

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 17, 2014

The meeting was officially called to order by President Healy at 7:00 p.m.

Call To Order

Members present: Dan Drew, Beth Gierach, Nancy Healy, Diane Jennings, and Catherine Morrissey-Lebert

Roll Call

Members absent: Julie Craig and Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator; Mary Adamowski, Head of Youth Services; Lora Siebert, Pre-School Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Treasurer Jennings made a motion to approve the October 20, 2014 minutes. Trustee Gierach seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Minutes

Motion passed. 5 ayes, 2 absent.

None.

Introduction of Visitors

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

Public Comment

1. Kevin DuJan
2. Megan Fox
3. Nanc Junker

Treasurer Jennings moved to go into Executive Session to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approve the minutes from prior closed sessions. Trustee Gierach seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Executive Session

Motion passed. 5 ayes, 2 absent.

The Board went into Executive Session at 7:17 p.m. Treasurer Jennings made a motion to come out of Executive Session and return to regular session at 8:58 p.m. Secretary Lebert seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 2 absent.

After a brief break to use the facilities the regular session resumed at 9:03 p.m.

Treasurer Jennings moved to accept the Treasurer's Report for October 2014. The motion was seconded by Trustee Drew. Secretary Lebert requested copies of all food, drink, and ice expenditures by staff and board members for the years 2012-2014. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Treasurer's Report

Motion passed. 5 ayes, 2 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of October 21, 2014 through November 17, 2014 and was seconded by Trustee Gierach. President Healy requested clarification on several payments. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 2 absent.

Building and Maintenance

Steve Newman has had Trane perform necessary upgrades to the building's HVAC system. Together with Trane, the upgrade of the Summit Control system to version 17, which is compatible with Windows 7 Professional, was installed. This computer program controls the temperature settings in the building by zone. It allows Steve to adjust air flow based on weather conditions. We needed to upgrade the computer to Windows 7 because XP is not supported by version 17.

The boiler burner was replaced to provide efficient heat for the winter. Trane will also replace the second boiler burner before the year is out to ensure we have adequate and efficient heating throughout the building this winter.

Youth Services and Adult Services staff are looking at replacing worn furniture in the Teen and Adult areas on the second floor. KI Furniture has been providing us consultation on various styles of chairs for durability and fabric choices. The number of chairs has yet to be determined. We are looking to have the project completed by the first quarter of next year. Administration staff has discussed additional costs associated with reupholstering versus new chair purchases. Table and chairs have been brought out of storage for seating on the second floor.

Robert and Helene Leuser donated a signed Charles Vickery nautical print. The library had it framed and it will be hung in the fireplace area. Adult Services has reconfigured the furniture in this area to allow more group seating and keep the newly painted wall from damage.

Programs, Continuing Education, and Circulation

Ten delegates from Shenzhen, China visited us on November 12, 2014 for a tour of the Library. A wonderful time was had talking about programs and services. They spoke about their occupations working for the government. Several worked in HR services, the traffic police department, economic development, cultural affairs, etc. Shenzhen serves close to 16 million people and they list over 641 libraries (reading rooms). They were ranked third in 2012 for the most attractive city in China to foreigners. They gifted the library with a book on the 26th Summer Universiade (sporting competition) held in China in 2011 which included samples of commemorative stamps. They also gave us an informational book on their city.

The library's circulation shows an overall increase of 5% over 2013.

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.

No report at this time.

Librarian's Report

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

Strategic Plan Update-For Discussion

**Unfinished
Business**

Mary Adamowski gave an update on the progress and completion during the first year of implementation. Treasurer Jennings was pleased with the progress and Trustee Gierach offered her thanks to the committee.

1. BAL Carpet Cleaning Contract – For Action

New Business

Motion to approve the BAL Carpet Cleaning annual contract for 2015 in the amount of \$14,520. Treasurer Jennings moved to approve the motion. Trustee Gierach seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - absent.

Motion passed. 5 ayes, 2 absent.

None.

Announcements

Trustee Gierach moved to adjourn the meeting and the motion was seconded by Treasurer Jennings. The meeting was adjourned by acclamation at 9:27 p.m.

Adjournment

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Dana Pryor