

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 18, 2012

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

Call To Order

Members present: Catherine Lebert, Mary Ann Ahl, Carole Hillman, Diane Jennings, Nancy Healy

Members absent: Denis Ryan, Julie Ann Craig

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

Guests: Scott Remmenga, Finance Manager; Shelly Cruz, Business Office Assistant

Trustee Hillman made a motion to approve the May Board minutes. Trustee Jennings 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

Mr. Joe Quinlan of Q-First, Inc. introduced himself and addressed the Board about helping the library go green by installing LED lighting in the library's parking lot. Assistant Library Director Wagner informed Mr. Quinlan the library is currently involved in a Retro-commissioning Project with SEDAC, and administration can contact him when the library begins to research lighting options.

A card to Library Director Weimar and the Board of Library Trustees from staff member Laura Larson expressing thanks for the candy she received as a thank you gift for serving on the anniversary committee.

Correspondence

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is doing well. Just over 51% of tax receipts have been collected.

Treasurer's Report

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

Trustee Hillman moved to approve the Accounts Payable for May 22, 2012 through June 18, 2012 and was seconded by Trustee Jennings with a roll call vote as follows: Healy –aye; Ahl – aye; Lebert – aye; Hillman – aye; Jennings - aye. Motion passed. All ayes, no nays.

Grants and Government

Librarian's Report

Library Director Weimar informed the Board the Prevailing Wage resolution is adopted every June required by law. The resolution is on tonight's agenda for adoption. Trustee Healy inquired on what the current prevailing wage is. Assistant Library Director Wagner replied the wage varies on location and trade.

Library Director Weimar expressed thanks to Illinois Comptroller Judy Baar Topinka for honoring the library with a special certificate to commemorate our 75th anniversary.

Library Director Weimar reminded trustees who have not completed the Open Meetings Act requirement they must do so by the end of the year.

Library Director Weimar announced a new Freedom of Information Act (FOIA) officer must be appointed this year or the library may continue with Trustee Jennings as officer. The Board agreed

to have Trustee Jennings continue as officer.

The Illinois Library Association sent a letter thanking the institutional members for supporting certain legislation and said House Bill 3637 was defeated in regards to the Personal Property Replacement Tax. ILA receives about \$14,000 in funds and was also affected by this legislation as was our library.

Library Director Weimar notified the Board The American Library Association (ALA) Diversity Grant meeting in New York was very interesting, OPPL looks forward to continue being part of this initiative.

Building and Technology

The Teen Area was discussed at the June 14th Board Workshop. The upgrades the Head of Youth Services and the Teen Librarian wish to make were discussed and are on the agenda for approval.

It was also agreed during the Board Workshop meeting that the library administration continue to investigate Radio Frequency Identification (RFID) systems and related equipment. Trustees at the meeting stated they would be in favor of touring some of these retro fitted and new libraries to see the newest technology at work. Dates will be set up for visits.

Head of Information Technology Peter Kuczynski has put the switches on hold until next year because he was analyzing our server infrastructure software. The three physical host servers currently are at 60% load each which is good, but in the eventuality we have one physical server fail, all of the 41 servers would be squeezed onto two host servers while the other was being worked on. VM Essentials Plus was purchased but is not upgradable. To add more physical host servers to our cluster we need to purchase VM vSphere Enterprise which licenses the software per CPU. On tonight's agenda is the not-to-exceed amount to spend from the Special Reserve Funds on this software upgrade. Trustee Hillman asked it be noted she and the Board appreciate Peter's hard work.

Personnel

Melissa Panio, Public Information Coordinator, resigned effective immediately to stay home with her children.

Scott Remmenga, Finance Manager, resigned effective in August to pursue his career as LIMRiCC Executive Director.

The In-Service Day is scheduled for August 3 and the theme is customer service.

Library Director Weimar informed the Board Graphic Designer Melissa Tikalsky began her maternity leave on June 15.

SWAN

System Wide Area Network (SWAN) met at their Quarterly and announced the staff benefits package was approved by the SWAN Board and includes a 401K retirement package, the Library Insurance Management and Risk Control Combination (LIMRiCC) health plan, more vacation days, and signing bonuses of 6.25% of their annual salary to the SWAN staff who would agree to stay on staff by July 1, 2012. The cost to SWAN membership for this bonus is \$42,000.

SWAN Executive Director Aaron Skogg, talked about migration to a new Integrated Library System (ILS) as the contract is ending soon. He discussed the Evergreen open source platform on an informational basis.

Focus groups met in late May to discuss what the SWAN membership should put into a strategic plan. Some of the suggestions were: migration to a new ILS, SWAN's own e-content, uniformity

for patrons, minimal downtimes, and the addition of new members.

75th Anniversary Celebration

Library Director Weimar conveyed thanks to Richard Wagner for taking photos at the special celebration in May. Kassandra Spence has posted some photos on our 75th Anniversary page for everyone to enjoy.

Computer Tables and Chairs

Assistant Library Director Wagner notified Board members the final cost came in for the KI computer workstations the Board approved at the May meeting. The new cost is \$15,253.64, which is \$3,914.80 lower than approved due to the fact we forego wood side panels. The finishes chosen are the café au lait and black finishes used in the Strive chairs already in place.

Neviol

Assistant Library Director Wagner informed the Board it is time to renew the contract with Neviol, Inc. Cleaning Services for 2012-2013. Neviol has increased its price by 1.25% for the coming year for a total of \$64,908; last year's price was \$64,104. Assistant Library Director Wagner stated Neviol continues to be an excellent company keeping the library clean.

Administration will be asking the Board to approve the Neviol, Inc. Cleaning Services 1-year contract for the upcoming year at the cost of \$64,908. Trustee Hillman asked if the contract can be increased to 3 years. Assistant Library Director Wagner responded the library is Neviol's largest client and we prefer to work with yearly contracts.

HVAC

The Minimize Reheat project will start in the next week or two. The RTU unit which controls the air conditioning for the meeting room area had one of two fans seize up and the whole thing shut down. Trane was out this afternoon and was able to get the other fan running to keep some cooling for the area. Assistant Library Director Wagner will have costs for the repair in the next day or two.

Maintenance

American National Skyline Inc. (ANSI) was in last week to clean the inside and outside windows.

Weed maintenance is being done in and around the pond.

The light bulb and ballast replacement project throughout the building continues.

Friends of the Orland Park Public Library

The Friends had their Board meeting on June 11. They have generated ideas on increasing membership, i.e. putting their membership brochure in the lunch bags being given out as finishing prizes for the summer reading club.

See Staff Reports.

No report at this time.

No report at this time.

See Librarian's Report.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

No report at this time.

**Capital Campaign
Committee**

None.

**Unfinished
Business**

1. Semi-Annual Review of Closed Minutes – For Information. There were no Closed Sessions from January – June 2012.
2. Cleaning Contract – For Action. Trustee Jennings moved to approve the Cleaning Contract submitted by Neviol, Inc. in the amount of \$64,908. Trustee Hillman seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Ahl – aye; Hillman – aye; Lebert – aye. Motion passed. All ayes, no nays.
3. Public Information Coordinator Job Description Revision – For Action. Trustee Jennings moved to approve the revisions to the Public Information Coordinator’s job description as amended. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.
4. Finance Manager Job Description Revision – For Action. Trustee Hillman moved to approve the revisions to the Finance Manager’s job description as amended. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.
5. Prevailing Wage Resolution for 2012 – For Action. Trustee Jennings moved to approve the 2012 Prevailing Wage Resolution. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.
6. Purchase of VMware software upgrade from Special Reserve Fund – For Action. Trustee Ahl moved to approve the purchase of the VMware software using Special Reserve Funds to scale the VMware server infrastructure software in an amount not to exceed \$14,000. Trustee Hillman seconded the motion with a roll call vote as follows: Jennings – aye; Healy – aye; Lebert – aye; Hillman – aye; Ahl – aye. Motion passed. All ayes, no nays.
7. Authorize Teen Area Project using Special Reserve Funds – For Action. Trustee Hillman moved to approve the purchase of equipment and furniture for the Teen Area not to exceed \$40,000 of Special Reserve Funds. Trustee Ahl seconded the motion with a roll call vote as follows: Lebert – aye; Healy – aye; Jennings – aye; Ahl – aye; Hillman – aye. Motion passed. All ayes, no nays.
8. Proceed with investigating cost and needs assessment for a RFID, self-checkout equipment, and automatic material handler system – For Action. Trustee Jennings moved to approve the investigation of a RFID, self-checkout equipment, and automatic material handling system. Trustee Lebert asked it be noted she is not 100% agreeable with purchasing this new equipment. Trustee Healy seconded the motion. Motion passed. All ayes, no nays.

New Business

Trustee Healy commented on the low attendance of computer classes the library currently offers. Trustee Ahl stated the low attendance could be due to the time of year. Library Director Weimar indicated computer class offerings will have to be reviewed and re-vamped.

Announcements

Trustee Hillman mentioned she was pleased to see the library’s summer reading program displayed on the outdoor sign of Century Middle School.

Trustee Healy commended Diane Srebro on her work with the library’s local history page.

Trustee Jennings addressed the Board on the importance of attending monthly Board meetings. Trustee Ahl added she understands conflicts arise, but best attempts must be made to attend meetings being that important determinations and decisions involving large sums of money are

being made. Present Board members requested President Lebert contact absent Board members about attendance at monthly meetings.

None

Executive Session

President Lebert moved to adjourn the meeting at 8:15 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz