

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 20, 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, Nancy Healy, Denis Ryan, Julie Ann Craig

Members absent: Diane Jennings

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 July Board minutes. Trustee Ryan 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**

A card to Library Director Weimar and the Board of Library Trustees from Phyllis Gubbins giving thanks and appreciation for the autographed books she won. Phyllis wrote she and her husband are enjoying the Outreach program with Kelly Cuci and Kitty Creed, and Orland Park is blessed to have Mary guiding the library. She appreciates everyone's hard work and dedication to the library.

Correspondence

A card to the Board of Library Trustees from the family of Robert McArthur thanking the Board for their expression of sympathy.

Scott Remmenga presented the Treasurer's Report as written. Financials are in line and revenue is doing well. Just over 76% of tax receipts have been collected.

Treasurer's Report

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

Trustee Hillman moved to approve the Accounts Payable for July 17, 2012 through August 20, 2012 and was seconded by Trustee Ahl with a roll call vote as follows: Healy –aye; Ahl – aye; Lebert – aye; Hillman – aye; Ryan – aye; Craig - aye. Motion passed. All ayes, no nays.

Grants and Government

The Harry Potter's World traveling exhibit sponsored by the American Library Association and the National Library of Medicine has ended. Thanks to the committee of Andrew Masura, Kelly Cuci, Linda Conrath, Cathy DiGiorgio, and Lora Van Marel for putting together a wonderful exhibit with great programs. Library Director Weimar gave additional appreciation to Kassandra Spence for the wonderful webpage and Melissa Tikalsky and Melissa Panio for the great graphic brochure. The Outreach and Youth Services staff must also be thanked because of the wonderful programs offered in conjunction with this exhibit.

Librarian's Report

The Village of Orland Park's Community Golf Outing is on September 18. Trustees Craig and Ryan confirmed they will be representing the library this year.

Director Weimar and School District 135 Interim Superintendent Dr. Carol Kunst met on July 19th for an introductory visit.

Policies

The September's board agenda will include the Circulation Policy revision to change the renewal dates from three to five years for the convenience of the patrons. The fall newsletter will state this change.

The newsletter will also indicate courtesy notices and overdue notices will be sent electronically and print notices for overdue items will no longer be mailed. Trustee Healy inquired if the library will be publicizing the monetary savings of not mailing the notices. Library Director Weimar replied savings will be displayed. Trustee Healy cited the Chicago Public Library has offered amnesty to its patrons for late fees and such.

The Outreach Department has been offering a variety of programs that offer a more physical format for the patrons such as yoga. The staff is asking for a program release form to give patrons before taking part in a program. Library Director Weimar sent Klein Thorpe and Jenkins a sample to review. Kenneth Friker sent a revised document and the library will be using this going forth for some programs. Trustee Hillman asked if patrons will be given their own copy of the release form once signed. Library Director Weimar responded if a copy is requested by the patron, one can be given.

Personnel

The Head of Information Technology, Peter Kuczynski, resigned effective September 8. Director Weimar will oversee the management of this department until further notice.

Trustee Healy suggested having an Orland Park Public Library staff member give computer classes at the Orland Township Center.

The In-Service Day notes were given to Board members and reflect some ideas and services the staff observed and thought could be incorporated into our library, both presently and in the future. Trustee Ahl stated she was impressed staff took the time to comment on the library visits. She added it was nice going with the staff to visit another library to be able to see their perspective. Trustee Healy stated she would like to see the staff's ideas validated properly and in a timely manner. Library Director Weimar gave thanks to the In-Service Day Committee Scott Remmenga, Laura Larson, Robin Wagner, Lora Van Marel, Mary Adamowski, and Joy McFadden who planned the perfect day. Additional thanks were given to Steve Newman and Tom East for all of their help.

Trustee Craig inquired on the use of the new magazine boxes. Library Director Weimar stated patrons really like them and the magazine displays look much better.

Integrated Library System

Administration has produced the draft of the Request for Proposal for a possible new Integrated Library System (ILS) platform. It has an issue date of August 22 with a due date for responses by September 12.

Library Director Weimar reported the showing of the *Snow White and the Seven Dwarfs* movie in the library plaza had 150 attendants. Marcus Cinema provided the library with popcorn and the program was a great success.

Library Director Weimar notified the Board of the Illinois Library Association (ILA) conference is being held in Peoria October 8 through October 11. This year's conference is titled *Bouncing Higher*. If Board members are interested in attending the conference, Library Director Weimar requested they let her know by August 27.

Maintenance

The Maintenance staff will be painting various areas of the library as needed over the next several weeks. Exterior doors are currently being painted.

Other Staff Reports

During the extremely hot weather the shades in the window bays were kept down to aid in keeping the building cool. Problems with some of the shades were discovered and have since been repaired.

A power outage occurred early morning on August 13. As a result, there are still some IT equipment issues that need to be worked out. Due to the definite possibility of hosting our own integrated library system (ILS) in the building, the cost of having the library's three server rooms either being added to the current generator or the purchase of a second generator to protect our hardware is being researched.

Teen Area Redesign

Assistant Library Director Wagner informed the Board the purchase of the café tables, matching chairs, computer workstations, computer task chairs and lounge chairs is near finalization. Two iPads and the iMac have been purchased along with locking cases for the iPads. Trustee Healy asked if patrons will be allowed to view magazines with the library's subscription number on the library iPads. Assistant Library Director Wagner responded she will be discussing the use of the iPads in the Teen Area with Head of Youth Services, Mary Adamowski in the near future. Assistant Library Director Wagner added a solution for the lighting over the lower teen book stack is being looked into.

Computer Workstations

The new computer workstations in the IT Commons are being installed tomorrow and Wednesday by Workplace Installations. Steve Newman cleaned and replaced carpet tiles since the area was clear. The Commons should be open for business again by Friday.

Friends Board Meeting

The Friends had a Board meeting on August 13. On Wednesday, September 5, they are having a small thank-you reception for the Recycled Reads volunteers in the evening. Trustee Healy suggested presenting volunteers with a gift from the library. Assistant Library Director Wagner stated Orland Park Public Library mugs can be given to the volunteers.

Board member Mary Lou Duda resigned from the Board due to conflicts with a new job. Holly Balasa was appointed to take her place. The Board also voted to add an 8th Board member to be at the maximum as stated in the bylaws. The new member is Clare Schabes.

On Sunday, October 21, at 2 p.m., the library will be hosting the annual Friends thank you event. The entertainment will be the German trio who performed at the 75th birthday party we held in February. It has been discovered the bylaws no longer require the Friends hold an annual meeting so it will just be a thank you event. Assistant Library Director Wagner requested Board members please mark their calendars to attend. Friends give the library their annual donation at this event.

See Staff Reports.

Building and Maintenance

The FY2013 Budget information was discussed. Library Director Weimar stated the discussion is preliminary due to information just received from the Village. Remmenga added a proposed draft of the budget will be available for September's Board meeting.

Finance

Library Director Weimar indicated management will be looking to add another Cataloger position in Technical Services and a new position of Digital Services Librarian. Trustee Healy questioned if the Management Association will be contacted regarding the salary of the Digital Services Librarian. Library Director Weimar replied she will be calling other libraries and will contact the Management Association if needed.

No report at this time.

Service & Policy

See Librarian's Report.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital Campaign
Committee**

1. Integrated Library System (ILS) – For Discussion. The library’s current catalog and circulation system was discussed. Library Director Weimar stated Administration is moving forward with a Request for Proposal document to be sent out later this week.

**Unfinished
Business**

None

New Business

None

Announcements

None

Executive Session

President Lebert moved to adjourn the meeting at 8:09 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz