

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 15, 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, Denis Ryan, and Julie Ann Craig

Members absent: Catherine Morrissey-Lebert

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

Vice-President Healy made a motion to approve the June Board minutes. Trustee Craig seconded the motion. Motion passed. 6 ayes, 0 nays, 1 absent.

Minutes

All members of the OPPL Board present agreed that a closed session was not needed.

Executive Session

Mr. Robert Ravas and Ms. Joan Keller, patrons of the Orland Park Public Library presented to the Board several different search problems and availability issues he has experienced since the introduction of Polaris. He expressed his frustration in using the WebPac and in placing hold requests.

Introduction Of Visitors

The administration later explained to the Board that these are known problems. Additional staff training may be required and any future adjustments to the Polaris system will need to be addressed.

Secretary Ahl read a thank you letter sent to the Board and Library Director Weimar from Ms. Lisa Korajczyk, ATLAS President in which she thanks the Board and Library Director Weimar for the use of the wonderful facility.

Correspondence

Secretary Ahl read a letter sent to the Board from the legal firm of Klein, Thorpe & Jenkins, LTD regarding the 2013-2014 Schedule of Legal Fees. The letter states that the current rates will remain in effect with no increase through December 31, 2013. A modest rate increase will be implemented effective January 1, 2014.

The Board and Director Mary Weimar received thank you letters from the following staff members: Kelly Cuci, Mary Adamowski, Diane Norris-Kuczynski, Becky McCormack, and Lora Van Marel. These staff members all wrote of their sincere appreciation for the opportunity to attend this year's ALA conference in Chicago.

Secretary Ahl left the meeting at 7:10 and returned at 7:12.

Secretary Ahl left the meeting at 7:24 and returned at 7:25.

Finance Manager Remmenga presented the Treasurer's Report as written. There were no comments or questions.

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

Treasurer's Report

Secretary Ahl moved to approve the Accounts Payable for June 18, 2013 through July 15, 2013 and was seconded by Trustee Craig with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye; Craig-aye. Motion passed. 6 ayes, 0 nays, 1

absent – Lebert.

Strategic Planning

The Staff Strategic Plan Committee is scheduled for August 30, 2013. The Library Board will meet on October 4, 2013, time to be announced, after all of the pertinent information has been gathered.

Librarian's Report

Village of Orland Park

The Mayor's Annual Golf Outing is September 17, 2013 at Silver Lakes Country Club. Board members wishing to attend any of the listed functions should contact Director Weimar over the next few weeks.

The Village of Orland Park has scheduled its Annual meeting of the Joint Review Board for July 18, 2013. Director Weimar will attend.

For this year's Taste of Orland booth, a committee chaired by Kelly Cuci, has designed a new game based on a space theme to highlight the Library's NASA collection unveiling. The booth will require three staff to man each shift.

President Hillman inquired if we are able to have a former astronaut in attendance at the NASA programs in the Fall.

Health and Wellness Initiative

The Health and Wellness Committee is now called Health Works. The committee will issue a quarterly staff and board newsletter entitled To Your Health. The content will include nutritious information, delicious food ideas and how to prepare them. The newsletter will also include a list of library materials on health, local health related events (5Ks, health fairs, etc.) and more. The committee of Diane Norris-Kuczynski, Mark Murray, Diane Srebro, and Becky McCormack are doing a wonderful job. Our opening celebration was sponsored by Subway, Back in Balance, and Soder World Healing Arts Center.

Grants

The Muslim Grant begins next month and news releases and invitations will be going out this week.

Continuing Education

The ALA Conference was attended and enjoyed by many staff and board.

A discussion took place about the method of receiving the board packets each month.

Polaris

An upgrade to Polaris version 4.1R2 has been scheduled for August 23, 2013 (training server) and August 27, 2013 (production server). We will work in offline mode on August 27th for approximately 4-6 hours. We will try to make this process as transparent for our patrons as possible. Improvements included in this upgrade—second hold pick-up notice; item status display improvements; ability to scan driver's license for new patron accounts; new SimplyReports selections; and protection of staff-approved bibliographic records.

Building

Steve Newman and his maintenance staff are in the process of cleaning the upholstery on staff chairs and heavily used patron seating. They are doing this as time permits.

A doorbell has been installed at the public entrance to Administration. It is on the right side of the door above the signage.

Curbs in the front and back of the building are in the process of being painted.

Neviol

Neviol, Inc. Cleaning Services has submitted their proposal for 2013-1014. Neviol has increased its price by 3% for the coming year for a total of \$66,852; last year's price was \$64,908. They continue to be an excellent company for keeping the library in the excellent and much-remarked upon condition it is in.

We will ask the Board to approve the Neviol, Inc. Cleaning Services 1-year contract for the upcoming year at the cost of \$66,852.

President Hillman asked the administration to investigate the benefits of locking into a 3 year contract.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

None.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

Motion to Approve the Neviol Cleaning Contract for 2013-2014. Treasurer Jennings moved to approve the motion. President Hillman seconded the motion with a roll call vote as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye; Craig - aye. Motion passed. 6 ayes, 0 nays, 1 absent – Lebert.

New Business

Trustee Ryan left the meeting at 8:12 and returned at 8:13.

Director Weimar discussed the Environmental Scan for Orland Park Public Library with the Board. Several board members gave suggestions for the list.

Motion to Approve the revisions to the Employee Training and Development Personnel Policy. Secretary Ahl moved to approve the motion to revise Section 204.2.b, no 11; to revise Section 206.26.a; and to approve the Performance Improvement Plan Section G4.1 and G4 as discussed. Trustee Ryan seconded each of the motions with a roll call vote for each as follows: Hillman – aye; Healy – aye; Jennings – aye; Ahl – aye; Ryan – aye; Craig - aye. Motion passed. 6 ayes, 0 nays, 1 absent – Lebert.

President Hillman offered her appreciation to the administration and the staff for their continued hard work and patience in fine tuning the Polaris system.

Announcements

Treasurer Jennings and Secretary Ahl offered their thanks for the opportunity to at this year's ALA conference in Chicago.

Vice President Healy encouraged the board members present to try the new 3M Cloud online eBook library.

Each member of the board was asked to schedule 2 visits with the Library Director.

ALA Conference promotional products were passed out to members unable to attend.

The meeting adjourned by acclamation at 8:22 p.m.

Mary Ann Ahl, Secretary

Adjournment

Approved: _____ Date: _____

Minutes prepared by Dana Pryor