

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 15, 2013

The meeting was officially called to order by President Lebert at 7:03 p.m.

Call To Order

Members present: Cathy Lebert, Carole Hillman, Mary Ann Ahl, Nancy Healy, Denis Ryan, and Diane Jennings

Members absent: Julie Ann Craig

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

Guests: Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant

Vice-President Hillman made a motion to approve the March Board minutes. Trustee Ryan seconded the motion. Motion passed. 6 ayes, 1 absent, 0 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

Secretary Ahl read a letter to the Board of Library Trustees and Director Mary Weimar from Marianne Dawson, Jennifer McQuinn, and Cathy Riffice of Youth Services expressing their sincere appreciation, in which they wrote: "Thank you for the opportunity to attend the 33rd Annual NIU Children's Literature Conference on March 15th. The theme was "Make 'Em Laugh". Carolyn Crimi, David Lubar, Tom Angleberger and Lisa Lee were the authors in attendance. They were fantastic speakers, and we thoroughly enjoyed them. We also attended some informative breakout sessions. Again, thanks for the opportunity for continuing education. "

Correspondence

Mr. Andrew Angel wrote to President Lebert in regards to a complaint against Director Weimar for calling the police during an incident that happened March 20, 2013 involving Mr. Angel and a female patron who said he was following her.

Finance Manager Remmenga presented the Treasurer's Report as written. Finance Manager Remmenga explained revenue and expenditures for the year. There were no additional questions.

Treasurer's Report

Vice President Hillman moved to accept the Treasurer's Report. The motion was seconded by Trustee Jennings with a roll call vote as follows: Lebert – aye; Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Jennings - aye. Motion passed. 6 ayes, 1 absent, 0 nays.

Vice President Hillman moved to approve the Accounts Payable for March 19, 2013 through April 15, 2013 and was seconded by Trustee Ryan with a roll call vote as follows: Lebert – aye; Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Jennings - aye. Motion passed. 6 ayes, 1 absent, 0 nays.

Technology

The current adult and children's public use computers have not been functioning very well. The 12 year old operating system (Windows XP) is no longer supported by Microsoft for upgrading the workstations. The library has had numerous complaints over the last several months regarding frequent crashes, malfunctioning workstations and printing problems. It has become necessary to replace them with newer models that work well with the upgraded PC Reservation software and Polaris.

Librarian's Report

Legal and Financial

The final draft of the audit has been completed. An electronic copy has been sent to the Village of Orland Park's Financial Office.

Our levy for next year will be consolidated to four funds (General Library Fund, IMRF, FICA and Bonds and Interest). This will negate the restricted funds the library incurred in audit, unemployment, workman's compensation and liability funds over the past years.

Any board member who has not completed the Cook County Ethics Statement online must finish it by May 1, 2013.

Illinois Secretary of State Jessie White sent the Library's Per Capita Grant Award letter. The letter is in the amount of \$58,336.61. The rate is \$1.27 per resident, which is higher than past years. For the 2014 Per Capita Grant Requirement, the trustees must conduct an environmental scan of the community. This includes a SWOT (strength, weakness, opportunity, and threats) analysis in meeting the needs of the service area. Director Weimar will send a draft of the SWOT analysis to the board for their editing and comments. This should be completed by September 2013.

The HUB International Midwest Limited insurance proposal for Fiscal Year 2013-2014 came in less than last year.

Continuing Education

The Library will be hosting the June 8, 2013 Library Trustee Workshop. Vice President Hillman, Secretary Ahl, Trustee Jennings, and Trustee Ryan all agreed to attend the workshop.

The American Library Association annual conference is in Chicago, at McCormick Place this year, running from June 27, 2013 to July 2, 2013. The Library has registered 11 staff members for either the full conference or one day of the conference. Three board members are also registered for this event.

Statistics

Statistics for March showed no increase or decrease in circulation numbers. This was expected with the Polaris conversion.

E-Books circulated about 1,700 titles last month. These statistics should increase with Zinio, which went live in April and the 3M Cloud subscriptions.

Treasurer Hillman inquired about the database and youth services numbers. Administration will investigate the matter during an upcoming Management Team meeting.

Trustee Ryan asked for clarification on why the 3M Cloud subscriptions are not available on Kindle.

Building

Stanchions were put in the lobby for line formation and are removable for programming.

Maintenance has begun the installation of a shelving run to shift the collection north, providing more AV material shelving.

Personnel

Ms. Jamie Kallio, a Reference Librarian in Youth Services, is writing reviews for *School Library Journal*. Treasurer Healy commended Ms. Kallio for her continued success.

The Outreach Services staff has finished the NASA display cases with background and labels. In September, the library will host a special "unveiling" of the collections with programming from the Adler Planetarium.

Trustee Ryan offered his congratulations to the entire Graphics Department for the Polaris marketing campaign.

Polaris

At 9 a.m. on April 3, 2013, the Library migrated to Polaris. Everything went smoothly and the staff did a great job of making the transition. Mary Weimar, Bridget Bittman and Scott Remmenga spent a large part of the day in the lobby talking to patrons and demonstrating the new self-checkout machines. Howard Griffin, Pat Neubauer, Laura Larson and Julie Pryor supported the Circulation Desk staff in performing check outs, check ins and registering patrons from other libraries. Mary Adamowski and Andrew Masura, along with their respective staff members, fielded many phone calls from patrons. Kelly Cuci and Kitty Creed began organizing their homebound patrons using the Outreach Module. Joy McFadden, Cassandra Spence and Jesus Reyes continued to tweak the WebPAC, push Overdrive to fix the connectivity issues, and make sure the in-house WebPAC computers were redirected to our new catalog web address. Not to be forgotten, Wendy Xie and her Technical Services staff began processing new materials and magazines that had piled up while we operated in offline mode. The staff put much effort into preparing and training in the weeks leading up to and since April 3rd. Their help and support is appreciated.

Since going live, the staff has been solving issues with ghost holds, missing holds, assigned permissions for staff, etc. The staff, led by Director Weimar, has taken the time to contact patrons personally to answer their questions and/or resolve their issues. In comparison with the number of people we serve each day, the overall number of comments we have received, positive or negative, have been low.

Polaris modules still to be implemented include EDI ordering of materials from Ingram, Midwest Tape and Recorded Books; 3M integrated eBook service and the Community pages integration with the WebPAC. These are expected to be started in May. eCommerce is currently being established, with a 4-6 week implementation time on the vendor's side. The Library has received minimal complaints concerning the lack of credit card functionality.

Treasurer Healy questioned the hold procedures and notification policies in place with Polaris. The administration discussed the issues and noted that the adjustments needed in Polaris are being addressed.

Vice President Hillman offered her praise for a remarkable job done by all of the staff.

Parking Lot Sealcoating

A proposal has been submitted by Smoothover Sealcoating & Paving to perform crack sealing, clean and fill, sealcoating and striping of the library parking lot over the Memorial Day weekend when the Library is closed both Sunday and Monday. The cost is \$13,541. In 2010, the cost of these same services was \$12,576 (an increase of \$965).

Administration recommends the Board accepts this proposal. Mr. Steve Newman, Head of Maintenance, found them to be very good and accommodating in 2010. They are willing to do the work over the holiday weekend, and have first-hand experience with the difficulties of working in the library parking lot while keeping access to the book drops.

President Lebert suggested options to reduce book drop usage during that weekend. These include proper signage announcing the parking lot resurfacing and extension of the check-out time.

Wireless Access Points

Jesus Reyes and the IT Department have installed and set-up the staff wireless network. 16 Sonic Wall access points were deployed throughout the building, including the meeting room and staff areas.

Building

Steve Newman has negotiated a lower price for window cleaning with American National Skyline, Inc. Cleaning of both the inside and outside windows will cost \$1,420 in 2013, \$376 less than 2012.

As soon as weather permits, Steve will have National International Roofing come out to inspect the north end of the building where it seems to be leaking again. This was repaired in 2009.

Steve has done a commendable job of handling maintenance and building issues while the other staff has been focused on Polaris. His support is greatly appreciated.

Friends of the Orland Park Public Library

The Friends had a board meeting on April 8, 2013 and voted to support the library’s summer reading program with a donation not to exceed \$4,500 to purchase journals and insulated sling packs as completion prizes for those ages 4 through adult. Also to be purchased are items for raffle prizes.

Vice President Hillman requested that a thank you letter be sent to the Friends board.

Trustee Ryan asked about the Recycled Reads program.

No report at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

The draft of the revised Collection Development Policy was presented to the board for discussion. Treasurer Healy asked for clarification on several points on the policy.

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

Motion to Accept the HUB International Midwest Limited insurance renewal contract for FY2013-FY2014 for the cost of \$55,314. Vice President Hillman moved to accept the contract. Trustee Jennings seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl – aye; Healy – aye; Ryan – aye; Jennings – aye. Motion passed. 6 ayes, 1 absent, 0 nays.

New Business

Motion to Approve the revision to the Collection Development Policy. Trustee Jennings moved to approve the revision. Vice President Hillman seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl – absent; Healy – aye; Ryan – aye; Jennings – aye. Motion passed. 6 ayes, 1 absent, 0 nays.

Motion to Approve the Smoothover Sealcoating and Paving proposal in the amount of \$13,541. Secretary Ahl moved to accept the proposal. Trustee Ryan seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye Ahl – aye; Healy – aye; Ryan – aye; Jennings – aye. Motion passed. 6 ayes, 1 absent, 0 nays.

Motion to Approve the purchase of Dell computers for public use not to exceed \$19,000 from the Special Reserve Funds. Secretary Ahl moved to approve the purchase. Trustee Ryan seconded the motion with a roll call vote as follows: Lebert-aye; Hillman – aye; Ahl-aye; Healy- aye; Ryan-aye; Craig – aye; Jennings – aye. Motion passed. 6 ayes, 1 absent, 0 nays.

Secretary Ahl proposed the following Board of Library Trustees Slate for Officers: President- Dr. Carole Hillman; Vice President -Ms. Nancy Healy; Treasurer-Ms. Diane Jennings; Secretary-Ms. Mary Ann Ahl. After some discussion all trustees agreed.

Vice President Hillman offered her congratulation to Trustee Jennings and President Lebert on their re-election.

Announcements

Trustee Jennings brought forth a patron complaint regarding more in depth computer assistance on a one to one basis.

None.

Executive Session

Treasurer Healy moved to adjourn the meeting at 8:27 p.m. and all concurred.

Adjournment

Mary Ann Ahl, Secretary

Approved:_____

Date:_____

Minutes prepared by Dana O. Pryor