

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 20, 2015

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Joanna Leafblad, Catherine Lebert, and Denis Ryan

Roll Call

Members absent: none

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; and Mary Adamowski, Head of Youth Services

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Appointment of Library Trustee to Fill Vacancy-For Action

Vice President Ryan made a motion to appoint Elan Kleis as Library Trustee to fill vacancy until the next election. Treasurer Jennings seconded the motion. There was no additional discussion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 0 nays.

Swearing In of New Library Trustee-For Action

Secretary Lebert swore in Elan Kleis. The Board welcomed Mr. Kleis.

Minutes

Trustee Leafblad made a motion to approve the June 15, 2015, June 29, 2015, and June 30, 2015 minutes. Vice President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

None.

Introduction of Visitors

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

Public Comment

1. Kevin DuJan
2. J.P. Parker

Trustee Leafblad noted she would be responding with her comments later in the meeting.

3. Nanc Junker

Executive Session

Treasurer Jennings made a motion to go into Executive Session to approve closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions (5 ILCS 120.2 (c)(21)) at 7:21 p.m. Trustee Leafblad second the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Secretary Lebert made a motion to return to Regular Session at 7:48 p.m. Trustee Leafblad second the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Treasurer Jennings moved to accept the Treasurer's Reports for June 2015. The motion was seconded by Vice President Ryan. No further discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Treasurer's Report

Motion passed. 7 ayes, 0 nays.

Vice President Ryan moved to approve the Accounts Payable Listing of June 16, 2015 through July 20, 2015 and was seconded by Trustee Jennings. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Circulation and Programming

Our upcoming partnership with the 21st Century Institute and the Village of Orland Park is August 10 through the 14th. The *Chinese Culture Exhibition*, which includes tea ceremonies throughout the week, is a very special opportunity to experience this Chinese tradition in our own community. The Youth Services Department has planned some events for children to highlight this celebration for younger audiences.

Librarian's Report

Our current collaboration with the Illinois Humanities Council and the U.S. National Library of Medicine is *Life and Limb: The Toll of the American Civil War*. The exhibit is on the second floor and programs have been planned by Outreach staff under the supervision of Kelly Cuci on how battlefield surgeries saved lives. This exhibit will be featured until August 15. We will be hosting a companion Civil War exhibit next year.

Adult Services has planned an author event in late September featuring Marija Mills, the author of *The Mockingbird Next Door* to continue the spotlighting of Harper Lee's *Go Set a Watchman* which came out last week. Adult Services staff Judy Brannigan, Linda Conrath, and Andy Masura and Director Weimar read aloud from Lee's *To Kill a Mockingbird* at the Orland Park Barnes and Noble Bookstore. This collaboration is just a small beginning of partnering with our local businesses. Barnes and Noble will be hosting a book fair this fall for the library. Also look for the Kurt Vonnegut traveling exhibit on the second floor in November. The Youth Services' staff have taken this year's annual Southland Author's Fair to highlight children's book writers. This event will be in October. Our staff have planned some incredible programs this year and the summer statistics show over 2,500 patrons have registered for *Read to the Rhythm*. Circulation is holding a steady increase of 2% over 2014. I also would like to compliment the marketing pieces coming out of Graphics these past several months. Kristen Holding and Bridget Bittman have outdone themselves with professional booklets and flyers.

Financial

Finance Manager Remmenga and Director Weimar have been working on the numbers for the 2016 levy and budget. Presentation on salary and health benefits is on the agenda.

Building

Power Outlets in Teen Area

The Teen Area is a busy place with all the staff has to offer for that age group. One thing lacking has been power outlets for users to plug in their personal devices for use and re-charging.

Power outlets were added to the south wall where we currently have lounge seating by Linear Electric Inc. at a cost of \$3,162.00.

Exterior In-Ground Lighting

The exterior in-ground lighting at the base of the columns and along the west façade of the building have several fixtures that have shorted out due to water in the fixtures. Maintenance Superintendent Steve Newman has been working with Linear Electric to find a solution. Joe Witry at Linear Electric contacted Hydrel Ground Lights and requested, at no cost, a retro-fit LED replacement insert for the S-5 ground fixtures. It is encapsulated to keep it water tight as well as the LED bulb. Once installed, we will analyze its functionality. If we accept it, the cost will be \$775 for the fixture. If not, we will return it to the manufacturer. If this works, we will explore the options for fixture replacement going forward.

Trane HVAC Preventative Maintenance Contract

Trane’s new contract for HVAC Maintenance is \$13,410 per year for each of the next three years (total for three years \$40,230). This is a 17.9% increase over the \$11,374 paid for each of the last three years. The advantage to this contract is we lock the rate in for three years and they have included connecting to the Tracer Summit control program for 24/7 monitoring of our HVAC system. This will provide us with real-time monitoring on Trane’s end and includes 30 minutes of free phone support and system changes. Continuing to be included are two free training classes per year, eight onsite inspections, priority emergency response, and waiver of the four hour minimum service call charge.

Trane engineers have recently visited the Library and are developing solutions for the heating and cooling issues in the lobby and on the second floor. We hope to bring to the Board by the end of the year ways to improve the comfort of patrons and as always keep our heating and cooling costs low.

Adult Services Furniture

The furniture sent out to be reupholstered will be returned on July 27. Eight lounge chairs, three benches and twenty David Edwards chairs have been structurally examined and repaired, padding replaced and new materials used to recover our existing pieces.

The following questions were asked about the reported information:

President Healy asked if the exterior lighting was considered a safety issue. Administration responding the lighting points up and does provide security lighting around the building by design.

Secretary Lebert asked if there would be a warranty for light replacements. Administration responded this is a test and no purchase has been made. However, the warranty information will be asked about once the test is completed.

Trustee Barcelona asked what all was included by the Trane Contract. Administration responded this included all maintenance review including system software, all replacement parts are discounted, special pricing of services, training workshops, and preferred emergency response time.

No other reports 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

- 1. 2014-2015 Strategic Plan Update-For Discussion.

Head of Youth Services, Mary Adamowski, reviewed the goals, objectives, and the progress achieved on the Strategic Plan. It was noted this is the second year of the plan. President Healy asked for clarification on a couple of objectives. The new Strategic Plan process for 2016-2018 will begin very soon.

Unfinished Business

- 2. Resolution No. 2015-05 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library-For Action

Vice President Ryan moved to adopt the Resolution No. 2015-05 approving the destruction of certain closed session meeting recordings of the Board of Library Trustees of the Orland Park Public Library. Treasurer Jennings seconded the motion. No further discussion was required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

3. Resolution No. 2015-06 Allowing Public Inspection of Certain Closed Session Meeting Minutes of the Board of Library Trustees of the Orland Park Public Library-For Action
Treasurer Jennings moved to adopt Resolution No. 2015-06 allowing public inspection of certain closed session meeting minutes of the Board of Library Trustees of the Orland Park Public Library. Trustee Leafblad seconded the motion. No further discussion was required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

1. 2016 Salary Schedule and Staff Rate Increases-For Action

New Business

Vice President Ryan moved to approve the staff rate increases of 2.50% and increase to the salary schedule of 1.50% effective 1/1/2016. Treasurer Jennings seconded the motion. Finance Manager Remmenga provided some background information and explained what the Village has in place. After further discussion a roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis - aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

2. Health Benefit Cost Allocation for 2016-For Action

Remmenga explained the information chart presented. After discussion Secretary Lebert moved to table this action item until the next regular board meeting. President Healy seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – nay; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 nays.

3. Renewal of the Maintenance Agreement Program Contract for Trane-For Action

Trustee Barcelona asked when the contract expires. Administration explained the contract expired on 6-30-15. Trustee Leafblad asked if there were additional benefits received through negotiation of the first contract offer received. Administration noted there were additional services added along with a lowering of the price so the contract was improved upon further negotiation. After further discussion Trustee Barcelona made a motion to table this action item until the next regular board meeting. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Trustee Leafblad responded to comments made during the Public Comment section.

Announcements

President Healy inquired about whether an email is sent regarding the requirement of two forms of identification for getting or renewing a library card. Administration noted an email from Polaris is being sent.

Vice President Ryan moved to adjourn the meeting and was seconded by Treasurer Jennings. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Adjournment

Motion passed. 7 ayes, 0 nays.

The meeting was adjourned at 9:15 p.m.

Diane Jennings
Secretary Pro-Tem

Approved: _____

Date: _____

Minutes prepared by Scott Remmenga