

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 20, 2016

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

## Call To Order

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

## Roll Call

Members absent: Joanna Leafblad came at 7:03

Staff present: Mary Weimar, Library Director; Mary Adamowski, 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 May 16, 2016 minutes. Trustee Barcelona seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Ryan – aye; Kleis – aye; Leafblad – aye; Lebert– aye

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

Chris McClure from McClure Inserra.

## Introduction of Visitors

Trustee Kleis made a motion to approve the moving of agenda item K1 to be considered after agenda item D. Vice-President Ryan seconded the motion. No 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.

Chris McClure, from the auditing firm of McClure, Inserra presented the 2015 Financial Statements for the year ended December 31, 2015. Mr. McClure stated that as in past years, it was a clean audit reflected in the document attached to the audit. He highlighted the changes in GASB68 and said these figures were assumptions based on 2014 IMRF data. President Healy inquired about continuing to use an outside firm for payroll. Mr. McClure answered it would be best to have a third party provide payroll and IRS reporting from an auditing standpoint. Director Weimar asked how the property tax appeals work into it. Chris answered saying that no liability was booked, the revenue for taxes shown is what was collected net refunds

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  
Kathleen Andrews

Treasurer Jennings moved to go into Executive Session. Trustee Leafblad 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 7:30 p.m. Executive Session ended at 7:38 p m.

The regular session resumed at 7:40 when Treasurer Jennings made the motion to return to regular session. Trustee Barcelona 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.

Treasurer Jennings moved to accept the Treasurer’s Report for May, 2016, Trustee Lebert seconded the motion. President Healy asked if the library staff were using Amazon Smile when making purchases through the Amazon website. Jackie Boyd answered yes. President Healey added that the World Book and Morning Star database statistics are not very good. Director Weimar said she will look into discounts from group purchases, but also reevaluate some database purchases before the 2017 budget. Assistant Director Adamowski said patrons mostly Google information, but she would hate to see World Book go away. Finance Manager Kimmey added we are under budget overall. 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.

Vice-President Ryan moved to accept the accounts payable listing from May 16, 2016 to June 20, 2016. Trustee Barcelona 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.

Secretary of State, Jesse White signed our Live and Learn Grant agreement, so the library may proceed on this project. The grant allows a year until completion. It is hoped that this project can be completed before the end of this fiscal year. Wight & Company architectural firm, as mentioned at the May meeting, had given some suggested designs and material options for the flooring replacement. As the original company Robin was working with has not been available for preliminary consultation, Administration would like to contract with Wight & Co. for their professional services with design concepts, flooring replacement options, documentations and specifications for the main lobby and public corridors. Professional fee cost is \$8,500. Any additional assistance will be billed at an hourly rate. Any consulting fees are not part of the grant and will be paid out of library funds. It will be important to use the expertise of Wight’s interior designer to assist Mary Adamowski, Steve Newman and the Board (especially the Building Committee) on flooring options and designs. To remind the Board, the grant will fund \$51,006 of this project.

**Librarian’s Report**

President Healy inquired about the consulting fee of \$8,500 and asked if the Village had anyone to help with the design. Director Weimar said she will look into that and other options with cost in mind but not to compromise on the effectiveness of the materials that need to be chosen for this type of establishment. Steve Newman said the Village is mostly tile and he suggested in his opinion rubber flooring might be best. Trustee Leafblad asked where the flooring will be. Director Weimar said from the Lobby to the Storytime Room on the first floor and up the stairs ending around the computer area on the 2<sup>nd</sup> floor hall including the restroom area.

On May 26, 2016, the library network encountered a virus that required the shutting down of the staff network including the email server. Polaris was not affected. It was determined an attachment accidentally opened in an email was the cause. Our current virus software did not catch it. The library has purchased a stronger antivirus software. Staff received two articles on anti-virus, anti-spam and security with computers which they should find helpful for both here and at home. The staff in the I.T. Department have been wonderful. Mark Ewasiuk has been managing the Help Desk tickets for IT support throughout the building. Cassandra Spence, the web developer, is updating passwords. All staff have taken on individual projects from inventory to cleaning up the workroom while continuing to assist patrons on a daily basis.

At the latest RAILS meeting, Dee Brennan announced RAILS will be taking over Statewide Delivery Service as of July 1. The delivery service is currently being provided by the Illinois State Library. Over 9 million items are delivered in the state to public libraries alone. Anne Craig, the Executive Director of the Illinois State Library announced she will be leaving ISL and has accepted the position

of Senior Director of the Consortium of Academic and Research Libraries in Illinois (CARLI).

The U.S. Department of Labor (DOL) has released updated rules regarding which employees can be exempt from overtime under the Fair Labor Standards Act (FLSA). Beginning December 1, 2016, employees will not only have to meet one of the exemption tests set out in the FLSA, they must also earn at least \$47,476 annually (\$913 weekly) to be classified as exempt. With the Benchmark study provided by Management Association of Illinois (MAI), together with the draft job descriptions, Administration should have the information on exempt status determined along with the finalization of the compensation study. Management Team members have already begun the discussion on how these new laws will influence staffing.

Circulation has increased again this past month. It is up another 3% from last year. The Summer Reading Challenge registration had its kick-off June 4 and over 500 patrons attended. There are over 1,700 patrons who have registered. At the June 12<sup>th</sup> concert, over 130 patrons listened to Tumbling Dice.

The spring paver order was installed right before Memorial Day. Jackie Boyd and Kristen Holding are revising the Paver Guide for patrons. It was last done in 2009. Copies will be mailed to all donors when completed. Former Library Director, Patricia McArthur, who retired in 1998, passed away last month. She was a wonderful community supporter, served the library since the 1960's, was instrumental in building the library on Park Lane as well as one of the authors of *The Orland Story: From Prairie to Pavement*. Ms. McArthur served the library in so many ways and will be remembered by us with a plaque on Stack 48 on the second floor in her memory. Vice-President Ryan asked about the cost of the pavers: they are \$75 for the 4"x8" and \$150 for the 8"x8" version.

With Robin Wagner leaving, and Mary Adamowski as the new Assistant Library Director, the role of Polaris Administrator needed to be reassigned. Howard Griffin has been made the Administrator of Polaris. As Head of Circulation, Howard has a hands-on knowledge of the integrated library system and has been troubleshooting problems all along whether it was with the SWAN catalog or Polaris. Together with Wendy Xie, Head of Technical Services, decisions affecting the catalog will be handled on both the circulation and cataloging ends. Howard is very encouraged by Polaris LEAP module and hopes to have this feature live in 2016. If you remember from Robin's report from the IUG conference, Polaris LEAP is a wireless circulation module allowing staff to checkout materials for patrons in the stacks, but also offsite, which would be advantageous for Outreach staff. The Head of Youth Services will be filled in the next week. The Virtual Services Manager position will remain open until a further study of the IT department is done. President Healy inquired about the visit to the Rotary by Jackie Boyd.

As reported to you last month by Robin Wagner, the pond's aerator was malfunctioning and the library was investigating the cost of a new one. Thanks to Steve Newman and his mechanical skills the aerator is working just fine and is helping to increase the water's circulation, as well as reduce the muck.

Steve has been working on replacing the existing well-worn carpet tiles in the four group study rooms on the 2<sup>nd</sup> floor with carpet tiles that, as Robin mentioned in last month's report, were previously purchased. The new tiles have certainly brightened the area. With the replacement, it has come to our attention that the study tables in each of the rooms have sustained a lot of wear and tear over the years, as well as some damage made by patrons by gouging the wood table surfaces. Administration will research the possibility of having the tables resurfaced in the near future to deter other patrons from following suit and damaging the tables.

Spring cleanup is underway at the library. The salt and dirt from winter have been removed from the curbs and they have been painted with a fresh coat of yellow paint. The memorial pavers outside of the main entrance have been power washed to remove chewing gum and other dirt that has accumulated.

The garbage and debris that became embedded within the landscape has been removed and the library's grounds have looked beautiful this spring. The library is once again partnering with the Village at its weekly Farmers Market. Last week we co-sponsored the Miss Jamie's Down on the Farm performance, with 175 people attending the show, and we hope to sponsor more Farmers' Market events next year. The library has a table at the market each week in which we are able to visit with our patrons and let them know about the exciting programs and special events we have during the summer,

as well as give them information about our summer reading challenge. The Youth Services staff perform weekly storytimes each Friday at 11:00 a.m. which attracts a lot of children and their families. Next to the library booth the library has a canopy that allows children to do activities such as coloring sheets, as well as play with instruments and puppets while visiting the market.

There are two meetings this week that I would like to let you know about:

Tomorrow, Administration and Steve will meet with Dustin Purcell of Midwest Mechanical to discuss the fine points of the service agreement for the library's HVAC system.

On Wednesday, Administration and Kelly Cuci will meet with John McNulty of Midwest Office to discuss shelving options for the space above the workstation areas in Outreach. The shelves would allow the Outreach staff to have more usable desk space.

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**

Accept the FY2015 Audit - For Action

**New Business**

Treasurer Jennings motioned to accept the FY2015 Audit and Trustee Barcelona 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.

Approval of the hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016 – For Action

Treasurer Jennings made the motion to approve the hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016. Vice President Ryan seconded the motion. Director Weimar explained how Steve's assistant had a non-work injury and was in need of an assistant ASAP.

The hiring process of a new position takes three weeks total to post and go through the background check process. Secretary Lebert strongly disagreed with the hiring of Mark on the basis of a previous decision years ago to deny a seasonal position to Robin Wagner's daughter due to their relationship. Trustee Leafblad suggested that he be kept on while looking for another candidate. Treasurer Jennings amended the motion to approve the hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016 – June 20, 2016. Vice President Ryan seconded the amended 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.

Resolution No. 2016-03 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action

Treasurer Jennings motioned to adopt the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library. Trustee Leafblad seconded the motion. No discussion took place. 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.

2017 Strategic Plan Update – For Discussion

Trustee Lebert motioned to table the 2017 Strategic Plan Update discussion to the next regularly scheduled Board Meeting. Treasurer Jennings seconded the motion. Assistant Director Adamowski will add in a legend to the Strategic Plan document. 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.

Resolution No. 2016-04 to make certain closed session meeting minutes available for public inspection – For Action

Vice-President Ryan motioned to adopt Resolution No. 2016-04 to make certain closed session meeting minutes available for public inspection. Trustee Kleis seconded the motion. No discussion took place. 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.

Market Benchmarking & Compensation Structure Development Project – For Discussion

Treasurer Jennings motioned to table the Market Benchmarking & Compensation Structure Development Project discussion until the next regularly scheduled Board Meeting. 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.

Vice-President Ryan asked why we need to vote to table agenda items that are on for discussion. Attorney Dennis Walsh stated it is because it is on the agenda as an item and it needs to be moved to the next meeting officially.

## **Announcements**

Vice-President Ryan moved to adjourn the meeting and was seconded by Treasurer Jennings. 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 9:08 p.m.

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Aaron Peterson