

**Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462**

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
June 20, 2022 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM MAY 16, 2022 – FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

There will be 30 minutes allowed for public comment with a five minute maximum per speaker. The time limit may be extended upon a majority vote of the Board.

F. CLOSED SESSION TO APPROVE CLOSED SESSION MINUTES AND TO DISCUSS APPROVAL AND SEMI-ANNUAL REVIEW OF MINUTES FROM PRIOR CLOSED SESSIONS

G. PAYMENT OF BILLS – FOR ACTION

H. TREASURER’S REPORT – FOR ACTION

I. LIBRARIANS’ REPORT/STAFF REPORTS

J. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

K. UNFINISHED BUSINESS

L. NEW BUSINESS

1. Approval of the revisions to the Organizational Chart – For Action
Motion to approve the revisions to the Organizational Chart
2. Approval of the revisions to B 9 Circulation Policy – For Action

Motion to approve the revisions to B 9 Circulation Policy

3. Approval of the revisions to B 9.2 Schedule of Loan Periods and Fines – For Action
Motion to approve the revisions to B 9.2 Schedule of Loan Periods and Fines
4. Approval of the revisions to the Employee Handbook regarding Overtime – For Action
Motion to approve the revisions to the Employee Handbook regarding Overtime
5. Approval of the AIA Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Wight & Company and the Rider to the General Conditions of the Contract for Construction– For Action
Motion to approve the AIA Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Wight & Company And the Rider to the General Conditions of the Contract for Construction
6. Approval of the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in an amount \$9,905.00 each year for three years from July 1, 2022- June 30, 2023; from July 1, 2023 – June 30, 2024, and from July 1, 2024 – June 30, 2025– For Action
Motion to approve the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in an amount \$9,905.00 each Year for three years from July 1, 2022- June 30, 2023; from July 1, 2023 – June 30, 2024, and from July 1, 2024 – June 30, 2025

Approval of the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System reflecting a 3% discount alternate amount of \$9,607.85 each year for three years from July 1, 2022- June 30, 2023; from July 1, 2023 – June 30, 2024, and from July 1, 2024 – June 30, 2025– For Action
Motion to approve the Trane Maintenance Contract for the preventive maintenance of the HVAC system including the Tracer Summit Control System in the alternate amount of \$9,607.85 each year reflecting a 3% discount for three years from July 1, 2022- June 30, 2023; from July 1, 2023 June 30, 2024, and from July 1, 2024 – June 30, 2025

7. Approval for the registration costs for the Back in Circulation Again Conference in Madison, Wisconsin from October 3-4, 2022 for Patron Services Manager Theresa Hildebrand and Patron Services Assistant Manager Laura Larson in the amount of \$640 – For Action
Motion to approve the registration costs for the Back in Circulation Again Conference in Madison, Wisconsin from October 3-4, 2022 for Patron Services Manager Theresa Hildebrand and Patron Services Assistant Manager Laura Larson in the amount of \$640
8. Adoption of Resolution No. 2022 – 02 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action
Motion to adopt Resolution No. 2022 – 02 A Resolution of the Orland Park Public Library,

Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection

M. ANNOUNCEMENTS

N. ADJOURNMENT