

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 20, 2017

The meeting was officially called to order by President Healy at 7:05 p m.

Call To Order

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

Roll Call

Members absent: Denis Ryan, Catherine Lebert

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator

Treasurer Jennings made a motion to approve the January 16, 2017 minutes. Trustee Leafblad 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. 5 ayes, 0 nays, 2 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

None.

None.

Executive Session

Trustee Kleis moved to accept the Treasurer’s Report for January 2017. Trustee Leafblad seconded. Finance Manager Kimmey mentioned the auditors were in recently and wanted the library to breakdown the Fund Balance section into three categories: Non-spendable, Restricted by Donors and Restricted by Statute. The Non-spendable would be prepaid assets in which the library would expense throughout the year. This amount would adjust each month. The Statement of Revenue and Expenditures shows an amount of \$270,354 which represents funds carried over from 2016. In regards to the Nicor bill, President Healy asked about the increase in cost per therm for natural gas. Ross Kimmey stated the therm cost fluctuates and had increased from .27 to .41 per therm in the recent bill. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Treasurer’s Report

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

Treasurer Jennings moved to accept the payment of bills listing from 1/17/17-2/20/17. 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. 5 ayes, 0 nays, 2 absent.

Mark Ewasiuk and Ron Sierzega were able to successfully test the Raspberry Pi's on the second floor OPAC computers and now there is a screen saver advertising our programs on the catalog. The thin clients will be replaced by Raspberry Pi's over the next few months. Mark and Ron were able to use a Raspberry Pi to market new books at the Circulation Desk. There is a monitor located on the shelving behind the staff facing the patrons. Web Developer Lina and Graphics Assistant Kristen assisted on both of these projects by providing the content. IT is also working on a project to have the Zoneminder cameras linked to the Intranet so every staff member would be able to click on a camera zone and view real time. Having this access strengthens our safety objective in the Strategic Plan.

Librarian's Report

Jackie is working on the Boopsie app. The library hopes to have this app debuted by late March. Circulating Hotspots was researched and the library will be contracting with Mobile Beacon to have these available to OPPL patrons for a cost of \$120 per device per year. The library will use Tech Soup to purchase five of them for a one-time cost of \$60 for all five devices. The library hopes to have these available for circulation by early March.

The Chinese Lantern Festival on February 11 was a great success. Over 160 patrons came throughout the day. A big thank you to the 21st Century Institute and the Village of Orland Park for making this an enjoyable day. Although Outreach has given statistics of programs in January, the entertainment on Friday evening had over 100 patrons enjoying the sounds of String Grass music.

The final report from the Industrial Appraisal Company was received on January 17th. This report provided the library with an updated appraisal value of its items and materials, such as the NASA collection, technology, artwork, and print and non-print materials based on the inventory that was submitted in mid-November.

Jason from TYCO Integrated Security, the company that services our integrated burglar and access card system, conducted a preventive maintenance service call in early February to check on the reliability of the system. It has been determined that the Cellular Communicator needs to be replaced. The cost effective communicator is designed to strengthen and enhance the functionality of the library's existing alarm system. TYCO will also be providing a quote to the library on replacing our existing integrated system and separating it into two separate structures. As of the year 2020, parts for the mother board will no longer be available and it will be necessary to purchase a new system at that time.

Steve Newman and Joe Ebert have begun replacing the fluorescent light bulbs throughout the library with LED bulbs. The bulbs use half of the energy than the old ones, are much more cost efficient and offer a five year warranty. The light from the bulbs that is cast is much easier on the eyes for reading and sight. Staff have remarked on the improvement and soon the patrons will notice the difference, as well.

On Friday, Library Furniture International installed six moveable display shelving units—3 in Adult Services and 3 in Youth Services. The shelving units allow the librarians to create a bookstore-style book displays. These units hold approximately 80 items depending on the thickness of the books. The increase in face out displays of materials should increase browsing by the patrons, as well as pique their attention as they pass by. The new book shelves in Adult Services were dismantled and replaced with the units. They now hold the new fiction and nonfiction titles. In Youth Services, two of the units are located just north of the Junior Desk and are filled with various display books such as Black History Month and new DVDs. The third YS unit is located in the Preschool Area and is chockfull of books about concepts. The staff in both departments will need to be constantly arranging the shelves as books are selected, which will offer our patrons an ever changing display of materials to choose from.

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**

Approval of the revisions to the Employee Handbook – For Action

New Business

Treasurer Jennings moved to approve the revisions to the Employee Handbook. Trustee Leafblad seconded.

Director Weimar mentioned the changes were legislative requirements needing to be incorporated to be in compliance with Illinois law. These revisions affect both the sick leave and bereavement sections of the handbook. The terminology added is stepchild, adoptive child and domestic partner.

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

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

Approval of the revisions to the Unattended Children’s Policy – For Action

Trustee Leafblad motioned to approve the revisions to the Unattended Children’s Policy. Trustee Kleis seconded.

Director Weimar mentioned that the oldest dated policies were chosen for revisions first and were given to the Department Heads to revise and Attorney Dennis Walsh to review. Attorney Dennis Walsh added some suggested wording on parental responsibility. The staff felt the content on parents not being able to leave children at any time was necessary.

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

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

Approval of the revisions to the Reference and Readers’ Advisory Service Policy – For Action

Treasurer Jennings moved to approve the revisions to the Reference and Readers’ Advisory Service Policy. Trustee Leafblad seconded.

Director Weimar stated that this policy not only is applicable for the Adult and Youth Services’ departments, but also the IT department. Patrons request IT staff to assist with their devices. Staff is also asked to help with patrons’ job resumes both in person and online. The suggested content added by Attorney Dennis Walsh clarifies the responsibilities allowed when working with patrons. Attorney Dennis Walsh said they could be corrected. This policy also states the library provides

nondiscriminatory service.

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

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

Approval of the revisions to the Media Photographing and Videotaping Policy - For Action

Trustee Kleis motioned to approve the revisions to the Media Photographing and Videotaping Policy. Trustee Barcelona seconded.

Director Weimar mentioned that the live streaming content was added. Finance Manager Kimmey asked if that included Facebook Live and Director Weimar said yes.

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

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

Approval of the revisions to the Program Attendance Policy – For Action

Trustee Barcelona moved to approve the revisions to the Program Attendance Policy. Trustee Kleis seconded.

Director Weimar stated the major change in this policy is the cardholders from other libraries must present their home library card. Assistant Library Director Adamowski mentioned many of youth services programs are drop in with no registration required. The attendance numbers have increased quite a bit. Attorney Dennis Walsh inquired about service to homeless. Director Weimar stated the Illinois State Library was still in discussion on service to the unserved and although library cards are required for some programs, the drop-ins and adult programs do not require library cards to attend.

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

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

Approval of the revisions to the Program Participant’s Consent Policy – For Action

Treasurer Jennings moved to approve the revisions to the Program Participant’s Consent Policy. Trustee Leafblad seconded.

Director Weimar stated the library is concerned about the safety of our patrons. The library does post patrons’ photos to Facebook to advertise our programs, but no names or identification is given. Director Weimar mentioned this policy is posted near the elevator for patrons to view and marketing pictures have not been a problem.

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

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

Approval of the revisions to the Display Policy – For Action

Trustee Kleis motioned to approve the revisions to the Display Policy. Trustee Leafblad seconded.

Director Weimar stated this policy was one of the few which had not been revised. Outreach Services was eager to have it reviewed. The Outreach Department mentioned the ability to have audible presentations and it was agreed to allow these types of presentations. It was agreed that pictures of exhibitor's artwork can be included in motion pictures or television, but it is not the library's practice to take photos and post them. This language was inserted as a protection in case any photo from the newsletter went global. It was decided that this promotion statement will remain in the policy and if it should be adequately explained to exhibitors on an individual basis. President Healy asked about correcting a few typographical mistakes.

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

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

Approval of the revisions to the Bylaws of the Board of Library Trustees – For Action

Treasurer Jennings motioned to approve the revisions to the Bylaws of the Board of Library Trustees. Trustee Kleis seconded.

Treasurer Jennings expressed interest in lowering the number of years for term lengths. President Healy asked why volunteers are discussed. Attorney Dennis Walsh explained about indemnifying volunteers and the need to insert this language. President Healy inquired about the wording of how the Treasurer maintains the accounts and the Secretary takes the minutes. Attorney Dennis Walsh and trustee Jennings made some suggested verbiage changes to show delegation of tasks is permitted. A grammatical adjustment was pointed out by President Healy. She inquired if the time frame change from 30 to 60 days was for the Illinois Public Library Annual Report was correct by law. President Healy requested a clean copy with the revisions, in black type only, be created and it was decided to table this action item.

Treasurer Jennings motioned to table the approval of revisions to the Bylaws of the Board of Library Trustees until the next regularly scheduled Board Meeting.

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

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

Approval of the 2016 Illinois Public Library Annual Report – For Action

Trustee Kleis motioned to approve the 2016 Illinois Public Library Annual Report. Treasurer Jennings seconded.

Director Mary Weimar presented the statistics covered by this report. The Illinois Public Library Annual Report (IPLAR) must be filed by March 1. It has been completed with the input of all of the departments. This is a statistical report without narrative. It highlights the collection, circulation and building statistics. The library offered fewer programs in 2016, which might have had an effect on the building attendance and some reference stats. The circulation increased by 3 percent with an annual circulation of 945,776. Children and teen account for over 500,000 of this total. The survey asked for database usage for the first time this year. Total collection use of physical, electronic and database hits was 1,028,804. This is the first year the survey required a study room usage count and ours was over 7,600 uses. This is only a use count, not a number of patrons in each room. Our annual gate count was lower by about 30,000. Reference questions answered were down about 6,000. This year the survey asked for one-on-one tutorials. This question was unknown in that the Illinois State Library did not indicate to libraries this year to keep stats on this type of reference transaction. The library has about a

thousand more registered users at 37,848. Another change to the survey this year was recording statistics on passive programming. The 1,300 plus count of the over 42,000 program attendees were primarily children and teens. Computer usage is up, with over 24,000 users. The amount of monies spent on staff training increased by about \$10,000. Public Library Association conference was in 2016 (every other year). Almost 1,000 more hours of training was acquired over 2015 for staff, Book Expo was in Chicago this year which may account for an increase in both spending and hours. The library has approximately 280,900 physical items (magazines, books, DVDs, video games and audio books. The library has over 7,600 eBooks.

The Capital Needs Assessment portion, which used to be required for the Illinois State Library every two years, was incorporated into this year's IPLAR. It asks for approximate costs of improvements or facility needs for your library, such as, security measures, energy conservation, roof, HVAC, etc.

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

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

Approval for the payment of \$75 each for members of the Board of Library Trustees to be enrolled in the Illinois Library Association – For Action

Trustee Kleis motioned to approve the payment of \$75 each for members of the Board of Library Trustees to be enrolled in the Illinois Library Association. Trustee Leafblad seconded.

Director Weimar stated this item on the agenda allows for membership continuity as each Board Member's anniversary date is different.

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

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

Approval for the payment of \$260 for Trustee Leafblad and Trustee Jennings who attended the Illinois Library Association Trustee Workshop on February 18, 2017 – For Action

Trustee Kleis moved to approve the payment of \$260 for Trustee Leafblad and Trustee Jennings who attended the Illinois Library Association Trustee Workshop on February 18, 2017. Trustee Barcelona seconded.

Treasurer Jennings and Trustee Leafblad both remarked on how interesting the workshop was. Treasurer Jennings said the main speaker spoke a lot about upcoming legislation and Trustee Leafblad mentioned she enjoyed learning more about the rules regarding children and their library cards along with how room usage profiling is not permitted.

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

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

Approval of the American Library Association 2017-2018 membership for President Healy in the amount of \$135– For Action

Trustee Barcelona motioned to approve the American Library Association 2017-2018 membership for President Healy in the amount of \$135. Trustee Leafblad seconded.

Director Weimar mentioned the ALA conference will be held June 22-27 at McCormick Place. It is less expensive to attend the conference if trustees are ALA members.

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

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

Approval of the Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Commercial Carpet Consultants, Inc., in an amount not to exceed \$178,000 and the Rider to the Standard Form of Agreement, and the General Conditions of the Contract for Construction, and the Supplementary General Conditions of the Contract for Construction– For Action

Trustee Kleis motioned to approve the Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Commercial Carpet Consultants, Inc., in an amount not to exceed \$178,000 and the Rider to the Standard Form of Agreement, and the General Conditions of the Contract for Construction, and the Supplementary General Conditions of the Contract for Construction. Trustee Leafblad seconded. Dan Pohrte from Products Architects told Assistant Library Director Adamowski he has worked with Commercial Carpet Consultants in the past. He is confident they will do well.

Assistant Director Adamowski mentioned that the Commercial Carpet Consultants bid was the lower of the only two received sealed bids. The Lobby, Staircase, first floor meeting room corridor and Youth Services corridor is included in the \$178,000 proposal (along with a 10% contingency). \$51,006 of the total cost was awarded in 2016 from the Illinois State Library.

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

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

President Healy asked about Lynda.com and wondered if the library should look into it since a few patrons left comments in regards to it. Director Weimar said Adult Services staff is looking into the cost and functionality of it. Staff are aware Tinley Park Public Library carries this service and will investigate usage statistics and cost. Director Weimar reiterated the subscription price will be based on current population figures, not cardholder numbers, which will cause a higher price. President Healy does not want the IT class evaluations included in their customer service log.

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 – aye; Lebert– absent; Ryan – absent.

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

The meeting was adjourned at 8:30 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson