

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 17, 2012

The meeting was officially called to order by President Lebert at 7:03 p.m.

Call To Order

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

Members absent: None

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

Guests: Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Shelly Cruz, Business Office Assistant

Trustee Hillman made a motion to approve the August Board minutes. Trustee Jennings 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

Bridget Bittman introduced herself to the Board as the new Public Information Coordinator.

A card to the Board of Library Trustees and library staff from the family of Kathryn M. Jennings thanking everyone for their expressions of sympathy.

Correspondence

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is doing well. Just over 96% of tax receipts have been collected. Fines continue to be higher than expected.

Treasurer's Report

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

Trustee Hillman moved to approve the Accounts Payable for August 21, 2012 through September 18, 2012 and was seconded by Trustee Ryan with a roll call vote as follows: Healy – aye; Ahl – aye; Lebert – aye; Jennings – aye; Hillman – aye; Ryan – aye; Craig - aye. Motion passed. All ayes, no nays.

Grants and Government

The Per Capita Grant for 2013 has been completed. The application consisted of inquiries into how our library met the Standards for Illinois Public Libraries 2.0 in regards to programming, revenue opportunities which were discussed at the July Board meeting, serving the diverse populations of our community and targeting any unserved population.

Librarian's Report

The Village of Orland Park's Golf Outing is being held tomorrow. Trustees Denis Ryan and Julie Craig, Assistant Library Director Wagner and Bridget Bittman are attending.

Adult Services is in the midst of writing an American Library Association (ALA) Grant entitled *Muslim Journeys: Bridging Cultures Bookshelf Program*. This is a smaller grant that will give the receiving library 25 titles highlighting the Muslim World, three documentary films with public performance rights, a one year subscription to Oxford Islamic Studies Online (database of primary sources and current works of scholarship) and bonus resources to support the program along with

marketing materials.

Outreach Services has been awarded program funds from the Gilder Lehrman Institute of American History along with the National Endowment for the Humanities and the Library of America. This is a \$500 stipend to host public programming focused on the themes of the Civil War. The library will host these programs in April 2013. Kudos to Kelly Cuci in Outreach for a job well done!

More NASA items have been requisitioned and will be arriving soon. Kelly Cuci and Wendy Xie have been cataloging them and these images will be the basis for our Digital Collection that Diane Srebro, Wendy and Cassandra Spence have been working on.

Collection Development

The library has been purchasing many more titles in e-book format from our subscription service OverDrive to handle the demands of our patrons. Our circulation last month was over 1,300. Youth Services has increased its purchase of not only teen titles, but picture books and junior titles. The demand for these books has increased. At this time we will continue to purchase through our Advantage account in our library consortium, *Media on Demand*. Our collection is not strong enough to handle a standalone subscription service. Trustee Healy inquired how many e-books is Youth Services circulating. Library Director Weimar responded the total of 1,300 includes Youth Services circulation, and is not separated by department.

Trustee Healy stated the Rocket Language program is receiving little use at the library. Library Director Weimar replied additional publicizing of the program will be put in the upcoming e-newsletter. Trustee Hillman suggested a white board be added to the lobby to display announcements of program offerings before the information is published in the e-newsletter.

Technology

Diane Srebro has been taking pictures of historical sites in Orland Park for our Digital Library Collection webpage.

Web Developer Cassandra Spence and Reference Librarian Joy McFadden have been working on redesigning and streamlining the web pages. Changes to the library website are expected to be in place this Fall.

Policies

The Circulation Policy is in need of revisions to reflect the change to the length of time for renewing the OPPL card. The library wishes to extend the date to renew every five years rather than three. Changes to the language must also be done for overdue notification to be electronic and eliminate the verbage on mailing notices to reflect the changes that will be instituted in January.

Personnel

Administration suggested Board members on the Personnel Committee schedule a meeting in October to discuss positions needing to be filled due to the vacancy of Head of Information Technology and new positions that will be needed to help us move forward on a standalone Integrated Library System (ILS).

Our Reference Librarian in Youth Services, Jamie Kallio has been published. Her title, *Read On...Speculative Fiction for Teens: Reading Lists for Every Taste* was just released. Board members congratulated Jamie on her book.

The Social Committee planned a wonderful celebration of America on September 11th with grilled cheese sandwiches and apple pie for the staff for lunch. Our main chefs were Mary Adamowski and Scott Remmenga.

Integrated Library System

At this time, we have had a short time to review the five responses to the RFP for an ILS. A cost comparison without further analysis has been provided as a basis to move forward with in depth inquiries to follow. Administration will schedule a special meeting with the Board in October to discuss proposals.

In-Service Update

As a result from the follow-up discussions held during the library's In-Service day, Administration has moved forward on the following suggestions from our staff. White boards have been ordered for each department to promote easier communication within departments. A 10-unit Hot Logic food warming machine will be ordered this week for use in the Staff room. Also to be purchased for the Staff room is a television. Trustee Healy inquired on the cost of the Hot Logic machine. Assistant Library Director Wagner replied the machine cost \$1600. Trustee Ahl commented the Hot Logic appliance is a great addition to the staff's break room.

Other Staff Reports

Teen Area Redesign

The bulk of the Teen Area furniture was ordered last week: three café tables, six café chairs, a computer workstation that seats six, three lounge chairs and six computer task chairs were purchased. Furniture delivery is expected by mid-October. A total of \$28,504.71 has been spent. There is approximately twelve items left to be ordered such as the 32" TV, DVD/Blu-ray player, Xbox 360, locking systems for the components, software for the iMac, and materials to construct the frame system to hang the sign letters.

Ellen Baer from the Village of Orland park contacted Assistant Library Director Wagner and stated the library should be receiving the sign letters from the Main Street project by the end of September.

Assistant Library Director Wagner informed the Board new light fixtures over the Teen Area stacks have been ordered to replace in the two stacks that are being lowered to 60" height that had attached light fixtures. We will be installing a system of LED fixtures (48 total) hung on six rows of cable perpendicular to the books stacks similar to what lights the Adult new book/magazines area. The components were ordered from International Design Group for a total of \$11,068.00 and installation will be done by Linear Electric for \$7,430.00. Lead time for the components is 2-3 weeks. The lower shelving units will be installed just prior to the light installation.

Expected completion of the Teen Area is the end of October.

Computer Workstations

The installation of the workstations in the IT Commons area is complete. A few missing/damaged components are to be delivered and installed tomorrow to finish the project. Mark Ewasiuk of the IT Department is working on developing parameters and an Linux operating system to then install additional workstations to bring the Commons area up to full capacity of 32 workstations.

Friends Board Meeting

The Friends had a Board meeting on Monday, September 10. They agreed to donate \$10,000 to the library at their annual fall event on Sunday, October 21, at 2 p.m.

Trustee Ahl put forward the idea of replacing parts of the carpet in the library that are affected by high traffic with hard flooring, i.e., elevator and second floor restroom area.

Trustee Hillman brought attention to the lighting in the parking lot stating she noticed lights were dim when she was at the library last Friday evening. Assistant Library Director Wagner responded it may have been due to the sodium lights taking a while to charge. She stated she will have maintenance check into the lighting.

See Staff Reports.

Building and Maintenance

Library Director Weimar and Finance Manager Scott Remmenga discussed the proposed salary schedule for FY2013 as written. Library Director Weimar informed the Board every year a cost of living increase is given, and Administration is asking a 1.5% increase be approved for the salary schedule. Remmenga stated the salary increase of 2.5% would go into effect January 2013.

Finance

Library Director Weimar and Finance Manager Scott Remmenga discussed the FY2013-2014 Budget, Levy and Appropriation as written. Remmenga informed Board members health insurance rates are estimated to increase 8%, dental will increase 6%, and vision coverage will stay the same. The Village of Orland Park is planning on keeping employee contributions the same rate. Administration is recommending the same for the library. Trustee Ryan asked when final figures will be received from the Village. Remmenga responded final figures will be received in November, and added the figures being presented today are firm assessments from the Village. Trustee Healy inquired how many library employees are enrolled in the health insurance. Library Director Weimar replied 26 employees. A final figure will be known by October after the Personnel Committee meeting discussing new hires.

The Finance Committee of the Whole scheduled a meeting with Administration on Wednesday, October 3 a 5:30 p.m.

No report at this time.

Service & Policy

Personnel Committee members and Administration scheduled a meeting for Wednesday, October 3 at 4 p.m.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

1. Integrated Library System (ILS) Requests for Proposal – For Discussion. Library Director Weimar presented the Board with a cost comparison of ILS vendors from the proposals that have been received. Library Director Weimar stated additional information will be given to the Board in October’s Board meeting after Administration has had more time to examine vendor proposals.

Unfinished Business

1. FY2013 Per Capita Grant – For Action. Trustee Jennings moved to approve the FY2013 Per Capita Grant Application. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.

New Business

2. Revision of Circulation Policy – For Action. Trustee Hillman moved to approve the revision to the Circulation Policy as amended with recommended grammatical changes. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.

Trustee Ahl mentioned she, Assistant Library Director Wagner, and Public Information Coordinator Bridget Bittman met with a reporter from the *SouthtownStar Newspaper*. Bittman added the news story will be about the library’s 75th anniversary, past, present and future. The story is expected to run next week or possibly the end of this week. Board members asked they be informed when the story is run in the newspaper and copies be saved.

Announcements

Trustee Healy complimented the program featuring photographer Steve Liss. She expressed how wonderful the program was and noticed how it was enjoyed by all who attended. Trustee Hillman

added the photos displayed on the second floor taken by Steve Liss are exquisite.
Trustee Ahl informed Board members the American Library Association (ALA) annual conference is being held in Chicago beginning June 27 through July 2, 2013.

Executive Session

None.

President Lebert moved to adjourn the meeting at 8:23 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz