

Minutes of the Regular Monthly Meeting of the Library Board of Trustees of the Orland Park Public Library held September 19, 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; Shelly Cruz, Business Office Assistant

Trustee Ahl made a motion to approve the August Board minutes. Trustee Hillman 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 thank you letter to Director Weimar and the Orland Park Public Library staff from Susan McNeil-Marshall, Library Administrator of Woodridge Public Library for time spent with the Woodridge Public Library staff during their in-service visit.

Correspondence

Susan also mentioned she will be implementing some of our library's ideas and concepts at the Woodridge Public Library.

Scott Remmenga explained the financials are in line and the library is below budget in expenses.

Treasurer's Report

Trustee Ahl moved to accept the Treasurer's Report. The motion was seconded by Trustee Healy 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 August 16, 2011 through September 19, 2011 and was seconded by Trustee Ahl 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.

Personnel

Administration is currently in the process of reviewing the performance evaluation tool currently used and hope to have a shorter, more concise model available for the supervisors and Director Weimar to use by next month. The Board may use this tool next month in performing the review of the Library Director. This week, the Management Team will attend an in-house workshop on Improvement Plans to use with new and developing staff. Zone 7 asked Director Weimar to set up a workshop for staff on security for their library's staff. We will host this workshop on October 28th. The Library Administrator's Conference of Northern Illinois (LACONI) Salary Schedule survey will be completed by September 23rd.

Librarian's Report

Legal

Klein, Thorpe and Jenkins sent the Village of Orland Park, the Orland Fire Protection District and the library a status letter in regards to the tax valuation objection consortium. The library has sent their Intergovernmental Agreement (IGA) in and is awaiting the Village and Fire District's. The letter encouraged the three public bodies to continue as a consortium. This letter was dated about a month ago, and Director Weimar has not heard from Klein, Thorpe and Jenkins about the status to date.

It was discussed by Administration about writing the upcoming levy so not to break out the audit, FICA, IMRF etc., but to include it in one levy line for the operating fund. Kathleen Henn from Klein, Thorpe and Jenkins was contacted and she stated this would be okay going forward, but all funds passed in previous years were subject to their line item fund. Trustee Ryan asked why the levy was separated. Director Weimar responded Henn gave no reason to the previous separation.

The Freedom of Information Act (FOIA) changes in legislation was passed with HB 1716 giving public bodies three key ways to alleviate demands. 1) The Public Access Counselor need not pre-approve personal information and preliminary draft exemptions; 2) empowers the public body to delay responding to recurrent requesters; and 3) allows public bodies to charge for personnel costs responding to commercial requests. Diane Jennings, the Library Board's FOIA representative, was given a copy of the new legislation.

Finance

The Illinois State Library is requiring all public libraries in Illinois to submit a Capital Needs Assessment Survey by September 30th. The library's was completed on September 16th.

Lohan Anderson, our building architects, were contacted by Administration to assist with a Capital Reserve Maintenance Plan. Floyd Anderson and Dawn Brightfield came earlier this month and toured the facility. They were given a copy of the library's Building Maintenance Plan. The plan is in its early stages.

The Public Information Coordinator, Melissa Panio, and the Director are working on a Return on Investment (ROI) brochure for the public. It should be finished by the end of this month. It will be sent to the trustees electronically for their input. Trustees Craig and Ahl liked the idea of the ROI brochure so patrons are able to see how much money they have saved by borrowing materials from the library compared to purchasing same materials.

Building

The library has purchased new literature display racks to be used throughout the library to hold library promotional materials as well as outside group's information. The brick wall located on the second floor near the staircase is a perfect venue for these wall-mounted and floor display racks. This will eliminate the clutter on the public service desks.

Adult and Youth Services is looking at signage for the Dewey collection which might be more user friendly. Melissa Panio is looking at the stack signs which are printed in-house to provide more subject related wording. A limited number of these subject categories will be used.

The Emergency Closing Center information for inclement weather has been distributed to all staff members last week. The current President of the Library Board, along with the Library Director and Assistant Director have the administrative rights to make changes to this online tool. Board President Catherine Lebert, was given a copy of this information.

The US Postal Service will be making changes in their deliveries and branch openings very soon. Preliminary notice has been given to us in regards to a study in progress. This may affect our periodical delivery service. Director Weimar is keeping abreast of this project. Trustee Jennings inquired about having periodicals sent to a P.O. box. Director Weimar responded she has considered this, and also might consider picking up the periodicals from the post office.

Lohan Anderson has a new advertising brochure about library projects they have been involved in and an electronic version was sent. Our building and a picture is featured.

Lighting

Lighting for the Recycled Reads area in the lobby and for the main staircase has been ordered. A mega-floor lamp has been ordered for Recycled Reads to arch over the books shelves at a cost of

Other Staff Reports

\$964.71. Three rectangular sconces will be placed horizontally on the right-side wall of the main staircase to provide additional lighting. These cost \$2,114.13. Total cost with freight will be \$3,267.08. The floor lamp should arrive sometime this week and the sconces are scheduled to arrive mid-October. Linear Electric will do the installation. Trustee Ahl asked if the price included the installation. Assistant Director Wagner answered installation is not included.

Security Cameras

Three vendors will be giving us quotes on the purchase and installation of a minimum of 17 interior IP wireless security cameras for the first and second floors. These will come in over the next two weeks.

Maintenance

Trane visited the library this month for a preventative maintenance visit. Steve has been up on the roof to clean filters and units for winter. He has also replaced most of the in-ground lighting units in the plaza and front of the building area. This required cleaning and sealing the fixtures to prevent moisture getting in to the lights.

Signage

John Marquenski of Mission Signs will be giving prices on several different sign projects throughout the building. One of the projects will be re-doing the wording on the drive-up book return drops. Trustee Ahl complimented how nice the signage and lighting in the lobby looks.

Lobby Book Drop Panels

Cain Millwork has been contacted for updated pricing for replacing the fabric panels with Corian laminate matching the counters of the Internet Kiosks. Last summer's price was just over \$6,000. Trustee Ahl suggested a material with easier maintenance. Ahl also made mention that the queue line bannister in the lobby is deteriorating. Assistant Director Wagner made note.

Friends

The Friends of the Orland Park Public Library had a board meeting on September 12th. The Board generously decided to donate \$10,000 to the library at their October 23rd annual meeting. Included in the Library Board folders are a Friend's Membership Brochure and announcement about the annual meeting. Please think about joining and attending the meeting. Trustee Hillman inquired on how the Friends will be thanked for their donation. Assistant Director Wagner replied a social event is planned after the meeting with refreshments and entertainment.

In other actions, the Board decided to sell 2012 Entertainment books. They only ordered 50 to sell this year because the price of the books jumped from \$25 to \$35. The Board received three letters of interest from the public to serve on the Board. They are going to accept all three candidates and will be asking one of them to serve as president for the upcoming year.

See Staff Reports.

Building and Maintenance

FY2012 Salary Schedule – For Discussion. Director Weimar stated the FY2012 Budget explanation was sent to board members prior to this evening's meeting. Director Weimar and Finance Manager Scott Remmenga gave details of the new FY2012 salary schedule. The new salary range would move full-time employees to a 37.50 hour work week. This change is in response to coverage issues raised by the Management Team. This will result in an additional 130 hours of work per full-time staff member per year. All full-time staff would work their current schedule, but take a half-hour lunch instead of the previous one hour lunch. Board members agreed with the proposed schedule change.

Finance

Remmenga stated it was discussed by the Management Team that part-time vacation be eliminated.

After the discussion at the August Board meeting, Administration is recommending the following changes in part-time paid time off (PTO) in order to provide coverage and maintain a high service level to our patrons. All part-time staff will no longer receive paid time off. After one year of service, part-time staff will receive 8 hours of personal time; this time will not carry over from year to year. Trustee Ryan asked what other libraries offer part-time employee's PTO hours. Remmenga replied there are a few libraries that still offer part-time PTO. Trustee Craig asked about the part-time employees who are now getting PTO time. Remmenga responded those employees will receive a 3.5% pay increase and 8 hours of paid personal leave. President Lebert made the suggestion of using block out times for time off. Director Weimar replied that she will try her best to accommodate the employee's request. Assistant Director Wagner made mention that the paid time off change will benefit part-timers because they currently must use vacation time for sick days. Remmenga stated currently paid time off is paid out once an employee leaves the library. With the new change the personal time will not be paid out when an employee leaves.

Remmenga gave explanation of the first year salary schedule adjustment process as discussed at the August Board meeting. Understanding the significantly lower salaries offered by the Orland Park Public Library in all grade levels compared to RAILS member libraries of our size and circulation, Administration is recommending a 2.5% salary schedule adjustment beginning January 1, 2012. This will start a multi-year adjustment process to make our salary schedule competitive. Remmenga stated most job classifications have not been reviewed since 2000. Administration will be reviewing all positions in 2012 and will bring any recommendations for grade level changes to the Personnel Committee of the Board. President Lebert questioned if the library is behind compared to other library salary schedules due to less hours worked by employees. Director Weimar replied some part of the salary schedule gap is from the hours worked. Remmenga explained by increasing hours worked the library is cutting some of the percentage gap.

FY2012-2013 Budget, Levy and Appropriation – For Discussion. Remmenga stated he and Director Weimar met with the Village of Orland Park's Wellness Committee which included representatives from The Horton Group. The meeting addressed the estimated increases for FY2012 and also reviewed potential penalty implications in future years based on the new health care legislation. Remmenga explained health insurance is estimated to increase 14%, dental at 18%, and vision and life insurance will remain flat. The Village of Orland Park's Human Resource staff indicated they will keep the current percentage allocation for employees for the FY2012, and the library will follow suit. President Lebert inquired about increasing insurance rates every year in small increments as discussed at last year's board meeting, and why is it being changed only to stay in accordance with the Village. Lebert stated that all costs are rising in the world, and raising insurance rates should be considered. Trustees Ahl and Lebert requested additional percentage increase options to be presented at next Board meeting. Remmenga responded he would work on getting the comparison information from other libraries for the next Board meeting. Trustee Hillman and Lebert requested the minutes from the September 2010 board meeting be looked at to see what exactly was discussed regarding insurance rates. Trustee Jennings cited that a raise in insurance costs will take away part of the proposed FY2012 salary increase.

Director Weimar discussed the FY2012 draft ledger for the working budget, explaining how money will be spent and granted. Salary represents the 3.5% increase in conjunction with the salary schedule adjustment process to take place over the next several years. This also includes the new Cataloger position created earlier this year, and the current Reference I position on September's Board agenda. In addition, there is one new Outreach Assistant and Maintenance Assistant positions. In Building and Maintenance, it has been estimated that \$50,000 of the \$210,000 budgeted will be earmarked for transfer to the Special Reserve Fund for future capital improvements. The Library Furniture budget was increased to address deteriorating furniture and to purchase replacement meeting room and computer task chairs and tables. The IMRF rate for 2012 is increasing to 12.57% which is almost a 20% increase over prior year. All other expense items are listed based on review of 2011 activity.

FY2013 salary has been listed with a 2.5% increase in conjunction with the continued salary schedule adjustment process. Insurance and IMRF costs have been based on a conservative trend analysis. Again, in FY2013 capital improvement funds are earmarked to be transferred to the Special Reserve for Building Maintenance.

Trustee Healy inquired about transferring money to the reserve fund. Remmenga responded money is transferred from the general fund to the reserve fund. Director Weimar stated the Capital Reserve Fund is for any maintenance or work on building.

Trustee Healy asked where in the budget are interlibrary loans and reciprocal borrowing deliveries. Director Weimar stated interlibrary costs are included in the automation maintenance part of the budget.

Trustee Hillman questioned the purchasing of paintings for the library. Director Weimar indicated art purchases do not come from tax money.

President Lebert indicated she is glad the levy percentage increase went down, and this would benefit the Orland Park community.

No Report at this time.

Service & Policy

Director Weimar and Trustee Ahl discussed the September 16th Personnel Committee meeting. Revision of the current Reference Librarian I job description included a broader description of this entry level position to reflect tasks in all three departments (Adult, Youth and Outreach).

Personnel

Administration recommended that a new Reference Librarian I position be created in Youth Services. This position would replace the two open part-time Youth Services Assistant positions. The Personnel Committee will recommend this new position to be created and posted.

Trustee Ahl moved to approve the minutes of the Personnel Committee meeting. President Lebert seconded the motion. Motion passed. All ayes, no nays.

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. Reference Librarian I Job Description Revision – For Action. Trustee Ahl moved to approve the Reference Librarian I Job Description revision. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.
2. New Reference Librarian I Position – For Action. Trustee Hillman moved to approve the New Reference Librarian I position. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.
3. FY2012 Per Capita Grant – For Action. Director Weimar stated the Per Capita Grant 2012 was completed. Unlike previous years, there were no special projects required. The grant primarily asked for statistics and how the funds allocated would be spent. Trustee Healy made a motion to approve the FY2012 Per Capita Grant. Ahl seconded the motion. Motion passed. All ayes, no nays.

New Business

None

Announcements

None

Executive Session

President Lebert moved to adjourn the meeting at 8:56 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz