

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 15, 2014

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

## Call To Order

Members present: Julie Craig, Beth Gierach, Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert and Denis Ryan

## Roll Call

Members absent: Dan Drew

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

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Treasurer Jennings made a motion to approve the November 17, 2014 minutes. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Minutes

Motion passed. 6 ayes, 1 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

Treasurer Jennings moved to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (ILCS 120.2 (c)(1)) and to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approval and semi-annual review of minutes from prior closed sessions (ILCS 120.2 (c)(21)). Trustee Gierach seconded the motion with a roll call vote as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Executive Session

Motion passed. 6 ayes, 1 absent.

The Board went into Executive Session at 7:12 p.m. Executive Session ended at 9:21 p.m.

After a brief break to use the facilities the regular session resumed at 9:27 p.m. when Secretary Lebert made the motion to return to regular session. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

Vice-President Ryan moved to accept the Treasurer's Report for November 2014. The motion was seconded by Treasurer Jennings. President Healy made note of the tax receipts received year to date. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Treasurer's Report

Motion passed. 6 ayes, 1 absent.

Trustee Gierach moved to approve the Accounts Payable Listing of November 18, 2014 through December 15, 2014 and was seconded by Trustee Craig with a roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

*Building and Maintenance*

Steve Newman has had Trane replace the second boiler burner of the HVAC system as stated last month. Alternative Energy Solutions is replacing the heater block which relates to how fast the HVAC system provides heat to the building. The system is ready for the winter season.

Assistant Library Director Wagner updated the Report of Insurable Values and Property Record Report with the Industrial Appraisal Company. This report is performed annually which takes in the necessary adjustments on current inflationary trends for insurance requirements.

*Programs*

The library began registration for Blizzards of Books, the adult winter reading program. The library is now marketing its programs and services on the Village of Orland Park's cable channel, channel 4, to further promote the library to its patrons.

Bridget Bittman discussed the current programs on the channel and preliminary plans for future programs.

The Youth Services department applied for and was awarded the Gilder Lehrman Institute of American History grant for student-based history programming and is partnering with High Point School next year. Terry Lynch, our local historian will portray a member of the Eastland crew to present information on the S.S. Eastland Disaster. It is the 100<sup>th</sup> Anniversary of this tragedy in Chicago history.

The Library has been awarded the 2014 Robert B. Downs Intellectual Freedom Award given by the faculty of the Graduate School of Library and Information Science at the University of Illinois Urbana-Champaign and co-sponsored by Libraries Unlimited. The award will be presented at the American Library Association's midwinter meeting on January 31, 2015.

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

Library Director Weimar would like to offer her thanks and gratitude to the staff for the wonderful job they have done with increasing services to the patrons.

President Healy inquired about the replacement of the heater block. Administration explained that this is a normal maintenance step.

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**

None

**Unfinished  
Business**

**New Business**

1. PMA Financial Investment Plan and Cash Flow Projection 2015– For Action

Motion to approve the PMA 2015 Investment Plan and Cash Flow Projection. Vice-President Ryan moved to approve the motion. Trustee Gierach seconded the motion. Finance Manager Remmenga explained the PMA interest yield results and investment plan for 2015. President Healy asked for additional information on the specific investment parameters. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

2. Engagement letter for the audit of the library’s financial statements for the year ended December 31, 2014 from McClure Inserra – For Action

Motion to approve the McClure Inserra engagement letter for the audit of the library’s financial statements for the year ended December 31, 2014 in the amount of \$9,800. Vice-President Ryan moved to approve the motion. Trustee Gierach seconded the motion. Director Weimar stated the Library would be working with a different firm partner. The McCure Inserra bill was negotiated. The final pricing is \$600 higher due to pending litigation review. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

3. Revision to the Public Comment Policy – For Action

Motion to approve the revisions to the Orland Park Public Library’s Public Comment Policy. Trustee Gierach moved to approve the motion. Vice-President Ryan seconded the motion. Director Weimar informed the Board that a copy of the current policy and the draft policy were included in their packet and invited questions from the Board. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

Secretary Lebert announced she did not realize that meals provided to the Board are not allowed. She intends to reimburse the Library for her portion and encourages everyone to do so as well. Members of the Board and Administration went on to explain the nature of the 2011 event referenced in public comment.

**Announcements**

Trustee Gierach moved to adjourn the meeting and the motion was seconded by Vice-President Ryan. The meeting was adjourned by acclamation at 9:43 p.m.

**Adjournment**

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Dana Pryor