

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 17, 2012

The meeting was officially called to order by President Lebert at 7:03 p.m.

Call To Order

Members present: Catherine Lebert, Mary Ann Ahl, Nancy Healy, Denis Ryan, Diane Jennings, Carole Hillman

Members absent: Julie Ann Craig

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Shelly Cruz, Business Office Assistant

Trustee Hillman made a motion to approve the November Board minutes. Trustee Jennings seconded the motion. Motion passed. All ayes, no nays.

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.

Introduction Of Visitors

A card to the Library Board of Trustees and the Administrative staff from Millie Olds expressing thanks and appreciation for the lovely Christmas party and the beautiful engraved watch she was given to recognize her 20 years of service. Millie wrote how much she appreciates working with so many wonderful people in an outstanding institution and is proud to be a part of the library.

Correspondence

A card to the Library Board of Trustees from Carol Gianoli of Adult Services expressing thanks and appreciation for the annual Christmas party and the lovely engraved necklace she was given to recognize her 5 years of service.

A card to the Library Board of Trustees and Library Director Weimar from Cindy Rauch of Homewood Public Library giving thanks for the lovely floral arrangement sent to recognize her upcoming retirement.

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is at 100% of what was levied. Fines continue to do well and are over \$19,000 higher than expected. Surplus at end of the year will not be transferred to Special Reserve and kept in the General Funds to be used in 2013 for anticipated capital expenditures.

Treasurer's Report

Trustee Jennings moved to accept the Treasurer's Report. The motion was seconded by Trustee Ryan with a roll call vote as follows: Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Jennings – aye; Lebert - aye. Motion passed. All ayes, no nays.

Trustee Hillman moved to approve the Accounts Payable for November 20, 2012 through December 17, 2012 and was seconded by Trustee Ahl with a roll call vote as follows: Healy – aye; Ahl – aye; Lebert – aye; Jennings – aye; Ryan – aye; Hillman – aye;. Motion passed. All ayes, no nays.

Trustee Healy stated she is not happy with the security cameras. She indicated the picture is not clear and she was unable to see anything. Library Director Weimar indicated it is due to the camera resolution. Library Director Weimar stated cameras will be updated and camera resolution will be considered in the upgrade.

Technology and Equipment

Joy McFadden, Virtual Services Manager, purchased the necessary hardware devices (Kindle Fire

Librarian's Report

HD, Kindle Paperwhite, Nook HD, Nook Simple Touch with Glo-Light, and an iPad) for the Technology Zone which are now available to the public.

Ebooks.orlandparklibrary.org is the library's new OverDrive link and has gone live for the staff. It will go and to the live to the public on January 1, 2013.

The library is currently working on a plan for the cable drops for the wireless project.

The Graphics department's wide format printer which prints out all of the program posters, etc. is no longer working at an acceptable capacity for color and quality. It is eight years old and needs replacing. Bridget Bittman and Kristin Holding have been working on finding an acceptable replacement. After reviewing both the HP model and the Canon model, they recommend purchasing the Canon for cost and installation price as well as the ink cartridges costing half as much for the HP. Bridget Bittman added the library will be saving money by doing in-house printing. Trustee Healy recommended looking into the Toshiba brand of printers.

The IT staff discussed in great detail to Joy McFadden the need for a black and white copier for the public. The scanner idea was labor-intensive and patrons were upset any copying needed staff involvement. The majority preferred to perform their copying functions independently. The old copier was rendered incapacitated and was removed over six months ago. After getting several price quotes, Joy recommends we purchase this copier, connector to the Jamex (coinbox) and the new Jamex processor board from Proven Business Solutions. Both copiers will be purchased under the 2012 budget.

Financial

Tim Matthews from PMA Financial Network discussed the 2013 Cash Flow Analysis and Investment Plan. The investments and cash flow will be similar to 2012 except we will not be placing a large investment into a long term CD as we did last year. The rate of return is not worth the risk in case of an unexpected building improvement need. The Cash Flow analysis is on the agenda for approval.

Legal

Ken Friker and Gerard Dempsey of Klein, Thorpe and Jenkins reviewed the Polaris contract again with the changes and concurred the contract was satisfactory. It was signed on November 28.

Library Director Weimar informed Board members the Open Meetings Act training newsletter has been placed in their packets. Only the designated OMA Officer will need to be re-certified next year, along with the Library Director and Assistant Library Director.

The library was informed by the Deputy Village Clerk this afternoon that we must hold a lottery for the ballot position in April. The library will host this lottery on Wednesday, January 2 at 10:00 A.M. Letters to the candidates informing them of this process will be mailed tomorrow.

Library Director Weimar stated there has been some clarification on the Prevailing Wage requirement for Public Bodies. The library will make sure any work being done that falls under the Prevailing Wage Act will be compliant.

Secretary of State Jessie White sent out letters to all libraries explaining the need to certify our library as a full member in the system and all of the requirements in order to continue to receive any funding from the State. The online certification will be made available on January 2, 2013.

Personnel

Technical Services has hired Carol Maresh for the Cataloger 2 position and she will start in January.

There have been some job changes in the past year and Assistant Library Director Wagner updated

the Organizational Chart to reflect these changes. Since it is an Appendix to the Personnel Policy, it will be approved by the Board on this agenda.

Polaris

Administration had a preliminary meeting via conference call with Polaris, SWAN staff and our Management Team members. SWAN was sent some of our questions regarding the timeline and data retrieval. Ann Lorish, a Polaris representative has been assigned to us, and Assistant Library Director Wagner, Library Director Weimar and Ms. Lorish will have a timeline discussion the first week of January.

The library received the Polaris Data Migration Guide.

Trustee Healy inquired if there is a Polaris module for ebooks. Library Director Weimar replied an ebook module is still in process by Polaris.

Teen Area Redesign

Assistant Library Director Wagner informed the Board the Teen Area project is completed and up and running. Final cost was \$37,562.88. The staff is very happy with the new look.

Cain Millwork

The pieces and supplies of the book drop panels and NASA cabinets will be delivered on December 28. Installation will be scheduled for immediately after the new year.

Polaris

In preparing for the move to Polaris, Administration has ordered needed Microsoft software through TechSoup and Microsoft's Educational branch which provide software at greatly reduced prices. Assistant Library Director Wagner informed Board Members \$81,635 worth of software has been purchased for the price of \$13,664. This will be taken from FY2012 monies.

Assistant Library Director Wagner stated an order was also placed through RWK Design with Dell for the hardware necessary for installing the Polaris servers. The Polaris price was \$23,915; our price with Dell will total \$17,474. The 41 workstations needed for staff were also ordered through Dell. Our original planning estimate for the 2013 budget was \$450 each totaling \$18,450; Dell pricing was \$441 each for a total of \$18,087. Due to manufacturing time, these items will be delivered after January 1, 2013 and will be paid for with budgeted FY2013 monies.

Maintenance Superintendent

Steve Newman has returned from his leave and was impressed how well the Maintenance staff covered for him. Kudos to Maintenance Assistant Marty Thomas and Custodian Tom East for their assistance while Steve was out.

Assistant Library Director Wagner notified Board Members the Village flagpole outside of the library will be looked at for repair. The flag is unable to be moved up or down.

Trustee Ahl recommended a review of the library's emergency plan be given at the Staff In-Service Day on January 18.

See Staff Reports.

No report at this time.

No report at this time.

See Staff Reports.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital Campaign
Committee**

None.

**Unfinished
Business**

1. FY2013 Investment Plan and Cash Flow Projection – For Action. Trustee Ahl moved to approve the FY2013 Investment Plan and Cash Flow Projection. Trustee Hillman seconded the motion with a roll call vote as follows: Lebert – aye; Healy – aye; Ryan – aye; Jennings – aye; Hillman – aye; Ahl - aye. Motion passed. All ayes, no nays.
2. Semi-Annual Review of Closed Session Minutes – For Action. There were no Closed Session Minutes to review.
3. Staff Holiday Event, 2013 – For Action. Trustee Ahl moved to approve the scheduling of the 2013 Staff Holiday Event on December 8, 2013. Trustee Ryan gave kudos to Youth Services Page Kate Meyrick and her brother Matthew for their wonderful music performance at this year’s Holiday Event. All Board Members agreed the performance was enjoyable. Trustee Lebert seconded the motion. Motion passed. All ayes, no nays.
4. Revised Organizational Chart – For Action. Trustee Jennings moved to approve the revision to the Organizational Chart (Appendix A Personnel Policy). Trustee Ahl seconded the motion. Motion Passed. All ayes, no nays.

New Business

None.

Announcements

None.

Executive Session

President Lebert moved to adjourn the meeting at 8:07 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved:_____

Date:_____

Minutes prepared by Shelly Cruz