

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 16, 2017

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

Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Elan Kleis

Roll Call

Members absent: Denis Ryan, Catherine Lebert, Joanna Leafblad

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 December 19, 2016 minutes. Trustee Barcelona seconded. No Discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– absent; Ryan – absent.

Minutes

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

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

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
Janet Almen

None

Executive Session

Treasurer Jennings moved to accept the Treasurer’s Report for December 2016. Trustee Kleis seconded. No discussion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– absent; Ryan – absent.

Treasurer’s Report

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

Treasurer Jennings moved to accept the payment of bills listing from 12/20/16-1/16/17. Trustee Barcelona seconded. No discussion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– absent; Ryan – absent.

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

Current Technologies, Inc. has been working with the IT 2’s, especially Mark Ewasiuk, to make sure the network is in good working order. President Healy asked if we paid Current Technologies up front for the whole year. Director Weimar said yes and mentioned they are here Mondays for 8 hours and some Thursdays for 4 hours which should hopefully cover the whole year. Vince Kerner is the

Librarian’s Report

consultant assigned to our library and the IT staff has only positive comments about working alongside him on projects. Vince is looking over our entire set up including software and hardware, checking our licensing agreements, and he has even assisted with the relocation of equipment in the server room. The Youth Services wireless network now allows printing from the Mac Books for students to a printer in Youth Services. The Meraki switches were installed in December and TBS Solutions has provided the portal for printing through an app. The attendance on the VHS to DVD converter computer class was filled to capacity. Patrons are waiting for the circulating units. They should be processed by next week. President Healy asked if the converters will still be available in the computer lab too. Director Weimar said yes and mentioned we ordered cases to protect the 3 converters that will be circulated. The loan period will be two weeks and will be exclusively for Orland Park Library card holders at this time. Public Information Manager Boyd is advertising the converters in the Newsletter, on the Website and on our Facebook page.

The Per Capita Grant was filed in December. The Illinois Public Library Annual Report (IPLAR) is in progress. It is due by March 1. The library has filed the list of staff and Board members required to file Statements of Economic Interest. The library filed the Annual Library Certification with the Illinois State Library this month.

The library has requested that Innovative put together a timeline for acquisition of the Polaris Leap module. This web-based circulation module is expected to be available in March. The library is reviewing the Mobile Beacon contract, a non-profit company that assists agencies in circulating/obtaining wireless Hot Spots. This should be ready to sign by the end of the week. The Boopsie contract was signed in December and Jackie is waiting to hear more about the onboarding for this mobile app.

As mentioned last month, 21st Century Institute is planning a Chinese New Year (Lantern Festival) Program for Saturday, February 11. This collaboration might also be with the Village of Orland Park. Outreach and the representative from 21st Century Institute, Annie Yuan, are working diligently to get the program planned so the information can get out to our patrons quickly.

Our 2016 annual circulation increased by 2% over last year. This is also an increase over the 2014 circulation statistics.

Public Information Manager Boyd mentioned that Polaris is now listing the prices of the items patrons check out and their cumulative total on the bottoms of receipts. This shows how much Return on Investment (ROI) they are getting by using the library's collections.

On January 1st, the library placed a legal notice in the Daily Southtown announcing the library's accepting sealed bids for the Live & Learn grant flooring project. The notice ran for seven days. The mandatory walk-through for the flooring project was conducted on Thursday, January 12th. Ten contractors attended the walk-through which was led by Dan Pohrte of Products Architecture + Design. In addition to the walk-through, Dan identified the various features and responsibilities of the project. The sealed bids are due, will be opened and read aloud on Thursday, January 26th at 2:00 p.m. at the library. The bid(s) will be awarded at the February 20th Library Board meeting. Soon after, Administration and Dan will meet to determine the beginning date of the project. There is an expected 8 week pause to order materials which would put the project start date at mid-April. We will also work with the architect to decide upon a practical routing plan for our patrons during this two phase project.

Steve Newman painted the Youth Services Storytime room, as well as the Craft room. This was done in preparation of the final phase of the Preschool Décor project. The Youth Services staff has decided upon quotes from well-known children's literature which they would like to have highlighted in the Storytime and Craft rooms. At this time we have researched the possibility of having decals of the various quotes applied onto the designated walls. Graphics has located a vendor that specializes in decals and we will be meeting with their representative on Thursday. We will also request pricing for decals to be placed at the tops of the columns in the Youth Services Department as directional guides to assist our young patrons in finding various collections.

Maintenance rebuilt the humidity system to ensure that patrons and staff will feel comfortable during the cold winter months. The system is serviced annually by Steve, but it was necessary at this time for him to replace several parts.

The library received notification that the Industrial Appraisal Company has processed our inventory of items and materials received and deleted within our building and collections from October 1, 2015-September 30, 2016. The final report should be received by February, at which time it will be included in the Illinois Public Library Annual Report (IPLAR).

Trustee Barcelona said he will try to make it by 2:00 for the Bid opening for the flooring project.

No reports at this time.

Other Staff Reports

No reports 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 wire transfers to pay bills for Fiscal Year 2017 – For Action

New Business

Trustee Kleis moved to approve the Orland Park Public Library Board of Library Trustees wire transfers to pay bills for Fiscal Year 2017. Treasurer Jennings seconded.

Finance Manager Kimmey mentioned that once a year the Board approves wire transfers to pay invoices and payroll. Director Weimar indicated for years prior this motion was done each meeting; but the library decided to approve it once a year.

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

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

Approval of Automated Data Processing (ADP) payroll and time tracking services in the amount of \$11,159 which includes set-up/training as well as the annual cost of the service – For Action

Treasurer Jennings motioned to approve the Automated Data Processing (ADP) payroll and time tracking services in an amount not to exceed \$11,159 which includes set-up/training as well as the annual cost of the service. Trustee Kleis seconded.

Finance Manager Kimmey talked to 6 different Payroll vendors and decided that ADP was the best choice because they covered all our needs and their terms were acceptable. President Healy asked if Quickbooks would integrate and if Chris McClure, our auditor from McClure Inserra, was aware.

Finance Manager Kimmey will look into these points. President Healy and Ross Kimmey also mentioned looking into upgrading Quickbooks.

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

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

Approval to close the Illinois Funds Operating and Special Reserve accounts and the US Bank Operating and Special Reserve accounts – For Action

Treasurer Jennings moved to approve the closing of the Illinois Funds Operating and Special Reserves accounts and the US Bank Operating and Special Reserve accounts. Trustee Kleis seconded.

Treasurer Jennings asked for more information. Director Weimar mentioned that US Bank manages Illinois Funds and last year they informed us that we couldn't write checks anymore from Illinois Funds accounts. Finance Manager Kimmey added that we are getting very little interest on those accounts and their fees are as high as \$110/month vs. Marquette Bank who will charge \$35/month. PMA has higher interest at .8% vs. Illinois Funds .55%. In addition you can no longer get monthly statements online from Illinois Funds. This slows putting together the board financial reports.

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

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

Approval to open a Tax Receipts Funds account and a Special Reserves Funds account with Marquette Bank - For Action

Treasurer Jennings motioned to approve the opening of a Tax Receipts Funds account and a Special Reserves Funds account with Marquette Bank. Trustee Kleis seconded.

No discussion.

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

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

Approval of the updated wire transfer authorization agreement for the Marquette Bank accounts – For Action

Trustee Kleis moved to approve the updated wire transfer authorization agreement for the Marquette Bank accounts. Trustee Barcelona seconded.

Finance Manager Kimmey stated that Marquette Bank issued a new agreement with the opening of the new accounts. President Healy inquired about who was going to be on the accounts. Four officers will be on the account: Treasurer Jennings, Secretary Lebert, Vice President Ryan and President Healy.

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

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

Approval for the registration cost for trustees in the amount of \$25 each for the 2017 Legislative Meet-Up event held at Tinley Park Public Library on February 14, 2017 – For Action

Trustee Kleis moved to approve the registration cost for trustees in the amount of \$25 each for the 2017 Legislative Meet-Up event held at Tinley Park Public Library on February 14, 2017. Treasurer Jennings seconded.

Director Weimar mentioned that this is an annual event where many legislators gather to meet and speak with librarians about local issues that affect today's libraries. The State has many budget issues that affect public entities. Trustee Barcelona and President Healy have expressed interest in attending.

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

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

Approval for the reimbursement cost for School Liaison Kara DeCarlo and Preschool Services Coordinator Stephanie Thomas to attend the Illinois Youth Services Institute Conference in Springfield, Illinois from March 10-11, 2017 in an amount not to exceed \$550 for both attendees – For Action

Trustee Barcelona motioned to approve the reimbursement cost for School Liaison Kara DeCarlo and Preschool Services Coordinator Stephanie Thomas to attend the Illinois Youth Services Institute Conference in Springfield, Illinois from March 10-11, 2017 in an amount not to exceed \$550 for both attendees. Trustee Kleis seconded.

Director Weimar stated this is the second annual Youth Services conference and it includes many Library programs and networking opportunities. The library van will be used for transportation. Assistant Library Director Adamowski noted that this conference is held in a year opposite a PLA conference.

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

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

President Healy inquired about when and where the ALA conference will be and that she has an ALA membership renewal notice. Director Weimar will get her more information. Assistant Library Director Adamowski mentioned the ILA convention will be in Tinley Park this October. Director Weimar said that School Liaison Kara DeCarlo is presenting at the Youth Services conference in Springfield. President Healy brought up the correspondence in which the person living in non-incorporated Orland Park asked to have their Non-Resident fee discounted or preferably waived. Director Weimar promptly answered her correspondence and explained how she can obtain a card using the tax bill method and also how she can take advantage of the plentiful services the library offers even without an Orland Park Library card.

Announcements

Treasurer Jennings moved to adjourn the meeting and it was seconded by Trustee Kleis.

Adjournment

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

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

The meeting was adjourned at 7:55 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson