

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 18, 2016

The meeting was officially called to order by President Healy at 7:01 p m.

## Call To Order

Members present: Nancy Healy, Diane Jennings, Elan Kleis, Joanna Leafblad, and Catherine Lebert

## Roll Call

Members absent: Christian Barcelona and Denis Ryan

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

Trustee Leafblad made a motion to approve the June 20, 2016 minutes. Trustee Kleis seconded the motion. Secretary Lebert asked the minutes to be amended to reflect the reason for her opposition to hiring Mark Weimar. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Ryan – absent; Kleis – aye; Leafblad – aye; Lebert– aye

Motion passed. 5 ayes, 0 nays, 2 absent.

Diane Norris-Kuczynski. Director Weimar introduced Diane as the new Head of Youth Services.

## 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

None

## Executive Session

Treasurer Jennings moved to accept the Treasurer’s Report for June, 2016. Trustee Lebert seconded the motion. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

## Treasurer’s Report

Motion passed. 5 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to accept the accounts payable listing from June 21, 2016 to July 18, 2016. Secretary Lebert seconded the motion. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

The Library received the monies for both the Live and Learn Grant and the Per Capita Grant from the Illinois State Library. The Live and Learn quarterly grant report was submitted. Mary Adamowski and I are meeting with other architectural firms for proposals on the flooring replacement project. Administration is currently working on the 2017 budget.

## Librarian’s Report

Diane Norris-Kuczynski was hired as our new Head of Youth Services. Recently, the Web Developer submitted her resignation to pursue a higher degree and the Preschool Coordinator will be leaving to

take a promotion at another library.

Our *Read for the Win* summer reading program is reaching the finish line. The businesses were very generous in their sponsorship and we thank them for their support. Registration for the Summer Reading Challenge is not as high as last year, but the patrons have enjoyed the water bottles donated by the Friends of the Orland Park Public Library as their prize for finishing. June monthly circulation is down, but overall, the 2016 library circulation is 2% higher than last year.

The remaining 2<sup>nd</sup> floor Group Study Rooms' carpet tiles have been changed out.

Last week, one of the chillers was found not running properly. Steve contacted Midwest Mechanical, to assist in locating the problem. Their response time was, as promised, less than 4 hours. On Friday their technician and Steve found the problem, which was a chafed wire, and they were able to replace the wiring early this morning.

As was reported earlier this year in the Assistant Library Director's report, Sound Vision, the company which serviced and maintained our audiovisual equipment in the library's large meeting room, computer classroom and the Youth Services Program Room closed. Administration will meet with several companies servicing this type of equipment to receive price quotes.

The Friends will host a special sale of their materials on Saturday, September 17. This event will be held in the lobby of the library in hopes to reduce their inventory and increase revenue.

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**

2017 Strategic Plan Update – For Discussion

**Unfinished Business**

Assistant Director Adamowski gave an update on the 2017 Strategic Plan. First, Ryan Jedloe, Information Technology 2 staff member, has been added to the committee so he can bring his technology skills into the various projects we have earmarked for the plan. Currently Ryan is investigating equipment that will digitize library history which is one of our more aggressive action steps of the plan.

Goal 1 Objective 1 Customer service based

Circulation Services now provides a provisional library card to Village of Orland Park residents who may have come to the library without the necessary identification items needed to be issued a library

card. This is especially helpful during our current summer reading challenge in which we are experiencing many more visitors to our library.

#### Goal 1 Objective 3 Building improvements

The seating in the Teen Area has been updated! The 8 lounge chairs have been reupholstered in colors and patterns that truly complement the area. Four of the chairs now have study tablets attached to them so the students can be comfortable while studying. Sara Dempster, our Teen Librarian, has reported to me that the teens have commented on how much they enjoy the changes.

#### Goal 2 Objective 2 Community identifies with OPPL

Jackie worked diligently to revise the library's marketing plan which was approved in March of this year. The goals, objectives and actions steps of the Marketing Plan clearly spell out how the library's materials, programs and services will be communicated to our patrons.

#### Goal 3 Objective 1 Partnership with community

Through the combined efforts of Youth Services and Outreach Services, programming dealing with dyslexia will be provided. Our first program will be held in early October.

#### Goal 3 Objective 2 Programming opportunities for patrons of all ages

On December 7<sup>th</sup>, Terry Lynch of Histories for Kids will present three programs to the 7<sup>th</sup> grade students within District 135 commemorating the 75<sup>th</sup> Anniversary of the bombing of Pearl Harbor. These events were spearheaded by Youth Services' School Liaison Becky McCormack.

#### Goal 3 Objective 3 Standards for library volunteers and interns

All three of the action steps are in "pending" status but the committee plans to focus on this vital group in the near future.

#### Goal 4 Objective 1 Be a desirable workplace

The benchmark study for salaries has been completed and the results are being studied. The revision of the Personnel Policy is underway and we plan to make our October deadline.

#### Goal 4 Objective 3

The Department Heads and Supervisors recently met to begin work on the workflow/task timelines which will help streamline the many deadline dates, as well as assist managers in their daily and long-term planning.

#### Goal 4 Objective 4

A cost effective vending service has been provided to the staff with very positive response.

#### Goal 4 Objective 5

The Outreach Department will be trained by the Field Museum staff on how to register and catalog artifacts. This exciting venture will happen on July 27.

Final Action to be taken on the Market Benchmarking & Compensation Structure Development Project by the Management Association with the amendment that the Superintendent of Maintenance be placed at level O pay grade.

Director Weimar talked about Steve Newman's level and moving it to level O and also talked about sun setting policies. President Healy suggested meeting an hour before the next regularly scheduled Board meeting to talk about implementation of the Market Benchmarking. President Healy asked Director Weimar to speak on the exempt, non-exempt status implications when staff are attending outside conferences with the new changes to the Fair Labor Standards Act.

Motion to accept the Market Benchmarking & Compensation Structure Development Project by the Management Association with the amendment that the Superintendent of Maintenance be placed at level O pay grade. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

None

**New Business**

Trustee Leafblad asked about getting Superintendent of Maintenance Newman some temporary help and asked there be a clear plan when hiring and posting this type of position. Director Weimar said clarity can be added in the Employee Handbook which is in revision to address this concern. Graphics Manager Boyd mentioned that we will have a table at the Taste of Orland the weekend of August 5-7. August 13<sup>th</sup> from 10:00-4:00 there will be a COMIC CON in the Library for all ages.

**Announcements**

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

**Adjournment**

Motion passed. 5 ayes, 0 nays, 2 absent.

The meeting was adjourned at 7:40 p.m.

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Aaron Peterson