

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 16, 2016

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Denis Ryan, and Joanna Leafblad

Roll Call

Members absent: Diane Jennings, Elan Kleis, and Catherine Lebert

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

Minutes

Vice-President Ryan made a motion to approve the April 18, 2016 minutes. Trustee Leafblad seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Ryan – aye; Kleis – absent; Leafblad – Aye; Lebert– absent

Motion passed. 4 ayes, 0 nays, 3 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
Evan Torson

Vice-President Ryan moved to accept the Treasurer's Report for May, 2016, Trustee Leafblad seconded the motion. Nor further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Treasurer's Report

Motion passed. 4 ayes, 0 nays, 3 absent.

Trustee Leafblad moved to accept the accounts payable listing from April 19, 2016 to May 16, 2016. Trustee Barcelona seconded the motion. Nor further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

The Illinois State Library granted the library a Live and Learn Grant for 2016. The grant entails replacing the carpet with flooring in high traffic areas which include: the lobby; the corridor leading south to north on both floors, the elevator area including the elevator itself; and the restroom area on the second floor. The grant allows for one year to complete the project and is funding the project at \$51,006. Lisa Schmidt from Wight and Co. has given the library some preliminary flooring options covering a variety of materials from cork rubber to poured polyurethane. The agreement to accept the funding is on the agenda.

Librarian's Report

Administration is still working on revisions to the Employee Handbook and the benchmarking study

with the Management Association of Illinois. These projects may be furthered discussed at the June meeting.

Every May, Orland Park Public Library approves a resolution for patrons who live outside the Village limits to obtain library cards. Our library uses the tax bill method which allows patrons who are not able to receive library service in their area the option to bring in their current tax bill. The library applies the formula with the current library rate to determine the amount to be paid. All public libraries must have this resolution or ordinance approved by the end of June.

The circulation increased by 7% in April and the statistics show the library is up for the year by 3%. The pavers for spring have been ordered and will be placed in the next few weeks. The Summer Reading Challenge kickoff is June 4th. Mark your calendars to register you and your family for this summer program.

Furniture-2nd Floor

All the furniture has been reupholstered and returned to the Library. The only item we are waiting for is installation of swinging tablets on 4 of the Teen lounge chairs.

Volunteer Recognition

On Tuesday, May 24, at 12-2 p.m., the Library will again be recognizing its volunteers with a light lunch and speeches. Board members are welcome to join us. Please let Robin Wagner know by Friday, May 20 for planning purposes.

Flooring-2nd Floor

The Library has learned that the small square carpet tiles that are throughout the 2nd floor are no longer made by Milliken Carpet. The large square carpet tiles as in Room 104 are still available. 50 of these tiles were ordered at a cost of \$2, 039.00 and will be used to replace the tiles in Adult Quiet Study Rooms.

Salvageable tiles from the Study Rooms and the new flooring areas will be kept and used as replacements on the 2nd floor.

No 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

None.

Unfinished Business

Approve the Resolution No. 2016-02 regarding the 2016 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

New Business

Vice-President Ryan motioned to approve the Resolution No. 2016-02 regarding the 2016 Annual Resolution Authorizing Public Library Non-Resident Cards and Trustee Barcelona seconded the motion. Trustee Leafblad asked how non-residents used the card. Director Weimar explained how the library changed from a fixed fee method to the tax bill method in 2002 so the cost was equitable for anyone living outside the Village limits. It was also explained the card could be used at other reciprocal borrowing libraries. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

Approval of the proposal from Midwest Mechanical in the amount of \$6,792 for the Preventive Maintenance Service for the HVAC System of the Orland Park Public Library – For Action

Trustee Leafblad motioned to approve the proposal from Midwest Mechanical in the amount of \$6,792 for the Preventive Maintenance service for the HVAC System of the Orland Park Public Library. Trustee Barcelona seconded the motion. Assistant Library Director Wagner explained the process used to obtain proposals from a variety of companies. The Library received six quotes out of ten solicited. All quotes were for a one-year period from July 1, 2016 through June 30, 2017. The Library requested automatic renewal clauses be removed from the contracts as well as other specifications of equipment included, expected services, and documentation to be sent with the quote. Prices ranged from \$3,000-\$13,940. Administration and the Maintenance Superintendent reviewed each quote for compliance. After confirming references, administration was recommending this one-year contract with Midwest Mechanical. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

Approval of the FY2016 Secretary of State Live and Learn Grant agreement “Construction Grant- New Construction/Remodeling” – For Action

Trustee Leafblad motioned to approve the FY2016 Secretary of State Live and Learn Grant agreement “Construction Grant- New Construction/Remodeling.” Vice-President Ryan seconded the motion. Director Weimar explained the grant would enable the high traffic area carpet on both floors and the lobby be replaced with suitable flooring which would be easier to maintain. The grant allowed the library one year to complete the project and could not start until Secretary of State Jesse White signed the agreement. Director Weimar explained this was a project needing expertise and she was looking to hire a consultant to assist in the project. This was a matching funds grant. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

Vice-President Ryan thanked Robin Wagner for all of her hard work and the other trustees conveyed their thanks and best wishes.

Announcements

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

Adjournment

Motion passed. 4 ayes, 0 nays, 3 absent.

The meeting was adjourned at 7:38 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson