

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 21, 2015

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

## Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Elan Kleis, Joanna Leafblad, Catherine Lebert, and Denis Ryan

## Roll Call

Members absent: None

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator

## Minutes

Treasurer Jennings made a motion to approve the November 16, 2015 minutes. Vice-President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 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

Nanc Junker

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 and approval and semi-annual review of minutes from prior closed sessions. Trustee Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

## Executive Session

Motion passed. 7 ayes, 0 nays, 0 absent.

The Board went into Executive Session at 7:06 p.m. Executive Session ended at 7:23 p.m.

The regular session resumed at 7:24p.m. when Treasurer Jennings made the motion to return to regular session. Vice-President Ryan seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Vice-President Ryan moved to accept the Treasurer's Reports for November 2015 and the accounts payable listing. The motion was seconded by Trustee Kleis. President Healy complimented Finance Manager Kimmey on his summary overview. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

## Treasurer's Report

Motion passed. 7 ayes, 0 nays, 0 absent.

## Librarian's

*Programming and Circulation*

The Barnes and Noble Book Fair earned the Library more than \$200 from which the Library will purchase materials from the Orland store. Our holiday programs for patrons were very well attended. *The Legacy Girls* performed holiday songs for over 120 patrons on a Thursday afternoon. The Youth Services department hosted over 300 children who were able to sit on Santa's lap at the Holly Jolly story times. The Friday evening concert on December 18<sup>th</sup> with Maureen Christine entertained over 130 patrons in the lobby. The Adult Services department would like to encourage everyone to register for the Blizzard of Books Winter Reading program this January. Looking at 2015 statistics, the Library has experienced a slight decrease in circulation from last year. Department heads are looking for new ways to increase circulation, one of which is extending the number of audiovisual materials which may be checked out at one time. Another idea is redesigning the shelving units for audiovisual materials and rearranging the new books areas in Adult, Youth and Teen.

Treasurer Jennings questioned the impact of the problems recording self-checkouts on the overall statistics. Administration addressed her concerns.

*Legal and Financial*

Administration filed its tax exempt status with the Cook County Assessor's Office this month. Administration will also be filing the names of trustees and staff for the Cook County Clerk's Office to file Statements of Economic Interest. Once these names are filed, the recipients should be receiving the form electronically in their email. Look for this email by March. The Per Capita Grant application will be filed December 22, 2015. The Edge Assessment was filed in October to complete the requirement for this application. The department heads and IT staff will be discussing this assessment and looking at the areas the Library needs to improve service. Overall, the Library offers a variety of electronic resources from databases to Hoopla and is strong in the computer classes offered to patrons.

At the RAILS meeting, the Illinois State Library reported Per Capita Grant monies may be partially dispersed next year, but no expected date was mentioned.

*Strategic Plan*

Board packets included a final report of the Strategic Plan Committee. Committee Chair Mary Adamowski will be at the January board meeting to discuss the 2016-2018 Strategic Plan. The Strategic Plan which started in January of 2014 was aggressive, and the staff and Board accomplished most of it. Some of the action steps which are in progress or pending will be carried over to the 2016 plan.

*2nd Floor Furniture*

An appointment has been set up with Forward Space to complete work on the 2nd floor furniture as budgeted for 2016. The remaining David Edward chairs, lounge seating at the fireplace and in the Quiet Study room, and the Teen Area chairs will be sent out for reupholstering in durable, vinyl fabric.

*Lobby Flooring*

Administration will be looking into floor options for the lobby and other high-traffic areas. Vendors will be visiting in January to provide expertise and ideas for hard surface tile flooring. Once some ideas and costs are in, the Administration will be looking to accommodate the project in the 2016 or 2017 budget cycle.

Administration gave a brief history of the prior mini construction grants applied for, the building needs and the upgrades accomplished to date. A Live & Learn mini construction grant will be submitted before the deadline of March 1, 2016 to help with the new flooring costs.

*Audiovisual Shelving*

Music CDs are currently shelved on the 2nd floor in two rows of pull-out drawer shelving. A major drawback is, when a patron pulls a drawer out for browsing, the aisle is blocked for other patrons. Administration is interested in A-frame shelving for both music CDs and DVDs. These units are similar to those in bookstores. Administration is also considering rotating the New Book and Magazine shelving 90 degrees so the first aisle faces out to patrons as they come upstairs to generate more interest. The Library will be applying for a Live and Learn Construction Grant from the State to fund this project. The deadline for the application is March 1, 2016. President Healy thanked Wendy Xie for publishing the "Top 200 Titles by Lifetime Circulation

Report.”

*New Patron Material Limits*

The Management Team has been discussing ways to meet the needs of our patrons. Currently, patrons are allowed to check out a combination of ten of the following materials: DVDs, Blu-rays, music CDs, audiobooks, and kits. Effective January 2, 2016, the Library will increase the checkout limit to 30 each of those types of materials and allow up to 50 holds for each material type. Video games and Playaway Views limits will remain at 5 and 10 items with no more than 15 and 30 holds at one time due to small collections.

President Healy inquired as to the impact Hoopla has on circulation statistics.

Treasurer Jennings made the suggestion that books and pavers be purchased in recognition of staff milestones.

No other reports at this time.

**Other Staff Reports**

No report at this time.

**Building and Maintenance**

No report at this time.

**Finance**

No report at this time.

**Service & Policy**

No report at this time.

**Personnel**

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

No report at this time.

**Capital Campaign Committee**

Review and approval to enter into the Master Services Agreement with U.S. Bank – For Action

**Unfinished Business**

Treasurer Jennings motioned to approve and enter into the Master Services Agreement with U.S. Bank and to authorize the Board Treasurer to sign the Agreement; and to authorize Diane Jennings, Nancy Healy, and Denis Ryan to be Authorized Treasury Management Signers on the account. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

PMA Financial Investment Plan and Cash Flow Projection 2016 – For Action

**New Business**

Vice-President Ryan motioned to approve the PMA 2016 Investment Plan and Cash Flow Projection. Trustee Kleis seconded the motion. Treasurer Jennings commented on how nice the investments look. Finance Manager Kimmey gave a quick overview of the safe and secure investments in PMA. President Healy confirmed they are US CD investments only. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Approval of Library Board Treasurer Diane Jennings as the authorized signer on the Transfirst Merchant Bank account – For Action

Secretary Lebert motioned to approve Library Board Treasurer Diane Jennings as the authorized signer on the Transfirst Merchant Bank account. Trustee Leafblad seconded the motion. Treasurer Jennings and Secretary Lebert asked for clarification on the pass-through account. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Approval of the 2016 Per Capita Grant application – For Action

Trustee Kleis motioned to approve the 2016 Per Capita Grant application for the Illinois State Library. Trustee Leafblad seconded the motion. Director Weimar gave an overview of the Per Capita Grant application and requirements. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

The Administration asked the Board to leave the copies of the Strategic Plan in their envelopes for next month’s meeting.

**Announcements**

Treasurer Jennings moved to adjourn the meeting and was seconded by Vice-President Ryan. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

**Adjournment**

Motion passed. 7 ayes, 0 nays, 0 absent.

The meeting was adjourned at 8:20 p.m.

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Dana Pryor