

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 21, 2013

The meeting was officially called to order by President Healy at 6:00 p.m.

Call To Order

Members present: Nancy Healy, Diane Jennings, Mary Ann Ahl, and Denis Ryan

Members absent: Carole Hillman, Catherine Morrissey-Lebert and Julie Ann Craig

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Andrew Masura, Head of Adult Services; Mary Adamowski, Head of Youth Services; Kelly Cuci, Head of Outreach Services; Joy McFadden, Virtual Services Manager

Guests: Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant; Jim Fessler of Klein Thorpe & Jenkins, LTD

Motion to Accept the Board Member Resignation Letter of Dr. Carole Hillman. Secretary Ahl read the letter to the Board. Treasurer Jennings moved to approve the motion. Trustee Ryan seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl – aye. Motion passed. 4 ayes, 0 nays, 2 absent – Lebert, Craig.

Resignation of Officers

Cathy Lebert arrived at 6:03 p.m.

Motion to elect Nancy Healy as President. Secretary Ahl moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. 5 ayes, 0 nays, 1 absent – Craig.

Election of Officers

Motion to elect Denis Ryan as Vice-President. Secretary Ahl moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. 5 ayes, 0 nays, 1 absent – Craig.

Treasurer Jennings made a motion to approve the September Board minutes. Secretary Ahl seconded the motion. Motion passed. 5 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. Visitors introduced themselves as Megan Fox of Mokena, Illinois; Kevin DuJan of Orland Park, Illinois; Joan Arrigoni of Orland Hills, Illinois; and Joe Parker, address withheld.

Introduction Of Visitors

Secretary Ahl read the following correspondence to the Board:

Correspondence

A letter sent to the Board from Ms. Carole Hillman with thanks for the flowers she received.

A letter sent to the Board from Ms. Edith Andrew with thanks for the gift of books made to the Orland Park Library in memory of Ed.

A letter sent to Library Director Mary Weimar from Village Manager Paul Grimes in thanks for participating in hosting the recent Chinese Delegation visit to the Village of Orland Park.

A letter sent to the Board from Ms. Judy Brannigan, Adult Services Reference Librarian, in appreciation for the opportunity to attend the 2013 Illinois Library Association Conference.

Secretary Ahl referred the Board to eight emailed letters sent to the Board by Mr. Kevin DuJan and Ms. Megan Fox. Full copies of the correspondence had been given to the Board.

Jim Fessler reviewed the Public Comment Policy prior to visitors speaking. Mr. Kevin DuJan spoke of his concerns regarding customer service and Children's Area computer usage. Ms. Megan Fox spoke of her concerns regarding her personal experience with mistreatment by staff members and the Adult Services' computer access to pornography.

Public Comment

Finance Manager Remmenga presented the Treasurer's Report as written. Treasurer Jennings requested additional information regarding the RWK Consulting expenses. Director Weimar has included a detailed explanation of the current expenses in the Library Director's Report included in the Board packet. President Healy asked for further detail of the bank fees expense. Finance Manager Remmenga explained the monthly rental fees on the credit card processing machines located at the checkouts.

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report. The motion was seconded by Secretary Ahl with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye. Motion passed. 5 ayes, 0 nays, 1 absent –Craig.

Secretary Ahl moved to approve the Accounts Payable Listing of September 16, 2013 through October 20, 2013 and was seconded by Trustee Lebert with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye. Motion passed. 5 ayes, 0 nays, 1 absent –Craig.

ILA

The Library sent several staff members to this year's Illinois Library Association Conference. The attendees had a very positive experience. They have given thanks and appreciation to the Library for the opportunity. Library Director Weimar offered her appreciation to Kelly Cuci, Mark Murray, Mary Adamowski, Diane Norris-Kuczynski, and Amy Najewski for their contributions to the conference.

Librarian's Report

RWK Consulting

RWK submitted one invoice covering April 2013 – through September 2013 for the billable consulting hours beyond the hourly on-site consultant scheduled in this facility. A summary of the additional charges was reviewed with the Board.

Going forward RWK has been instructed to invoice as soon as possible for any additional consulting and keep in close contact with Joy McFadden on these billable hours. The administration is negotiating next year's contract to include those consulting hours which are needed on projects and to assist the on-site consultant when issues arise beyond his scope.

Building

Wingren Landscaping has applied the TreeAge treatment to the ash trees on the property. They have also cleaned up both the pond grasses and the flower beds for the season. The aerator will be pulled from the pond very soon.

B&R irrigation has turned off the lawn sprinkler system for the year.

GroundsKeeper Landscape removed the 20 designated trees in mid-September and Prairie House Garden Center replaced 12 trees a few weeks later. Trees planted included Swamp White Oak, Red Sunset Maples, Pin Oaks, Redmond Lindens, Greenspire Lindens, and an Autumn Blaze Maple.

Library Director Weimar left at 6:35 p.m.

Cable Lighting

An issue has developed with the three areas of halogen cable lighting on the 2nd floor over the New Books/Magazines area, The Next Chapter seating area, and the Adult Service's Reference Desk. The carbon washers on the fixtures have been burning and melting due to the intense heat of the halogen light bulbs. In some areas, the intense heat has caused scorching on the metal cables. The washers cannot be individually replaced—the whole light fixture has to be replaced at a cost of \$107.45 per fixture. At this time a minimum of 20 fixtures would need to be purchased.

These lights are not designed to be on 12 hours per day. The 50W halogen bulbs get very hot and burn out quickly. It costs \$6/bulb and they are burning out in 3 months. There are 96 fixtures in all three areas. Maintenance staff replaces bulbs every week. Total electric used by these fixtures is 4,800W/hour.

The administration is recommending replacing all three areas of cable lighting with the same LED cable lighting installed in the Teen Area last fall. The 3W LED bulbs run cooler and output brighter light. The bulbs cost \$25 each but their life-span is 25 years. Maintenance has not had to replace a bulb in the Teen Area in the last year. Total electricity used by the three areas with LED lighting would be 288W/hour.

Cost of the project is \$22,608 for International Design Group for the fixtures, shades, bulbs, new cable, transformers, ceiling supports, and hardware kits. Installation by Linear Electric Inc. comes to \$9,920 and includes labor, conduit, and wire. Total cost of the project is \$32,528.

Vice-President Ryan asked for an inventory count of halogen bulbs on hand. Assistant Director Wagner informed the board that there is no inventory on hand.

President Healy inquired if this is a safety concern. The administration referred the board to the damage already done by the existing fixtures.

Treasurer Jennings and Trustee Lebert requested clarification on the use of the Special Reserve Fund and the impact any state refund grant money might have.

No report at this time.

No report at this time.

A revised draft of the FY2014 budget and levy was given to the board in the packets for discussion. Finance Manager Remmenga presented the revised draft and answered questions regarding possible changes in the levy, the proposed FY2014 salary schedule, and the revised FY2014 health insurance table.

Secretary Ahl left the meeting at 6:45 p.m.

A poll vote was taken of board members in attendance on a possible FY2014 health insurance increase to the employee portion of the premium. The results of the poll vote are as follows: Healy – aye; Ryan – nay; Jennings – nay; Lebert - aye. No action resulted from this. A meeting will be called for the board to discuss and give the administration a general direction to take.

Several proposed FY2014 building and landscaping expenditures were discussed as part of the budget, including lobby remodeling, an upgrade to the 24/7 locker system, and tree replacement.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Vice President Ryan asked for an update on the Dust Bowl Grant. Kelly Cuci reported that while competition for the grant is high, the Library is in a good position. The grant will be awarded in January 2014.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

Motion to Approve the Cost-Sharing Intergovernmental Agreement for Property Tax Appeals with the Village of Orland Park, Orland School District 135, Consolidated High School District 230, Orland Fire Protection District, and the Orland Park Public Library. Treasurer Jennings moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Lebert - aye. Motion passed. 4 ayes, 0 nays, 2 absent – Ahl and Craig.

New Business

Motion to Approve the proposed FY2014 Salary Schedule. Tabled.

Treasurer Jennings questioned if the expense was included in the FY2014 budget. The administration explained it was already built in to the FY 2014 budget.

Motion to Approve Lohan Anderson’s Architectural Design Consulting Services Proposal. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Lebert - nay. Motion passed. 3 ayes, 1 nays, 2 absent – Ahl and Craig.

Motion to Approve the proposal from International Design Group in the amount of \$22,608 for all materials and \$9,920 for Linear Electric for installation from the Special Reserves Fund account. Treasurer Jennings moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Ryan – aye; Jennings – aye; Lebert - aye. Motion passed. 4 ayes, 0 nays, 2 absent – Ahl and Craig.

Vice President Ryan requested the Board to be notified of Secretary Ahl’s state as soon as possible.

Announcements

None.

Executive Session

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at 7:31 p.m.

Adjournment

Diane Jennings, Secretary Pro-Tem

Approved: _____

Date: _____

Minutes prepared by Dana Pryor