 2009 correspondence that focused on security concerns at the Library.
3. John Kraft commented on an occurrence outside of the Orland Park Civic Center that involved a Library trustee and employee. He also made suggestions to the Public Comment Policy Amendments.
4. Kirk Allen discussed the legality of filtering software, reviewed library court cases of Minneapolis, and criticized the American Library Association.

5. Barbara Jones congratulated the library on winning the 2014 Intellectual Freedom Award, discussed the impact of filtering software and advised the Board to focus on the benefits to the taxpayers who voted to build the library.
6. Deborah Caldwell Stone reviewed an independent case study on filtering that found based on available data that systematic overreach and over-filtering adversely impacts students and users.
7. Virginia Williams expressed her disappointment at the behavior of non-residents at the Library.
8. Linda Nicolas conveyed her disgust on pornography access at the Library.
9. Rich DeVries explained that he is saddened by the behavior of public officials and the negative impact of pornography.
10. Madeline Flaherty voiced her concerns on the general security of the Library and her desire to see a compromise reached.
11. Steve Kraus expressed his thanks to the Library and staff for the many years of great programming and service.
12. Christine Kraus offered her thanks to the Library, Board, and staff for all the programs, books, and resources that have helped her family to grow safely in the Library.
13. Maurice Noonan voiced his appreciation to the staff and Board of the Library.
14. Andrea Alvarez criticized the Public Comment Policy Amendment for being too open to interpretation and illegal.
15. Adam Andrzejewski commented on OMA violations, the Public Comment Policy Amendment, and the unfiltered network access policy.

Finance Manager Remmenga presented the Treasurer's Report for June 2014 and July 2014 as written.

**Treasurer's Report**

Vice-President Ryan moved to accept the Treasurer's Report for June 2014 and July 2014. The motion was seconded by Treasurer and Secretary Pro-Tem Jennings with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Treasurer and Secretary Pro-Tem Jennings moved to approve the Accounts Payable Listing of June 17, 2014 through August 18, 2014 and was seconded by Trustee Craig with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

*Correspondence*

In the Board's packet, a summary list of all correspondence received electronically, by mail, or fax has been given to each Board member.

**Librarian's Report**

*Personnel*

Jamie Kallio, a Youth Services Librarian had two books published for Lerner Publishing. *What's Great About Alabama?* and *What's Great About Virginia?* are non-fiction titles for primary grade children. These are her second and third books published. She had also written a book on young adult reader's advisory.

The library continues to interview for the open Information Technology department positions. The Director has taken over the day-to day supervision of the department until the Virtual Services Manager position can be filled.

The In-Service Day for staff was held on Friday, August 1. The library offered a presentation by RETA Security; Stephanie Baltrusis from Elim Christian School spoke on serving patrons of special needs; and a webinar was viewed on serving people with disabilities. This webinar, produced by the Association of Specialized and Cooperative Library Agencies (ASCLA), a division of the American

Library Association, was recommended by RAILS to make available to the staff for one year. Presenting it to all of the staff on In-Service Day was a wonderful venue to address service to people with disabilities. Responses have been positive from the staff on the speakers.

Department Heads and Persons-in-Charge watched a safety webinar presented by Steve Albrecht in June. This one-time discounted webinar was made available through the Public Library Association.

#### *Program Attendance and Circulation*

Our Summer Reading Program Paws to Read was very successful. Over 2,700 patrons registered. Although final statistics have not been compiled, the library saw a very good turnout for the individual Youth Services' crafts and pet programs. The library circulation is up 7% from last year.

#### *Building*

There will be a pre-construction meeting this week for the lighting project in the lobby. Construction on the lights is set to start August 25, 2014. The library applied for funding from the Metropolitan Mayors Caucus Public Sector Energy Efficiency program, but the project was not eligible because the light fixtures were only partially compliant with the energy criteria.

On June 30-July 1, 2014, the library experienced a power outage which affected the sump pump. About an inch and a half of water filled the basement. Maintenance Supervisor Steve Newman and his staff had generators pumping the water out because the power was not restored to the Library until July 2. Thankfully, most of the stored items are on shelving which the water level did not reach. There was some loss of Youth Services programming props, but the damage was confined to the freight elevator shaft. The elevator is in working order but additional work must be done. The power outage also damaged two servers and a switch in the computer room. The switch needed to be replaced immediately for network connectivity. The servers were backups, but are in the process of being replaced. The water damaged caused by the power outage is covered by the insurance. The library has also requested disaster relief assistance through the Illinois State Library for the uncovered costs. We have been reimbursed on some of the loss. To ensure we have the ability to respond to any future power problems, the library has purchased a portable generator.

Four pavers for patrons were installed by the maintenance department. The library had a paver engraved in memory of the Head of Adult Services who retired in 1998, Ruth Kramer, who recently passed.

We are experiencing some technical difficulties with the patron counter equipment. Howard Griffin, Head of Circulation is in touch with Envisionware, the company whose software has an electronic patron counting function through the RFID system, for assistance. Administration hopes to have this counting issue resolved soon.

#### *Technology*

The library has been working on The Edge Initiative program sponsored by the Illinois State Library. The department heads have been instructed to view the webinar tool provided. This Fall management can further discuss the workbook assessment needed for next year's Per Capita Grant. This assessment addresses the availability for public libraries to provide access to exceptional information, communication and technology services. The toolkit will provide benchmarks for libraries and assessment tools and training to improve technology services. This technology initiative is nationwide.

No report at this time.

None.

None.

**Other Staff  
Reports**

**Executive Session**

**Closed Session  
Minutes**

No report at this time.

**Building and Maintenance**

No report at this time.

**Finance**

No report at this time.

**Service & Policy**

Trustee Gierach reviewed the Personnel Committee Meeting held on August 12, 2014 and asked for questions and discussion from the Board.

**Personnel**

Trustee Gierach made a motion to approve the Personnel Committee minutes for August 12, 2014. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – aye; Gierach – aye; Healy – aye; Ryan - aye.

Motion passed. 4 ayes.

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

No report at this time.

**Capital Campaign Committee**

None.

**Unfinished Business**

Motion to approve the revisions to the Study Room Policy which include but are not limited to Orland Park residents having priority over non-residents as study rooms become available. Treasurer and Secretary Pro-Tem Jennings moved to approve the motion. Trustee Drew seconded the motion. No further discussion was required. A roll call vote followed: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

**New Business**

Motion passed. 6 ayes, 1 absent.

Motion to approve the revisions to the Patron Behavior Policy which include but are not limited to language necessary to comply with the current concealed carry legislation, viewing of material disturbing to others prohibited, failing to provide adequate supervision of children, abiding by the rules for designated areas for children and teens, abiding by the rules for attendance in designated children's programs, patrons being disturbed by another patron's actions must notify staff immediately and having offending patrons cease the activity and adding progressive discipline language, and safety and security guidelines for hazardous materials and substances. Treasurer and Secretary Pro-Tem Jennings moved to approve the motion. Trustee Gierach seconded the motion. No further discussion was required. A roll call vote followed: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Motion to approve the revisions to the Public Comment Policy which include but are not limited to stating all public comment must be given in person and no telephone or electronic means will be accommodated, speakers must sign in identifying themselves by full name, denying public comment by speakers(s) who have voiced the same concerns publicly at previous meetings, abusive and harassing comments and or personal attacks will not be permitted and promptly ruled out of order, and the library will make reasonable accommodations for taping by the public. Discussion took place to include Public Comment at Committee Meetings. Treasurer and Secretary Pro-Tem Jennings moved to approve the motion as amended to remove the term "regular monthly". Vice-President Ryan seconded the motion. Treasurer and Secretary Pro-Tem Jennings moved to approve the motion as

amended to remove the wording “denying public comment by speaker(s) who have voiced the same concerns publicly at previous meetings”. Trustee Drew seconded the motion. Discussion took place concerning abusive and harassing comments. Treasurer and Secretary Pro-Tem Jennings moved to approve the motion with no additional amendments. Vice-President Ryan seconded the motion. A roll call vote followed: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Motion to approve the revisions to the Public Access to Electronic Information Networks Policy. Revisions to the Public Access to Electronic Information Networks Policy that address electronic information network filters will be voted on. Discussion ensued between multiple Board Members. Trustee Drew spoke his desire to install filters with the option of Reference Librarian support. Treasurer and Secretary Pro-Tem Jennings discussed the requirements of the law and finding the least restrictive way of maintaining a safe environment. Trustee Craig stated her desire to protect the community and create a safe and comfortable environment. Trustee Gierach expressed her belief in the fundamental rights of adults to have access to unfettered information.

Vice-President Ryan left the meeting at 9:07 p.m. He returned at 9:09 p.m. Treasurer and Secretary Pro-Tem Jennings moved to approve the motion. Trustee Gierach seconded the motion. A roll call vote followed: Craig – nay; Drew – nay; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 4 ayes, 2 nays, 1 absent.

Motion to approve the Staff Rate Increase of 2.5% and increase to the Salary Schedule of 1.5% effective 1/1/2015. Trustee Gierach moved to approve the motion. Vice-President Ryan seconded the motion. Treasurer and Secretary Pro-Tem Jennings discussed the need to pay salaries and benefits like any other business. She pointed out that the Library is in line or below the salary schedules of other libraries and the recommended percentage increase is in line with other libraries. A roll call vote followed: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Motion to approve the allocation for health insurance expense for the library portion by 90% for HMO, Gold PPO 75%, Silver PPO 90%, HSA PPO 97% (allocation the same as 2014) for each option and the employee portion to be 10% for HMO, Gold PPO 25%, Silver PPO 10%, HSA PPO 3% (allocation the same as 2014) effective 1/1/2015. Vice-President Ryan moved to approve the motion. Treasurer and Secretary Pro-Tem Jennings seconded the motion. President Healy stated her desire to see a higher employee portion. A roll call vote followed: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Motion to approve the amendments as presented to the Position Description for the Library Director in regards to the process of updating job descriptions to be the responsibility of this position and Administrative staff effective immediately. Trustee Gierach moved to approve the motion. Vice-President Ryan seconded the motion. No further discussion was required. A roll call vote followed: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – absent; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

Director Weimar discussed with the Board the status of inquiries for security services for the Library. Responsibilities and hours will need to be decided. Any proposals will be ready for the September Board meeting.

A discussion took place between the Board members and Administration regarding the 2015 Levy. President Healy noted that a 12% Levy is premature. No recommendation has been made yet. Finance Manager Rimmenga reviewed a prepared tax bill schedule to highlight the minimal impact an increase to the levy would have on residents. The Administration, with guidance from the Board, will review revenues, expenditures, and the reserve, in combination, to develop recommendations for the 2015 Budget and Levy. The guidelines determined would be a Levy under 5% with no more than a \$100,000 deficit. The Board has requested resident input.

None.

**Announcements**

Vice-President Ryan moved to adjourn the meeting. The meeting was adjourned by acclamation at 9:57 p.m.

**Adjournment**

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Dana Pryor