

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 17, 2013

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

Call To Order

Members present: Carole Hillman, Nancy Healy, Diane Jennings, Mary Ann Ahl, and Denis Ryan
Members absent: Catherine Morrissey-Lebert and Julie Ann Craig

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

Guests: Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant; Joy McFadden, Virtual Services Manager; Jesus Reyes, RWK Design Consultant; Jeff Reiter, RWK Design CEO

Treasurer Jennings made a motion to approve the May Board minutes. Trustee Ryan seconded the motion. Motion passed. 5 ayes, 0 nays, 2 absent.

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. Reiter explained his Executive Summary to the Board, covering the progress made on the identified major IT initiatives.

The Board and OPPL administration offered their appreciation to Cassandra Spence, OPPL Web Developer, for her good work and exemplary support in the set up and integration of RWK Design's major initiatives.

Secretary Ahl read a thank you letter to Director Mary Weimar from Ms. Margaret R. Hanlon of Adult Services, in which she wrote "Jack was a great reader and the family very much appreciates a book selection in his memory (John P. Hanlon). It was a very thoughtful gesture and we thank you very much. Libraries have always brought much enjoyment to our family."

Correspondence

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

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report. The motion was seconded by Secretary Ahl with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye. Motion passed. 5 ayes, 0 nays, 2 absent – Craig and Lebert.

Secretary Ahl moved to approve the Accounts Payable for May 21, 2013 through June 17, 2013 and was seconded by Vice-President Healy with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye. Motion passed. 5 ayes, 0 nays, 2 absent – Craig and Lebert.

The June 8, 2013 ATLAS Library Trustee Workshop hosted by OPPL was a success. It was very well attended including four members of the OPPL Board.

Librarian's Report

Strategic Planning

As stated at last month's board meeting, the library will be doing a strategic plan to provide services to our patrons as the future of technology expands and trends in reading develop. Catherine Hakala-Ausperk from Libraries Thrive Consulting received excellent references from Westlake Porter PL, Cleveland Heights-University Heights PL, and Warren Trumbull County PL. (located in Ohio). This Balanced Scorecard method is being used by at least 40 per cent of the Fortune 500 companies. Robert S. Kaplan, a Harvard Business professor, co-authored this strategy in an article for the Harvard Business Review. Several books have been published since on this management strategy. Catherine is looking to set the dates for particular visits with the full Board and staff. These visits will be half-day sessions. August 30th has been tentatively selected for the meeting with OPPL Board.

President Hillman registered a point of contention with the process of the Balanced Scorecard method.

In-Service Day

August 2, 2013 is the staff In-Service Day at Brookfield Zoo. The event will be a full day visit. The Board is invited to attend as well. A special library tour and an all-staff presentation will be scheduled. The Taste of Orland is that weekend and the library will be closed August 2nd and August 4th.

RFID

The audiovisual collection has been completed and the Youth Services' collection is currently being tagged.

Live and Learn Grant

Michael Barnes, the architect of this building from Lohan Anderson, met with us in early June to discuss miscellaneous improvements in the lobby area. Some of these improvements include existing swing doors be replaced by automatic sliding doors for ease of entry by patrons, especially for ADA compliance; new flooring material in place of the carpet to reduce maintenance, coordinating with the library's conversion to RFID gates; lobby lighting to improve illumination in selected areas; window shades to reduce glare on the technology used at the Information and Circulation desks; and if the library continues to work with Envisionware on an AMH system, improvements to the Circulation workroom and modification of the wall between the lobby and workroom will be done. Preliminary cost pricing and proposals need to be done now for grant requirements in the fall.

Health and Wellness Initiative

The Health and Wellness Committee met last week to discuss ways to improve the wellness of the staff, how to disseminate wellness information and how to make healthy choices. The committee, Chaired by Diane Norris-Kuczynski, are working on a mission statement, a staff survey and inexpensive ideas to stimulate wellness, such as, lunch break walks, nutrition information, and coordinating with the Social Committee on related projects. Other members of the committee are Diane Srebro, Becky McCormack, Mark Murray and Mary Weimar.

Continuing Education

ALA Conference attendees will be contacted as to the travel arrangements with the staff.

Polaris

Polaris issues have slowed down as patrons and staff adjust to the system. Interlibrary loan (ILL) delays have been resolved, hold and ILL processes have been streamlined, ordering processes have

been clarified between the departments, and Technical Services staff have been utilizing electronic EDI ordering with Ingram for a month now. They report it has enhanced and expedited the ordering and processing functions of their jobs.

Tweaks are continually being made to the online catalog in areas of wording and enhancements to the home page. Cassandra Spence has developed a method of posting important messages for patrons such as our Memorial Day closing.

We have been moved from Implementation to Support stage by Polaris. The customer service level has not changed, but our account manager and how we contact them has.

Building

The parking lot sealcoating was successfully completed the Sunday of Memorial Day weekend. National International Roofing did a great job patching areas on the roof which was proven by lack of leaking from the usual spots during the heavy rains in the last month especially on the north end of the building.

The reconditioned compressor has been installed and is working well. The other compressor will have a minor tune-up to keep it working through another season. It will be replaced next year as planned.

Trustee Ryan inquired about the warranty on reconditioned equipment and if the cost savings was significant on the reconditioned equipment. Administration explained a 5 year warranty is included on reconditioned equipment and that the cost savings was significant.

We have agreed to participate in Smart Energy Design Assistant Center's Energy Dashboard initiative as a beta site. We were chosen by SEDAC based on the success with the HVAC Retro-Commissioning grant we received from them. Cost on installation of the Dashboard and its monitoring components are fully paid for by SEDAC. Having the Dashboard will allow SEDAC and Maintenance Superintendent Steve Newman to continue to monitor our natural gas and electricity consumption for HVAC system performance.

Secretary Ahl asked for an update on the queue line reconfiguration at circulation. The administration reported that the current set up is working very well.

Vice-President Healy brought to the staff's attention a difficulty in emailing through the online catalog. The staff will investigate possible alternatives to the set up.

No report 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

Motion to Approve the semi-annual review of closed minutes. Secretary Ahl moved to approve the motion. Trustee Ryan seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye. Motion passed. 5 ayes, 0 nays, 2 absent – Craig and Lebert.

New Business

Motion to Approve the 2013 Prevailing Wage Resolution. Trustee Ryan moved to approve the revision. Treasurer Jennings seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye. Motion passed. 5 ayes, 0 nays, 2 absent – Craig and Lebert.

There were no announcements.

Announcements

The Board went into Executive Session for personnel reasons of a specific employee of the public body at 8:07 p.m. The Board came out of Executive Session at 8:29 p.m. The roll call vote was as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye. Motion passed. 5 ayes, 0 nays, 2 absent – Craig and Lebert.

Executive Session

The meeting adjourned by acclamation at 8:29 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____ Date: _____

Minutes prepared by Dana Pryor