

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 17, 2015

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Elan Kleis, Joanna Leafblad, and Denis Ryan

Roll Call

Members absent: Catherine Lebert

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; and Steve Newman, Head of Maintenance

Minutes

Treasurer Jennings made a motion to approve the July 20, 2015 minutes. Vice President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

None.

Introduction of Visitors

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

Public Comment

1. Kevin DuJan
2. J.P. Parker

Trustee Leafblad noted she could not use public comment time to reply and would be responding with her comments later in the meeting.

3. Megan Fox
4. Nanc Junker
5. Kathleen Andrews

None.

Executive Session

Vice President Ryan moved to accept the Treasurer's Reports for July 2015. The motion was seconded by Trustee Leafblad. No further discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Treasurer's Report

Motion passed. 6 ayes, 0 nays, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of July 21, 2015 through August 17, 2015 and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Circulation and Programming

Circulation statistics for July although good, were not as high as expected. The closing on July 31st for In-Service Day/Taste of Orland impacted the numbers. The Library was also closed on an additional Sunday to coincide with the 4th of July holiday this year.

Librarian's Report

The Chinese Tea Ceremonies and Exhibit was a great success. The 21st Century Institute distributed evaluation forms and the results were incredibly positive. Working with Sharon Tan, Annie Yuan and

Aaron Chen was a rewarding experience and the Library benefitted greatly from this cultural exchange. Our local businesses of P.F. Chang's and Mo's Chinese Kitchen were generous sponsors of this event. The Beijing Municipal Administration of the People's Republic of China, Beijing DaJue Temple Administration and the 21st Century Institute have gifted the Library a tea set, a beautifully illustrated book on the statues of the DaJue Temple in Chinese, and a statue which represents art from dynasties past in China.

The Taste of Orland Library booth activity went well. The booth was located near the Bridge Teen Center and Orland Fire Protection District tables. It was quite busy on Friday evening, July 31st. Robin Wagner, Diane Srebro and Mary Weimar stayed until 9:30 p.m.

In-Service Day, with 84 staff members attending, was successful. The agenda included CPR and First Aid, fire drill training and group tours of each department in the afternoon. Staff enjoyed the presentations, especially the different department tours explaining what services they provided.

The Life and Limb: The Toll of the American Civil War exhibit ended and was sent to the next hosting library. Our next exhibit is the Kurt Vonnegut travelling exhibit in November.

Thanks to Kristen Holding, who designed the newsletter; and Robin Wagner, who edited the content for helping to get the newsletter to print this week in time for the fall mailing.

Adult Services Furniture

Examples of the reupholstered adult furniture have been brought to the meeting for the Board to see. The Library will be using unexpended monies from other expense lines to rehab more adult furniture before the end of this fiscal year, up to \$25,000. This will include the final bench, the eleven remaining lounge chairs and twenty or so more David Edwards chairs.

President Healy asked for confirmation this is acceptable. Administration further explained the total budgeted expense lines will remain under-budget. Library Director Weimar explained the current strategy of reupholstering the furnishings in groups over several years.

Maintenance

Maintenance Superintendent Steve Newman is attending tonight's meeting to give the Board a little background information about his department. He will be able to answer any questions Board members may have about the Trane HVAC contract.

A discussion took place between Board members, Administration, and Steve Newman regarding carpet attic stock and flooring needs.

Steve discussed the current Trane maintenance agreement contract awaiting approval and explained what components were changed or dropped to reduce the overall cost.

No other reports at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee
Unfinished
Business**

1. Health Benefit Cost Allocation – For Action

Treasurer Jennings moved to approve the allocation of health insurance expense for the library portion to be 90% for HMO, Gold PPO 75%, Silver PPO 90%, HSA PPO 3% (all allocations the same as 2015) effective 1/1/2016. Trustee Leafblad seconded the motion. Vice-President Ryan asked if this is the same as village allocations. Finance Manager Remmenga said yes. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

2. Renewal of the Maintenance Agreement Program Contract for Trane – For Action

Trustee Barcelona moved to approve the renewal of the Maintenance Agreement Program Contract for Trane for 1 year at \$11,626.00. Vice-President Ryan seconded the motion. No further discussion was required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

1. Smart Lab (Media Lab) Policy – For Action

New Business

Treasurer Jennings moved to approve the Smart Lab Policy as presented. Trustee Leafblad seconded the motion. A discussion occurred regarding procedures and guidelines for the Lab.

Vice-President Ryan left the meeting at 8:02 p.m. and returned at 8:06 p.m.

A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

President Healy requested a change to the policy to read as follows: “Patrons must leave their Orland Park Public Library card with the Smart Lab staff member managing the lab while using the equipment.” This sentence replaces the second sentence of the policy presented.

A motion was made to amend the Smart Lab Policy by President Healy. Vice-President Ryan seconded the motion. No further discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The edited sentence was read aloud and confirmed by Trustee Leafblad.

2. 2016 Budget-For Discussion

Library Director Weimar discussed the various components of the 2016 budget the Administration is currently compiling, including multiple future large building expenditures such as roof replacement, carpet replacement and painting costs. The materials and database costs are expected to remain consistent with previous years. Finance Manager Remmenga explained the revenue stream of impact fees and tax receipts. He also discussed the impact of longer term investments to the interest income.

Library Director Weimar made a request for input on the budgeting process from the Board.

Library Director Weimar offered her thanks and gratitude to Finance Manager Remmenga for his tenure at the Orland Park Public Library.

Announcements

Trustee Leafblad responded to comments made during the Public Comment section and questions posed by the audience.

Treasurer Jennings moved to adjourn the meeting and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Adjournment

Motion passed. 6 ayes, 0 nays, 1 absent.

The meeting was adjourned at 8:45 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Dana Pryor