

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held March 21, 2011

The meeting was officially called to order by President Jennings at 7:30 p.m.

Call To Order

Members present: Diane Jennings, Nancy Healy, George Sims, Mary Ann Ahl, Carole Hillman, Brian Wydajewski

Members absent: Catherine Lebert

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator, Shelly Cruz, Business Office Assistant

Trustee Hillman made a motion to approve the February Board minutes. Ahl seconded the motion. Motion passed. All ayes, no nays.

Minutes

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

Introduction Of Visitors

None

A thank you card to the Director and Board of Library Trustees from Mary Adamowski, Diane Norris-Kuczynski, Lora Van Mare, and Becky McCormack of Youth Services. They expressed their appreciation for being able to attend the Anderson's Children's Literature Conference.

Correspondence

Scott Remmenga, Finance Manager explained the financials.

Treasurer's Report

Trustee Wydajewski moved to accept the Treasurer's Report. The motion was seconded by Sims with a roll call vote as follows: Healy – aye; Ahl – aye; Hillman – aye; Jennings – aye; Sims – aye; Wydajewski – aye. Motion passed. All ayes, no nays.

Trustee Ahl moved to approve the Accounts Payable for the second half of February, 2011 and the first half of March, 2011 and was seconded by Hillman with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Ahl – aye; Jennings – aye; Wydajewski - aye. Motion passed. All ayes, no nays.

Systems Merger

Librarian's Report

The Merger Transition Board will be in effect from now until July 1, 2011. Three members of each dissolving system make up the 15 member board. They have full authority until June 30, 2011. Their tasks ahead are to hold an election for board members, hire a new director for the new system, and make operating decisions.

The Transition Board held their first meeting March 10 and discussed the hiring process for the new director, and the merger system website indicated an interim director will be selected.

A name for the new system will be voted on. The southern system merger group has approved the name Illinois Heartland Library System.

In regards to membership, the Illinois State Library stated all existing members should be grandfathered into the new system, and that the ISL will work with the new systems to establish a single uniform set of statewide membership criteria.

The Illinois State Library has indicated to the Merger Transition Board that only the following activities will be funded through the Per Capita Grant: resource sharing to include LLSAPS, interlibrary loan, reciprocal borrowing, delivery, the talking book program, expenditures related to administrative costs, and maintaining the system's website.

Metropolitan Library System sent a letter dated March 1st requesting the Transition Board add to their agenda before June 1, 2011 permission to proceed with outsourcing the delivery service prior to July 1, 2011. This intergovernmental agreement would also assume financial responsibility for the contract as well as the potential outgoing unemployment liability created by eliminating the sixteen existing MLS delivery positions. This document also indicated that there would likely need to be more than one meeting on this.

SWAN

Database purchases were discussed and two libraries requested a new look at the formula used to invoice participating libraries. The database committee is looking at two tiers of database choices. ProQuest has recently purchased the electronic version of the *Chicago Tribune* and other newspapers. Beginning April 1st libraries must contract with ProQuest to access these databases. Our library is looking to have credit applied to the Newsbank account for the *SouthtownStar*.

The SWAN Council is looking at facilities in case the Burr Ridge location is chosen to be sold. A preliminary survey went out by SWAN staff to confirm which libraries had computer labs for training purposes.

SWAN is looking to contract with the new regional library system for services. Discussion also took place on the benefits of contracting with OCLC or Skyriver for bibliographic services. The State Library has put out an RFP for bibliographic services. Skyriver's cost is \$80,000; OCLC is \$170,000, but Skyriver has no ILL component. A contract must be signed by July 1, 2011.

Advisory Group Directors Meetings

Independently, directors from all five systems merging are meeting to discuss continued communication through a new system environment. These directors shared what communication tools currently are used by individual systems and will be discussing system membership standards.

Databases

A new contract will be needed with ProQuest to continue access to the electronic version of the *Chicago Tribune*.

W.T. Cox has offered \$2000 in credit for the inconveniences caused by their company changing software. They have been invoiced for magazine purchase made by our library. Technical Services is in daily contact with W.T. Cox as address labels are corrected. The library has investigated using Ebsco as our magazine vendor and will order new titles through them to evaluate their services.

Harper Collins has altered their contract with e-book providers by limiting access to their titles to 26 circulations. Libraries must repurchase titles from Overdrive for continued access. Media on Demand libraries responded to this unorthodox decision. The American Library Association will continue investigating this new lending practice. Our library has been purchasing more e-book titles but the latest titles were not from Harper Collins.

Property Tax Appeals

Klein Thorpe and Jenkins is requesting the taxing bodies who entered into the IGA for the Sears 2005-2007 PTAB approve the settlement in the amount of \$49 per square foot (Library amount \$33,099.52). The motion filed by KTJ in regards to the Orland Square Mall tax valuation objection was denied without prejudice. They will pursue the issue.

Legal news

Zone 7 directors will be meeting with Senator Emil Jones III on March 22. Our library has visited

all of our senators and representatives in regards to current library legislation. A new Internet filter bill (HB2889) has been introduced in the Senate by newly elected Schaumburg Representative Mussman. ILA and the Public Policy Committee are monitoring it.

Finances

Auditors have come twice to gather information for the audit. Chris McClure expects the draft to be available April 1st.

Horton Group was looking to renew the Treasurer's Surety Bond and by law, the library must insure the Treasurer for at least half the revenue. In the past, the library interpreted this to mean half the budget. As we were looking to raise the Treasurer's Surety Bond, it was determined we should also be including the debt service revenue so the bond will be increased accordingly.

Policies

After attending a Management Association workshop on employment law issues, our library will ask the Services and Policy Committee of the board to look at developing a Social Media Use Policy for the library. Creating a separate policy on Internet and email use by staff will also be looked into.

The Material Complaint Form revision will be discussed with the board committee.

The biennial review of the Collection Development Policy has begun. The three department heads of Outreach, Adult and Youth Services met to discuss the policy on March 10th. No revisions seem to be needed, but the committee is looking into the Collection Development Plans to make sure they accurately reflect our practices and collections.

The Personnel Policy Section 102 needed a slight revision to be compliant with the law regarding genetic information.

Fuel IGA

Public Works Director Ed Wilmes was contacted regarding the new intergovernmental agreement provisions for purchasing fuel for our library vehicle from the Village of Orland Park. The library will not be part of this resource sharing due to the additional annual administrative fee of \$300 from each participating agency.

Personnel

The library will schedule a May meeting with the management team (and assistant department heads) to discuss interviewing skills and legal ramifications along with discussion of our current hiring practices and procedures. The library will offer more half-day sessions onsite for training purposes. The department heads have asked for a new performance evaluation tool and the Management Association will be contracted to assist in this process. A Person In Charge mandatory meeting is scheduled for April 15th.

Artwork

The library currently has Robert Brasher paintings on display. The library is looking to possibly purchase one of his pieces for the library fireplace area using Capital Campaign monies. Outreach Head Kelly Cuci has requested a cost quote from the artist.

Grants

The library is delighted to have been informed by the ALA Program Office that we are one of 55 sites selected to receive "A Fine Romance, Jewish Songwriters, American Songs 1910-1965" grant from the American Library Association/National Endowment for the Humanities. A committee has been assembled, but have not been informed of the dates of when the library will have the traveling exhibit.

Director Weimar was notified by letter on March 21st that the library was awarded the Per Capita

Grant in the amount of \$60,723.38.

Library Cards

The library has uploaded an online library card application on our website for patrons who do not have a library card. The application process can be done 24/7 and will allow the new patron to place up to three holds for materials. The process must be completed by coming into the library with the necessary documents within 14 days. This new procedure will be featured in the next newsletter.

The new corporate card policy has inspired Graphics to put together a promotional tool to distribute to our businesses. Library personnel will be attending the Orland Area Chamber of Commerce networking luncheon and feel this is a great avenue to promote this revitalized service. Director Weimar attended a Rotary Club meeting on March 17th and together with Sue Mosel, the current President of the Friends group, will speak to the Rotary Club members on April 28th about library service to local businesses.

Summer Sundays

Three of the major summer holidays are on Mondays this year. The Sunday closing for Memorial Day, July 4th, and Labor Day will be put on April's board agenda. The Taste of Orland will be held on August 5, 6, and 7th. August 7th will be included as a Sunday closing due to heavy parking/traffic issues for our patrons.

Roadwork

Ravinia Avenue will have some roadwork done this April. The Village said that it will include fixing drainage, curbs, grating it to be corrugated temporarily (for a couple of days) then applying asphalt and pavement markings. A short turnaround is expected in getting the road ready for the LaGrange Road bypass traffic.

Safety and Security

This fiscal year, the library will be upgrading the security system. Recently it was discovered that the current 2000 software is inadequate for the library's needs. A new server and software will need to be purchased to update our system.

The library must begin looking at how we allow visitors, volunteers, and workers to access our staff areas and be recognized for emergency reasons. Procedures have been developed for all categories of visitors who enter the library. Name badges, sign-in sheets and personnel escorting will be implemented for the safety and knowledge of library employees.

Lobby

Assistant Director Wagner has received the quote from OEC for the light fixture and installation for the Lucky Day area. The total cost will be \$2,963.76. The finish of the fixture is satin nickel which will match the matte silver-colored hardware throughout the building. Wagner is asking the Board to approve this expenditure later in the meeting.

In the Recycled Reads area, upon the direction of Assistant Director Wagner, OEC is looking for floor lamps that have 2 or more fixtures that can be placed behind the shelving and aimed at the opposite shelves to illuminate the area. Wagner hopes to have this information by the next meeting.

Wagner has contacted John Marcquenski of Mission Signs to come in and install the Recycled Reads and Lucky Day signage now that the dimensions of the lighting have been acquired.

Outdoor Irrigation Agreement

This year Steve Newman and Assistant Director Wagner are recommending B&R Irrigation Systems to turn on the system as B&R worked with the library last year for the turn-off process. Wagner called all three references and had favorable responses. Assistant Director Wagner is

Other Staff Reports

recommending the Board accept the B&R Irrigation Systems Irrigation Maintenance Agreement contract at a total cost of \$450.00 for the year.

In regards to backflow valve testing (RPZ) on the 3 stand-pipes, B&R does not provide for this. A certified plumber is required and very few irrigation companies employ one full-time; they usually contract the work out. Since the Village requires online verification of the testing by the plumber, we decided to have Aquamist again arrange our RPZ testing for the library. They are in the Village's system as our testing company and are familiar with the online process. The cost for RPZ testing will be \$405.00

Circle Drive Signage

The Board was given a conceptual photo and quote for the driveway signage. These are decals which would go on the three closest columns to the drive. Total cost will be \$141.80.

Vending Machines

Master Brew has installed energy misers on both vending machines in the receiving room to lower energy usage when the library is closed. The devices are motion sensors which shut down and/or lower the compressor run-time based on occupancy of the room.

Wingren Landscape Service

April 1st will start the third and last year of our landscape maintenance contract with Wingren. The 2011 costs will be \$1,335.00 per month.

See Staff Reports.

Building and Maintenance

None

Finance

None

Service & Policy

None

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

1. Settlement of the Sears Property Tax Appeal 2005-2007 – For Action. Trustee Wydajewski moved to approve the settlement of the 2005-2007 Sears Property Tax Appeal in the amount of \$33,099.52. Ahl seconded with a roll call vote as follows: Jennings-aye; Healy-aye; Sims-aye; Hillman-aye; Wydajewski-aye; Ahl-aye. Motion passed. All ayes, no nays.
2. Irrigation System Contract – For Action. Trustee Hillman moved to approve the contract with B&R Irrigation Systems in the amount of \$450. Sims seconded with a roll call vote as follows: Healy-aye; Ahl-aye; Jennings-aye; Wydajewski-aye; Sims-aye; Hillman-aye. Motion Passed. All ayes, no nays.
3. Revision of Section 102 Personnel Policy – For Action. Trustee Ahl moved to approve the revision of Section 102 in the Personnel Policy. Hillman seconded. Motion Passed. All ayes, no nays.

New Business

4. Foyer Lighting – For Action. Trustee Ahl moved to approve the purchase of new lighting in the Lucky Day area to be installed by OEC in an amount not to exceed \$3,000. Hillman seconded with a roll call vote as follows: Wydajewski-aye; Healy-aye; Sims-aye; Jennings-aye; Hillman-aye; Ahl-aye. Motion Passed. All ayes, no nays.
5. New Safety Procedures – A revised draft of the Procedures for Library Visitors was given to the Board for discussion.

Trustee Hillman invited the Board and guests of the meeting to *Holocaust Week* being held at Elmhurst College. Hillman stated that survivors of the Holocaust will be speaking on April 10th at 7 p.m. at the Frick Center, Elmhurst College.

Announcements

None

Executive Session

Trustee Ahl moved to adjourn the meeting at 8:52 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz