

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
September 17, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM AUGUST 20, 2018—FOR ACTION

**D. APPROVAL OF MINUTES FROM THE SPECIAL MEETING HELD ON
SEPTEMBER 10, 2018 – FOR ACTION**

E. INTRODUCTION OF VISITORS

F. 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.

G. TREASURER’S REPORT AND PAYMENT OF BILLS—FOR ACTION

H. LIBRARIANS’ REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
 - a. Approval of the Minutes from the August 29, 2018 Meeting of the Personnel Committee – For Action
 - b. Personnel Committee Meeting Recommendations – For Discussion
5. Law
6. Strategic Planning
7. Capital Campaign

J. NEW BUSINESS

1. Approval for the Illinois Library Association annual dues (2018-2019) for the Library Trustees in the amount of \$75 each – For Action
Motion to approve the Illinois Library Association annual dues (2018-2019) for the Library Trustees in the amount of \$75 each

2. Approval of the 2019 Salary Schedule – For Action
Motion to approve the 2019 Salary Schedule
3. Approval of staff salaries for 2019 based on a merit raise performance system with the range of merit increase percentages of 0% to 4% - For Action
Motion to approve staff salaries for 2019 based on a merit raise performance system with the range of merit increase percentages of 0% to 4%
4. Accept Assurance as the Library’s benefit provider for health insurance through Blue Cross Blue Shield of Illinois, vision insurance through EyeMed, dental insurance through Blue Cross Blue Shield Dental and life insurance through MetLife– For Action
Motion to accept Assurance as the Library’s benefit provider for health insurance through Blue Cross Blue Shield of Illinois, vision insurance through EyeMed, dental insurance through Blue Cross Blue Shield Dental and life insurance through MetLife
5. Approval of the Benefit Cost Allocation for 2019 – For Action
Motion to approve the Benefit Cost Allocation for 2019
6. Approval of the Library Director’s 2019 salary with a merit increase of 4% - For Action
Motion to approve the Library Director’s 2019 salary with a merit increase of 4%
7. Approval to create a Human Resource 20 hour part-time position in 2019 – For Action
Motion to approve a Human Resource 20 hour part-time position in 2019
8. Approval of a contract with Today’s Business Solutions for MYPC and print management with three coin/bill/credit card kiosks and three point of sales solutions with a five year lease option including maintenance for five annual payments of \$8,619.90 and authorize the Library Director to sign the contract after review and approval by the Library’s attorney – For Action
Motion to approve the contract with Today’s Business Solutions for MYPC and print management with three coin/bill/credit card kiosks and three point of sales solutions with a five year lease option including maintenance for five annual payments of \$8,619.90 and authorize the Library Director to sign the contract after review and approval by the Library’s attorney
9. Approve using a professional service company at an estimated cost of \$500 to set up a Premium Only plan with the Internal Revenue Service that will allow our employees medical, dental, vision and HSA contributions (if applicable) to be taken on a pre-tax basis – For Action
Motion to approve using a professional service company at an estimated cost of \$500 to set up a Premium Only plan with the Internal Revenue Service that will allow our employees medical, dental, vision and HSA contributions (if applicable) to be taken on a pre-tax basis.
10. Approval of a letter to the Village of Orland Park in regards to no longer being included in their insurance benefit plan– For Action
Motion to approve a letter to the Village of Orland Park in regards to no longer being included in their insurance benefit plan

K. UNFINISHED BUSINESS

FY2019 Budget and levy – For Discussion

L. ANNOUNCEMENTS

M. ADJOURNMENT