

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 17, 2017

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

**Call To Order**

Members present: Christian Barcelona, Joanna Leafblad, Diane Jennings, Elan Kleis, Nancy Healy, Dan McMillan (7:05)

**Roll Call**

Members absent:

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

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

**Introduction of Visitors**

Secretary Kleis made a motion to approve the June 19, 2017 minutes. Vice President Leafblad seconded. Trustee Healy pointed out a grammatical edit on page 6. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – absent.

**Minutes**

Motion passed. 5 ayes, 0 nays, 1 absent

None.

**Public Comment**

Treasurer Jennings moved to go into closed session for the consideration of the selection of a person to fill the vacancy on the Orland Park Public Library Board of Library Trustees pursuant to 5 ILCS 120.2(3) and to approve closed session minutes (5 ILCS 120.2(c)(21). Secretary Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – absent.

**Executive Session**

Motion passed. 5 ayes, 0 nays, 1 absent

The Board went into Executive Session at 7:03 p m. Executive Session ended at 7:22 p.m.

The regular session resumed at 7:26 when President Barcelona made the motion to return to regular session. Vice President Leafblad seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

Treasurer Jennings moved to accept the Treasurer's Report for June, 2017. Vice President Leafblad seconded.

**Treasurer's Report**

Trustee Healy inquired about the state grants revenue line and Director Weimar confirmed the per capita money has been awarded. Trustee Healy mentioned that the book expenditures for the year were low, with under 40% being spent by mid-year. Director Weimar explained that a recent Overdrive expenditure was made. Trustee McMillan and Secretary Kleis asked about the process for purchasing materials. Director Weimar explained the library's Collection Development Policy, as well as the various departments' Collection Plans. Further explanation was given regarding the use of professional review journals to assist staff with selecting books for the library's various collections. The staff are responsive to patron demand of materials and use other sources such as the Chicago Tribune, New York Times and People Magazine for keeping up to date with popular materials that Orland patrons may request. Director Weimar shared that some staff recently attended Book Buzz at the Harold Washington Cultural Center. This event, held the day before the start of the American Library Association Annual Conference, introduced librarians to the forthcoming 2017 fall and winter book titles. Publishers such as Random House, HarperCollins, Penguin and many more showcased fiction and nonfiction titles they perceive will be popular for children and adults. Further explanation on the process of purchasing materials included Technical Services placing orders after selection by staff, as well as processing of the materials. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

Secretary Kleis moved to accept the payment of bills listing from 6/20/17-7/17/17. Trustee Healy seconded.

Trustee Healy asked about the Schindler Elevator payment. Assistant Director Adamowski confirmed it was their annual contract payment amount. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

A long-time and very valuable employee, Howard Griffin, our Head of Circulation, passed away last night. He was the department head for seventeen years. He was instrumental in moving the library to the Polaris platform, had excellent customer service skills, was very well respected, and always said the library was his home. He will truly be missed by his colleagues and staff.

**Librarian's Report**

The assistive technology software and hardware has been installed on the second floor in Adult Services for the sight-impaired. Current Technologies is working with Administration on the automation maintenance and equipment lines for the 2018 budget. Some key purchases will be earmarked to upgrade the Storage Area Network and PCs. Although our Polaris Leap software is working offsite, the library has not found a compatible wireless scanner and printer that fits our needs. IT is working with Polaris and the user group to find an effective solution. Technical Services is also looking to find RFID tags that work with our more challenging formats so items can be checked out on the self-checkout machines rather than at the circulation desk. The database servers will have some intermittent work done on Friday which might impact the catalog as the links to articles are embedded in Polaris. Current Technologies hopes it is not too problematic. The library will be purchasing more HotSpots for circulation. The library is replacing the older version of Roku with the sticks. Trustee Healy talked about her experience with checking-out Roku sticks when Trustee McMillan inquired about their value she pointed out some highlights about them.

The Live and Learn Grant quarterly report was submitted and the final narrative and financial report will be completed when the irregular tiles get replaced in the next month. Treasurer Jennings asked about the upkeep of the new flooring. Assistant Director Adamowski said our maintenance staff is doing a good job of keeping them looking good.

The outdoor concert series planned this summer has been an outstanding success. Patrons bring their

own chairs and listen from under the trees of the parking lot.

*Reading By Design*, the summer program, has been going well. The library registered about 75 more patrons than last year. The completion totals cannot be determined until the end because the children were logging in minutes not number of books.

July 22 is our third annual OPPLCON: A celebration of Pop Culture. Director Weimar recommended to stop in the library on Saturday for the festivities.

ALA put out an email announcing that library funding (Labor, Health and Human Services, Education and Related Agencies) voted to recommend level funding in FY2018 for the Institute of Museum and Library Services which funds LSTA (Library Services and Technology Act) funds.

The main staircase was closed all day on Wednesday, July 5 in order for the stairs and the landings to be stripped, cleaned thoroughly and resealed.

Jeremy Watson, President of Commercial Carpets Consultants, met with Administration to discuss the replacement of 18 Nurazzo tiles in the lobby and 2<sup>nd</sup> floor landing. The defective tiles were laid during the project, but the defect was not detected until the sealer was applied. Jeremy has asked the sales representative from Nurazzo to come to the library to see the tiles. An agreement will need to be arranged between Jeremy and the manufacturer as to who is responsible for the replacement of the tiles.

On July 7<sup>th</sup>, four A-frame shelving units were delivered to the library by Library Furniture International. Three of the units are in the Adult Services Department and one is in Youth Services.

The Youth Services furniture reupholstery project is nearly complete. On Wednesday 51 pieces of furniture taken on trip 2 will be delivered and the remaining 32 pieces will be loaded on the truck for trip 3. Once completed, the Youth Services Department will have a fresh, clean and welcoming feel to it thanks to the recovered furniture and colorful rubber flooring.

Tyco Integrated Security submitted a proposal to Administration detailing the work and cost factors in separating the burglar system from the card access system. The upgrade is needed as the parts for the motherboard will be unavailable within the next two years. The proposal for the two systems includes scope of work, schedule of equipment, pricing and maintenance information.

Earlier this morning, Wingren Landscaping applied mulch to the library's grounds which is done every three years.

The library mans a booth at the Village's Market in the Park every other Thursday. Administration spoke with Adult Services' staff who have been participating and they have reported that it is a positive experience. Many patrons have stopped by the booth to hear about the library's many programs and services.

Trustee McMillan inquired about the upcoming Fake News program on July 31. Public Information Manager Jackie Boyd spoke about the content of the event and the speakers who will be a part of the panel discussion that evening. Trustee Healy mentioned that the Regional Newspaper may have been recently sold, and Boyd said she would check on this new development.

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

Adoption of Resolution No. 2017-06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account not to exceed \$300,000 – For Action

New Business

Treasurer Jennings moved to approve Resolution No. 2017-06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account not to exceed \$300,000 as amended. Vice President Leafblad seconded. Finance Manager Kimmey explained that the library had a surplus from last year’s budget from monies we had not expended. Director Weimar explained that Special Reserves funds can only be used for projects involving building improvements, equipment and landscape.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

FY2018 Budget and Levy – For Discussion

Director Weimar said the budget should be passed no later than the November Board meeting. The Personnel committee and Building and Maintenance committee will look to meet on August 8<sup>th</sup> in the evening. Finance Manager Kimmey will create a chart showing how the library’s portion of a homeowner’s tax bill is reflected in the levy. Public Information Manger Boyd can put this information up on our website. Property tax appeals were briefly discussed.

None.

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Treasurer Jennings.

Adjournment

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

The meeting was adjourned at 8:42 p.m.

Elan Kleis  
Secretary

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

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

Minutes prepared by Aaron Peterson

