

# **Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 20, 2014**

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

## **Call To Order**

Members present: Nancy Healy, Denis Ryan, Diane Jennings, Mary Ann Ahl, and Catherine Morrissey-Lebert

Members absent: Julie Craig

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Mary Adamowski, Head of Youth Services; Kelly Cuci, Head of Outreach Services; Joy McFadden, Virtual Services Manager; Diane Srebro, Assistant Head of Adult Services; Lora Van Marel, Preschool Coordinator; Laura Larson, Circulation Supervisor

Guests: Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; and Dana Pryor, Business Office Assistant

Treasurer Jennings made a motion to approve the December 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 thirty minutes. Visitors introduced themselves as Mr. Kevin DuJan of Orland Park, Illinois; Ms. Megan Fox of Mokena, Illinois; and Mr. Joe Arrigoni, of Orland Hills, Illinois.

## **Introduction Of Visitors**

A list and/or copies of all correspondence received electronically or by mail has been given to or reviewed with each board member.

## **Correspondence**

Finance Manager Remmenga presented the Treasurer's Report as written. Pre-Audit financial statements were also provided to the Board. Audit fieldwork is scheduled for the first week in February 2014. Additional 2013 invoices have been received. The total loss will be closer to \$300,000 for the year, which is well below the \$500,000 budgeted loss.

## **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; Craig - absent. Motion passed. 5 ayes, 0 nays, 1 absent.

Secretary Ahl moved to approve the Accounts Payable Listing of December 17, 2013 through January 20, 2014 and was seconded by President Healy with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye; Craig – absent. Motion passed. 5 ayes, 0 nays, 1 absent.

*Circulation and Building Attendance*

The annual circulation for 2013 increased 17% over 2012. Our patron attendance for the building was about the same as last year with over 466,000 patrons visiting the library.

*Technology*

IT installed the new firewall on Friday morning to improve the wireless service throughout the building. The Hyper V equipment was purchased.

President Healy requested an explanation of the purchase. Virtual Services Manager Joy McFadden explained the details of the virtual service array.

*Display*

Rene Romero Schuler, the current artist displaying her paintings on the second floor has been featured in the magazine Modern Luxury NS, Winter 2014 as a Rising Star.

The Board offered their congratulations to Kelly Cuci, Head of Outreach Services, for featuring such a prominent artist at the Library.

*In-Service Half-Day*

Customer Service speaker Kelly Krieg-Sigman presented customer service information and suggestions for staff. The administration received many compliments from the staff on the speaker. Public Information Coordinator Bridget Bittman and Library Director Mary Weimar presented a customer service plan and standards for staff.

*Legal*

The library has submitted the annual certification for 2014 with the Illinois State Library electronically.

The library has submitted the necessary paperwork for tax exempt status with the Assessor's Office.

The library has submitted the required names for the Government Ethics Act.

Administration distributed a calendar of important events for 2014 for the Board. The calendar lays out the responsibilities of the Board, Director, and staff for each event.

Secretary Ahl commended Director Weimar and Finance Manager Remmenga for creating the calendar.

*Meetings*

LACONI will host its Annual Library Trustee function on April 11, 2014. Any board member wishing to attend should contact administration.

ILA is hosting a Library Trustee Forum on February 15, 2014. Any board member wishing to attend should contact administration.

*Self-Checkout Kiosks*

Installation of the self-check kiosks has been delayed due to design issues. The administration hopes they are installed by the end of this month. Any adjustments to the design are being made free of charge.

*Youth Services Computer Furniture*

The Youth Services computer furniture has been installed. Staff members report the young patrons and their caregivers really like it. Please visit the area to see the furniture.

*Maintenance*

Steve Newman and his staff continually do a great job. They have been working with the vendors in getting the various projects done over the last several weeks, such as the replacement lighting, computer furniture, and phone installation. They have also been on top of snow removal and care of

the grounds and building during the snow and cold.

President Healy expressed her concern about snow removal and walkway safety. Assistant Director Weimar indicated that all possible measures are being taken by the maintenance department and additional staff members to keep the walkways free of snow and ice.

*Phone Lines*

Joy McFadden and Robin Wagner are working with Comcast Business to move the external phone lines from Cimco. Comcast bought Cimco a few years ago and during 2014 are moving customers off of the old Cimco lines. As a result, our phone service will be bundled with our Internet and cable service Comcast currently provides for a savings of nearly \$20,000 in telephone line expense over the next three years. Consultation and coordination in this move involves Tyco for the burglar alarm, the Orland Fire Protection District for the fire alarm, the dedicated elevator phone lines, and ATI for the phone system. The project is expected to be completed in the next eight weeks.

Treasurer Jennings inquired about any anticipated downtime. Assistant Director Wagner explained that the change-over will be scheduled before opening hours and while there is expected telephone service disruption there is no anticipated internet disruption.

President Healy asked for an update to the T1 line review. Management explained that the T1 will be discontinued. Upgraded Comcast speeds and 13 static IP addresses will replace the T1.

President Healy and management discussed the Nextel phones.

None.

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.

No report at this time.

No report at this time.

None.

Motion to approve fund transfer to pay bills. 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; Ahl – aye; Lebert – aye; Craig – absent. Motion passed. 5 ayes, 0 nays, 1 absent.

Motion to approve 2014 Strategic Plan. Secretary Ahl moved to approve the motion. Vice-President Ryan seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye; Craig – absent. Motion passed. 5 ayes, 0 nays, 1 absent.

Motion to approve the January 13, 2014 closed session minutes. Secretary Ahl moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye;

**Executive Session**

**Other Staff Reports**

**Building and Maintenance**

**Finance**

**Service & Policy Personnel**

**Law**

**Strategic Plan**

**Capital Campaign Committee**

**Unfinished Business**

**New Business**

Jennings – aye; Ahl – aye; Lebert – aye; Craig – absent. Motion passed. 5 ayes, 0 nays, 1 absent.

Visitors introduced themselves and were given five minutes to speak in front of the board. President Healy informed the visitors of the board's decision to decline comments on issues previously commented on at recent board meetings. President Healy explained that the Board has received the information brought before the Board. The Board understands the various positions of the public and will be addressing the public's concerns after the Board has had an opportunity to study the subject material. President Healy explained that only visitors with new topics would be given an opportunity to speak. The speakers were as follows:

**Public Comment**

1. Kevin DuJan, of Orland Park, Illinois commented positively on the ongoing customer service training occurring at the library. He expressed his disappointment that the board meeting did not recognize Martin Luther King Jr. Day on the agenda. He questioned the current policy to charge non-residents computer usage fees and if this would affect the Library's non-profit status.
2. Megan Fox, of Mokena, Illinois asked for clarification on the public comment policy. She expressed her feelings of perceived hostility from the Board and staff. She presented the board with an Orland Park Police Department Case Report documenting the OPPL incident reports compiled of any possible illegal activity over the last fourteen years.
3. Joe Arrigoni, of Orland Hills, Illinois expressed his disappointment as a library patron in the public comment policy. He requests that the Board share a timetable with residents for addressing the computer filtering topic.

Treasurer Jennings gave her appreciation to the Strategic Planning Committee for all of their hard work.

**Announcements**

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at 7:35 p.m.

**Adjournment**

Mary Ann Ahl

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

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

Minutes prepared by Dana Pryor