

**Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 16, 2013**

The meeting was officially called to order by President Hillman at 7:05 p.m.

**Call To Order**

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

Members absent: 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

Treasurer Jennings made a motion to approve the August Board minutes. Secretary Ahl seconded the motion. Motion passed. 6 ayes, 0 nays, 1 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**

Letters were received by multiple board members from a concerned citizen of Orland Park pertaining to the Bridging Cultures: Muslim Journeys project.

**Correspondence**

Finance Manager Remmenga presented the Treasurer's Report as written. Tax receipts are at approximately 95 percent. Expenditures incurred for the RFID project are approximately \$40,000 higher than estimated. This was from a difference in the number and type of tags required, a variance from estimated cost of having temporary staffing to complete the tagging of the entire collection, and additional RFID pad required for staff processing. Vice-President Healy commented on the overage.

**Treasurer's Report**

Trustee Ryan moved to accept the Treasurer's Report. The motion was seconded by Treasurer Jennings with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Lebert – aye; Ryan - aye. Motion passed. 6 ayes, 0 nays, 1 absent –Craig.

Vice-President Healy moved to approve the Accounts Payable August 20, 2013 through September 15, 2013 and was seconded by Trustee Lebert with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye; Lebert – aye. Motion passed. 6 ayes, 0 nays, 1 absent – Craig.

*Strategic Planning*

The Board portion of the Strategic Plan process is scheduled for Friday, October 4th at 9:00a.m. in Room 105. The raw data collected from the community and staff surveys will be discussed. Prior to the meeting, board members may take the survey online from the perspective of a patron.

**Librarian's Report**

The library has gotten over 200 online responses and over 100 in-house surveys completed by the patrons. Our consultant indicates this is a very good percentage in such a short time. She praises the committee for their energy and productivity in a short time frame.

*Grants*

Kelly Cuci, Head of Outreach Services, has submitted the application for the *Dust, Drought, and Dreams Gone Dry: A Traveling Exhibition and Public Programs for Libraries about the Dust Bowl*.

Kelly is also in the process of submitting another grant application for a Civil Rights exhibit.

The Per Capita grant was submitted on August 29, 2013, electronically.

### *Programs*

The NASA unveiling was well received. NASA items and artifacts were displayed that evening in Room 104 for patrons to study up close. Bucca di Beppo and Delicious Creations provided food and dessert for the celebration. A presentation by Michelle Nicols-Yehling of the Adler Planetarium was given. The library was permitted to keep a copy of her PowerPoint presentation.

Several board members made suggestions to further the program's exposure by inviting schools and other groups to attend fieldtrips to view the exhibit and by posting video and pictures on the OPPL website. The administration explained the library does not have the equipment or the required bandwidth that would allow us to film and post programs.

### *RAILS Update*

Executive Director Dee Brennan hosted a videoconference on September 5 at New Lenox Public Library. The status of the different RAILS facilities was given.

The eBook project grant named *eReadIllinois*, is exploring a self-hosted model for an eBook database throughout the State. Eight committee members are currently working on its sustainability and affordability. More information about this project will be given at ILA on October 15, 2013 during the Awards luncheon.

RAILS is considering resuming continuing education and consulting, based on the responses to their survey of library directors.

Discovery Overlay is a project that came out of the LLSAP Oversee Committee in regards to resource sharing. A committee made up of consortium representatives has been created to investigate the linking of resources via online catalogs.

RAILS is currently involved in a Strategic Planning process. Key points include: what services were important to libraries, what services can be added, and what challenges do libraries face that RAILS could help to overcome.

### *Trends*

Barnes and Noble is discontinuing making their Nook color tablets. They will still sell the black and white devices.

Seattle Public Library announced a new service that allows patrons to stream videos and music through a service known as Hoopla for free.

A Maryland lawmaker is introducing legislation that would ban discriminatory business practices by book publishers when they sell eBooks to public libraries. It is in its early stages but should be introduced in the January General Assembly.

Long Island libraries have rolled out a custom App for Apple iOS, Android, Kindle Fire and Nook devices featuring a library card sign up module enabling users to provide a proof of residency remotely by taking a photo of a utility bill and a digital library card presentation module that allows patrons to display and scan their library card barcode using their mobile device.

### *Building*

Wingren has been out to clean up the flower beds and to apply weed-killer to the pond and surrounding grasses. GroundsKeeper Landscape will be here on Wednesday to remove the 20 designated trees. Mr. Stephen Newman, Head of Maintenance, will be picking out trees at Prairie House and other local nurseries to get the replacements in by the end of Fall. President Hillman commented that the landscaping has looked nice all Summer.

TJ Harper started as the library's new Maintenance Assistant on September 9, 2013.

*Self-Check Kiosks*

The drawings for the self-check kiosks should be arriving this week from Cain Millwork for the administration's approval.

*Youth Service Computer Furniture*

The administration is looking at preschool and grade school size tables and chairs for the Youth Services computer areas. They would like the pieces in place by the end of the year.

*Banned Books Read Out*

The library is having a Banned Books Read Out on Thursday, September 29, 2013, from 9:30a.m. to 8:15p.m. The library is doing this to bring attention to books that have been banned and/or challenged at libraries across the country. Ms. Bridget Bittman, Public Information Coordinator, and Ms. Robin Wagner, Assistant Director, are asking board members to volunteer to read for a 15 minute interval that day in the lobby. A cart of books will be available for readers to choose from and volunteers can start anywhere in the book. The book cart will be displayed all week.

President Hillman requested that explanatory handouts be available.

*Friends*

The annual Thank You Reception for the Friends of the Orland Park Public Library will be Sunday, October 13, 2013, at 2:00p.m. At this time, the Friends will present their donation to the Library. They have again generously decided to donate \$10,000 for programming. OPPL Board members are invited to attend. *Suenos Latin-Jazz* will perform and finger-foods and beverages will be served.

The Board went into Executive Session for personnel reasons of a specific employee of the public body at 7:55 p.m. Trustee Ryan left the meeting at 8:46 p.m. and returned at 8:52p.m. The meeting was temporarily halted at 8:49p.m. and resumed at 8:55p.m. The Board came out of Executive Session at 9:04 p.m. The roll call vote was as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye; Lebert – aye. Motion passed. 6 ayes, 0 nays, 1 absent – Craig.

**Executive Session**

No report at this time.

**Other Staff Reports**

No report at this time.

**Building and Maintenance**

A FY2014 health insurance summary was provided to the board for discussion. Finance Manager Remmenga discussed the 16% estimated average rate increase and the impact on the budget with the board. The administration has recommended the library stays in line with the village.

**Finance**

A FY2014 proposed salary increase was presented to the board as well for discussion. Vice President Healy inquired where the library's wage scale relates to surrounding libraries and if it was necessary to adjust the scale. The administration explained a detailed analysis of job descriptions and grade scales has not been performed in several years. Vice President Healy also asked for an update on the past change to the 37.5 hour work week.

A draft of the FY2014 budget and levy was given to the board for discussion. Finance Manager Remmenga presented the draft and answered questions regarding possible changes in the levy and the use of the reserve fund. Updates will be compiled and presented at the next meeting.

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**

None at this time.

**Unfinished  
Business**

Motion to Approve the Telephony Solution Request for Proposal. Secretary Ahl moved to approve the motion. Trustee Ryan seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye; Lebert - aye. Motion passed. 6 ayes, 0 nays, 1 absent – Craig.

**New Business**

Motion to Approve the addition of a Human Resources position. After discussion the board decided not to take any action.

Informal General Discussion. None.

Secretary Ahl expressed her appreciation to the administration and staff for their handling of the Bridging Cultures: Muslim Journeys project.

**Announcements**

The board offered their congratulations to Kelly Cuci and all of the staff for the NASA collection and all of the related space programs, including the kick-off party, happening in September.

Secretary Ahl made note of Joy McFadden’s work with the Saint Xavier University Renaissance Academy, which is a two session tech class covering eReaders, tablets, and the digital resources available at the library.

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at 9:52 p.m.

**Adjournment**

Mary Ann Ahl, Secretary

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

Minutes prepared by Dana Pryor