

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 15, 2016

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Elan Kleis, and Denis Ryan;

Roll Call

Members absent: Catherine Lebert. Trustee Joanna Leafblad arrived at 7:05pm

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Coordinator; Mary Adamowski, Head of Youth Services; Carol Maresh, Cataloger 2; Jason Rock, Virtual Services Manager; Linda Conrath, Reference Librarian 2; Laura Larson, Senior Circulation Clerk; and Stephanie Thomas, Reference Librarian 1

Minutes

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

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

None.

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
Kathleen Andrews

None

Executive Session

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

Treasurer’s Report

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

Trustee Kleis moved to approve the Accounts Payable Listing of January 19, 2016 – February 15, 2016 and was seconded by Trustee Ryan. No discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

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

The Library will file the Illinois Public Library Annual Report tomorrow after approval at tonight’s meeting which is required by law to be filed by the end of February.

Librarian’s Report

The Orland Park Public Library did not receive the Novelist grant. Only seven libraries throughout the world were recipients. Although the Library did not receive monies to market this worthwhile database, Adult Services staff have been implementing some of the initiatives already. Linda Conrath explained the initiatives the staff have already started in marketing Novelist. Trustees inquired about

this database and its features with Polaris and the website. President Healy asked Linda Conrath about the Blizzard of Books reading program. Ms. Conrath said 266 have registered with 69 completions, but the program still has two weeks to go.

The Live and Learn Grant application is due by the end of February. The Library is awaiting additional support letters and the sign-off letter from the Illinois Historic Preservation Agency. This construction grant involves replacement flooring for worn carpeted areas.

The Youth Services staff applied for a Gilder Lehrman grant regarding the commemoration of the anniversary of Pearl Harbor to provide a program for the junior high students. Mary Adamowski stated the 7th grade teachers were very interested in this program which will be presented by Orland resident Terry Lynch. President Healy inquired if St. Michael's School would be included in this event. Mary Adamowski stated they are reaching out to St. Michael's. At this time, staff had not been notified of the status of the grant. President Healy asked Mary Adamowski how St. Michael's library closing has affected our library. Ms. Adamowski stated St. Michael's has not noticeably changed their use of our services. Ms. Adamowski mentioned the Library hosted a Preschool Fair earlier this month for parents to get an overview of preschool services available in Orland Park. Over 75 people attended this second annual event.

Public Information Coordinator Jackie Boyd, Assistant Library Director Robin Wagner, Library Director Mary Weimar and Library Trustee Christian Barcelona attended the Illinois Library Association's Legislative Meet-Up on February 12 hosted at the Tinley Park Public Library. Three of Orland Park's six legislators were able to attend, Senator Cunningham, Senator Hastings and State Representative Margo McDermed. Guest speakers were ILA President Betsy Adamowski, ILA Executive Director Bob Doyle and ILA Legislative Consultant Derek Blaida. Trustee Barcelona stated the event was a very good opportunity to talk with legislators.

Director Weimar mentioned in the Monday *Southtown*, it was written State Representative Margo McDermed has introduced HB 4664 to remove a person from office for failing to complete training on compliance with the Open Meetings Act within 30 days of receiving notice that they have failed to do the training.

Director Weimar mentioned Adult Services has proposed the Circulation Policy could be amended at a future Board meeting to allow non-residents to place holds on material the Library owns and utilize vacation loan rules. Currently non-OPPL cardholders cannot place holds, utilize interlibrary loan service, or have vacation loans. Trustee Jennings and President Healy inquired about purchases and hold queue effecting resident holds. President Healy said it could be discussed at the next Service and Policy Committee meeting.

At the beginning of February, the Management Team decided to allow two renewals on items instead of one to meet the needs of our patrons. The change was put in place by Head of Technical Services Wendy Xie within two days of the decision. An advantage of being a stand-alone library. Trustee Jennings stated she had already noticed this renewal change when last checking the status of her checkouts.

On Thursday, 2/18/16, sixty David Edwards chairs and the four teen lounge chairs with wood arms will be picked up to be reupholstered. This is the first batch planned for 2016. Trustee Ryan inquired as to the length of time it took for this reupholstering and Robin Wagner stated it could take from 4-6 weeks.

Ms. Wagner is waiting for two design plans with approximate costs for hard surface flooring to replace the carpeting in high traffic areas. These costs will be used in the 2016 Live & Learn grant due March 1st. The designers are developing flooring plans for the lobby, 1st and 2nd floors that will match the current carpet which will remain and design elements already in place. These plans will be modular—the Board may choose to do all, parts or none of the project.

Robin Wagner has received quotes for face-out display shelving for the Adult & Teen music CD collection. This project, if accepted by the Board, will make browsing for CDs easier and more appealing to our patrons. She has to calculate the floor space required for the a-frame shelving. Each row of new shelving will hold less CDs than the current shelving. Staff will need to decide to keep the current two rows and pull CDs, or expand the area to accommodate all the CDs. President Healy

inquired about whether moving this shelving would be done by staff or an outside company. Ms. Wagner stated there would be a cost to moving the existing shelving.

Circulation Desk staff are testing out three types of task chairs. The current chairs are in terrible shape with black tape over the arms and foam coming through the seat fabric. Replacement of these chairs was included in the 2016 budget. Ms. Wagner invited trustees to view the sample chairs located behind the Circulation desk in the lobby.

Also scheduled in the 2016 budget was the purchase of a new copier and coin-op for public use. We have prices for both items and will make a final decision by next week. The copier will come from Konica Minolta and the coin-op from TBS, a locally-owned company. The copier will include fax service; the coin-op can be expanded to accept credit cards.

In January, a new vending machine and coffee system was put in place after discontinuing our current contract. The coffee, shipping fees, and vending items were not cost-effective for the older vending and coffee equipment.

It was decided and budgeted for the Library to buy its own coffee and vending machine and stock and maintain them in-house. This allows better coffee to be served, healthier and fresher snack products, and lower pricing based on the cost per item. In the three weeks the new machines have been in place, Administration has received nothing but positive comments on the snack choices, the prices, and, interestingly, that larger coffee cups can now be used because of the design of the new machine.

President Healy inquired about the second floor display case recently purchased and the collections which were scheduled to be displayed. Trustee Jennings commented on the nice attendance at the Polish Chef program.

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

None.

Unfinished Business

Approval of the updating of the Illinois Funds authorized signatures for the operating fund and the special reserve fund– For Action

New Business

Trustee Ryan motioned to approve the updating of the Illinois Funds authorized signatures for the operating fund and the special reserve fund. Trustee Leafblad seconded the motion. No discussion took

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

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

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

Treasurer Jennings motioned to approve the 2016 Illinois Public Library Annual Report. Trustee Barcelona seconded the motion. Director Weimar compared pertinent statistics from 2014 to the last fiscal year of 2015. Revenue and expenditures, collection statistics, program and reference counts, attendance for the building and more were highlighted. Some significant statistics have gone down from 2014 (circulation, attendance, program numbers and reference questions) and staff are looking for ways to bring those numbers back up. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

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

2016-2017 Strategic Plan – For Action

Trustee Leafblad motioned to approve the 2016-2017 Strategic Plan. Trustee Kleis seconded the motion. Mary Adamowski, Chair of the Strategic Plan Committee, provided an overview of the process which included the Library Board keeping the 2014-2016 mission and goals and then reviewed with staff input and meetings held to produce this draft. Ms. Adamowski stated the new plan highlighted a patron driven collection, outreach services, building improvements and was aggressive and cutting edge. Mary Adamowski thanked Jackie Boyd and Kristen Holding for the Strategic Plan's design. Discussion from Board members asking Strategic Plan Committee members to clarify various goals and objectives took place. Senior Circulation Clerk Laura Larson explained about provisional cards and how this initiative would help patrons check out a limited amount of materials if they did not have all of the identification needed to apply for or renew a library card. Trustee Jennings commented on this initiative as helping improve customer service. Trustee Jennings asked about Goal 2, Objective 2 and Jackie Boyd clarified the marketing strategies for the Library to be out in the community. Virtual Services Manager Jason Rock answered Trustee Leafblad's inquiry on a new app for the library and how it can be used to offer more services. Cataloger 2 Carol Maresh stated MARC records for electronic holdings were being created and entered into Polaris. Reference Librarian I Stephanie Thomas spoke about innovative programs, such as, Touch-a-Truck, which are collaborations with other community agencies. Mary Adamowski stated how reaching a million circulations could be attainable.

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

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

Approval to close the Orland Park Public Library on Sunday, May 29, 2016; Sunday, July 3, 2016; Friday, August 5, 2016; Sunday, August 7, 2016; and Sunday September 4, 2016 --For Action

Trustee Leafblad motioned to approve to close the Orland Park Public Library on Sunday, May 29, 2016; Sunday, July 3, 2016; Friday, August 5, 2016; Sunday, August 7, 2016; and Sunday September 4, 2016. Trustee Kleis seconded the motion. Director Weimar explained the May, July and September Sunday closings were in conjunction with federal holidays. The August closings will allow the Village of Orland Park to use the Library parking lot for the Taste of Orland. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

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

President Healy stated the Carter program held last week was very good and Trustee Leafblad, who also attended, stated how informative the Carter presentation was and how the audience enjoyed it.

Announcements

Trustee Ryan inquired about the correspondence from St. Coletta's of Illinois. Director Weimar explained it was notification of their intent to file a tax appeal. Inquiries were made as to St. Coletta's tax exempt status.

President Healy expressed thanks to the committee members on their work with the Strategic Plan.

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

Adjournment

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

The meeting was adjourned at 8:35 p.m.

Diane I. Jennings
Secretary Pro tem

Approved: _____

Date: _____

Minutes prepared by Mary K. Weimar