

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 17, 2016

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

Call To Order

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

Roll Call

Members absent: 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

Treasurer Jennings made a motion to approve the July 18, 2016 minutes. Trustee Barcelona seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Minutes

Motion passed. 6 ayes, 0 nays, 1 absent.

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Dan Pohrte from Product Architecture + Design gave a presentation on the flooring replacement project for high traffic areas in conjunction with the Live & Learn Grant.

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. Trustee Leafblad seconded the motion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent.

The Board went into Executive Session at 7:36 p.m. Executive Session ended at 8:00 p m.

The regular session resumed at 8:05 when Treasurer Jennings made the motion to return to regular session. Trustee Kleis seconded the motion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

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

Treasurer’s Report

Motion passed. 6 ayes, 0 nays, 1 absent.

Trustee Lebert moved to accept the accounts payable listing from 9/20/16-10/17/16. 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 – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

Grants

The Library submitted the required October Quarterly Report for the Live and Learn Grant to the Illinois State Library last week. The Per Capita Grant is due January 15, 2017 and the Management Team had previously this year discussed the required Chapter 6 of *Standards for Illinois Public Libraries 3.0*. There will be some more follow-up with the board at next month's board meeting.

IT

Information Technology Department is being reorganized to better utilize the consulting services of RWK Design. After several discussions these past months, RWK will be changing the daily presence of a RWK staff member and now will be remotely monitoring, accessing help desk tickets, managing the workflow and providing analysis of skills of the staff and use this information to assign projects and tasks which meet with their skill set. This revised system of operation will allow for training of all IT staff so they are more productive and involved with the workflow of this department. Help tickets will be managed through RWK's ticketing system and dispatched to the appropriate staff member or RWK staff member who can best resolve the issue. This then allows the library to have access to more skills of RWK staff than the one currently assigned. Problem solving will be done as a team, with brief huddle meetings on both shifts to allow for better communication. The cost of the consulting remains the same for the next three years. The additional costs cited are the professional services software costs, remote management and monitoring of our network and dashboard tools costs. A member of RWK will attend one monthly meeting of the Management Team to keep current with projects and provide insight to new projects involving the network or resources of the staff. The same services of renewing software subscriptions, providing cloud backup, spam filters and more will continue. The library will continue to provide classes of instruction for patrons and staff. There will be more enhanced classes, as the patrons would like some of the classes taught to have more sessions scheduled. Our IT staff always receive many very positive comment cards and they are willing to help patrons with any questions they have on any of their devices. Our new web developer started recently and will be working closely with Ms. Boyd keeping up with our website. President Healy asked about if there have been recent incidents involving the computers and Director Weimar said no. The computers face the IT Staff and there are walk-arounds happening often as well.

President Healy inquired about the library circulating Hotspots to patrons. Director Weimar replied this service was being researched, as representatives of companies are contacting the library. President Healy said she liked the idea because some patrons don't have big data plans.

Polaris Upgrade and Circulation Statistics

The Polaris upgrade is completed and except for a few minor glitches, went smoothly. Polaris now has better icons for various formats the patrons may use to identify the type of material they are searching. Board members were reminded that the circulation for last month increased by 7% from September 2015.

Programs

The Community Expo held at Sandburg High School had over 500 visitors attend. Jackie Boyd spoke about the table the library hosted at the Community Expo along with Kitty Creed from Outreach. Ms. Boyd spoke about taking pictures of patrons with an "I Love My Library" sign. As stated last month, the delegates from Shanghai, China visited in September; and now the 21st Century Institute has planned a librarian delegation to visit our library and speak with the department heads on November 2. The Village has scheduled a 3rd Chinese delegation for a tour of our library on November 15.

There was no formal correspondence to the board since last month's meeting.

President Healy asked about the e-journal entries in the catalog. Director Weimar said Wendy, Head of Technical Services has linked many journal articles from the EBSCO database and other online periodicals in the catalog so patrons can get full articles.

Steve Newman completed interviews for the temporary maintenance assistant position. He hopes to have the position filled by next week. Steve has many fall projects and is eager to get them started.

As mentioned in last month's report, Wingren Landscape was contacted to plant perennial flowers to replace the thinned out flowers in the north and west beds of the library. The new plantings of Black-Eyed Susans and Purple Coneflowers were installed in late September and enhance the landscape quite nicely.

The Library has been receiving proposals for interior paint jobs which will take place on the first floor, staff and patrons sides, as well as the second floor on the patron side. The proposed areas include the staff hallway on the first floor, as well as the archways and their corresponding accent walls throughout the main corridor in Youth Services. The second floor project will encompass: the archways and accent walls; the columns throughout, and the yellow wall in the AV area. Steve plans on having the project completed by the end of November.

Purchasing audiovisual shelving which allows for better patron browsing is being discussed. A company that many libraries use was contacted for a basic cost analysis. After further discussion it was agreed that the AV shelving for the Adult Services Department would need to be delayed due to inadequate lighting in the area. Lighting companies will be contacted for an estimate on installing rope-lighting. A proposal was submitted that detailed the cost of installing AV shelving in the Youth Services Department. The project's cost can be taken from the Building Maintenance line, observing how these browsing units are utilized within Youth Services will determine how to help us proceed with the AV shelving for the Adult Services Department in the future. Another item within the proposal was 6 moveable browsing display racks for new books, both Adult and Youth Services. Each functional rack can house over eighty books, many with face out display and allow patrons easier browsability. These items are being considered in budget year 2017.

Switching to cost effective LED lighting will have to be considered in 2018 within budget constraints. The lighting that is presently installed on the patron side of the Library is in need of restructuring. The Library currently uses fluorescent lights throughout the building except for the lobby area and the rope lighting on the second floor. In order for the Library to become more cost and energy efficient, we will begin researching new lighting sources that will move us into an energy efficient environment. LED lighting has a much longer lifespan than fluorescent lighting and the cost for each bulb has dropped considerably over the past few years. Unfortunately LED lights are not compatible with the existing light fixtures that are installed throughout the building. Administration will seek possible energy grant opportunities to assist with the cost of this future project.

No reports at this time.

- a. Flooring replacement for high traffic areas on the first and second floors – For Discussion

Board members talked about their preferred color and pattern schemes presented by Architect Pohrte. Director Weimar mentioned we recently learned the cost of the Nurazzo, which was higher than expected, Trustee Barcelona said it's within a few dollars of real Terrazo. Trustee Leafblad inquired about the rubber as a better choice since it might be less slippery than the Nurazzo and if someone did trip it may cushion their fall. She did mention that she thought Nurazzo flooring was used in hospitals. Director Weimar agreed and in addition thought that the sound dampening aspect was important to consider. Assistant Director Adamowski and Head of Maintenance Newman will be going to Elmhurst and other facilities to look into their. She also invited Board members to come by to view new samples as they come in. Trustee Kleis asked if we would be able to get bigger samples to walk on and test and Director Weimar said she would. Treasurer Jennings asked about the time limit on the Grant. Director Weimar answered one year which will be up in May 2017.

No report at this time

No report at this time.

- a. Approval of the September 19, 2016 Personnel Committee Meeting Minutes – For Action

Treasurer Jennings motioned to approve the September 19, 2016 Personnel Committee Meeting

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Minutes. Trustee Leafblad seconded. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time. Director Weimar mentioned that the sales of pavers are going well. Trustee Kleis asked when pavers needed to be ordered for Spring installation. Director Weimar said April by the latest.

Capital
Campaign
Committee

Review and approval of 2017 Budget and Levy - For Final Action

Unfinished
Business

Trustee Kleis motioned to approve the 2017 Budget and Levy at a 2.0% increase and to adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017”. Trustee Leafblad seconded the motion. Finance Manager Kimmey said they had reduced the levy down to 2% and the Other Sources under Revenues were increased so the library could appropriate for the spending of \$163,000 for the Live & Learn Grant. President Healy asked if there were any other changes. Finance Manager Kimmey said the Virtual Services Manager position was eliminated. Health insurance came in at a 6% increase instead of 10% so some of that cost savings was distributed to updating security cameras and furniture. The Fair Labor Standard Act changes impacted the accounting line. The library is researching online payroll software which will be implemented next year. Director Weimar said Automation Maintenance increased for additional Polaris Service upgrades including Polaris Leap. President Healy asked if someone could explain the compensation structure again from last month as a recap for those that weren’t in attendance. Finance Manager Kimmey explained that the Benchmarking Study showed that some employees were under the minimum amounts and some were more than \$5,000 below the midpoint. These adjustments were made with the Oct 15, 2016 payroll. Employees between \$5,000 and the midpoint will be adjusted up by 50% in January, 2017 followed by a 25% adjustment the following two years. There is also a 2.5% pay increase effective January 1, 2017. Director Weimar reiterated that the Levy was not impacted. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

Approval to go to bid for the flooring replacement of the high traffic areas on the first and second floors - For Final Action

New Business

President Healy motioned to table to the next regularly scheduled Board meeting on Nov. 21st to approve going to bid for the flooring replacement of the high traffic areas on the first and second floors. Trustee Lebert seconded. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

Approval of the Library Director’s 2016 Evaluation – For Action

Treasurer Jennings motioned to approve the Library Director’s 2016 Evaluation as presented in the

Closed Session. Trustee Kleis seconded. No discussion. A roll call vote took place as follows:
Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

Approval of the revisions to the Employee Handbook – For Action

Trustee Leafblad motioned to approve the revisions as amended regarding bereavement leave and sick leave of the Employee Handbook. Treasurer Jennings seconded the motion. President Healy indicated changes in grammar in both drafts. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

Approval of the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 in the amount of \$140,208 annually

Treasurer Jennings motioned to table to the next regularly scheduled Board meeting on Nov. 21st to approve the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 in the amount of \$140,208 annually. Trustee Leafblad seconded. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

Announcements

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

Adjournment

Motion passed. 6 ayes, 0 nays, 1 absent.

The meeting was adjourned at 9:21 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson