

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 21, 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, Elan Kleis, Joanna Leafblad, and Catherine Lebert

## Roll Call

Members absent: Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Dana Pryor, Senior Administrative Coordinator

## Minutes

Treasurer Jennings made a motion to approve the August 17, 2015 minutes. Trustee Barcelona 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 – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

None.

## Introduction of Visitors

The following individuals signed in to speak during Public Comment:

## Public Comment

1. Nino
2. Nanc Junker
3. Megan Fox
4. Kevin DuJan
5. J.P.
6. Janet Almen
7. Sam Lo Monaco
8. Paulette Minarirk
9. Judith Smitko
10. Jackie Keenan
11. Kathleen Andrews
12. Colleen Lannigan

A request was made by the audience to defer each person's five minutes of public comment time to the first speaker. President Healy addressed each individual signed up to confirm their willingness to defer their time to the first speaker. Each individual agreed.

Secretary Lebert made a motion to allow each individually allotted five minute speaking time to the first speaker for a total of thirty minutes. Trustee Leafblad 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 – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

The public speaker introduced himself and was given thirty minutes to speak in front of the Board. The speaker was as follows:

1. Nino

A request was made by the audience to use the remainder of the thirty minutes of Public Comment time.

A discussion occurred amongst the Board as to how to equitably accommodate remaining speakers.

President Healy addressed the audience and asked, by show of hands, who wished to still speak.

Trustee Leafblad made a motion to allow the three interested members of the public to split the remaining time and speak to the Board for three minutes each. Secretary Lebert seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – nay; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 1 nay, 1 absent.

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

1. Megan Fox
2. Janet Almen
3. Colleen Lannigan

None.

### Executive Session

Trustee Leafblad moved to accept the Treasurer's Reports for August 2015. The motion was seconded by Trustee Barcelona. 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 – absent.

### Treasurer's Report

Motion passed. 6 ayes, 0 nays, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of August 18, 2015 through September 21, 2015 and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent.

### *Circulation and Programming*

Circulation statistics are back up from July with an overall 3% increase over 2014. Marja Mills' author visit is this Saturday, September 26, 2015 at 5:30 p.m. Outreach Services arranged for four local food sponsors of the event.

### Librarian's Report

Virtual Services Manager Jason Rock had twelve patrons at a recent open house for The Smart Lab. He has already taken a reservation for a patron to convert slides to digital format.

### *Administration*

Director Weimar has been the acting manager of the Graphics Department for the month.

The Library has partnered with Barnes and Noble for a Book Fair to be held on Sunday, November 8, 2015. Outreach Services and Youth Services will be planning programs to host offsite at Barnes and Noble to attract customers to purchase their holiday gifts early. The Library will be participating in the Orland Park Area Chamber of Commerce Community Expo in mid-October at Carl Sandburg High School. Informational flyers will be distributed at the Expo promoting the upcoming Book Fair and the Kurt Vonnegut exhibit.

### *Personnel*

Director Weimar, together with Dana Pryor, will process payroll and accounts payable invoices in the coming weeks. The open positions in Administration will be filled by the first week of October.

### *Adult Services Furniture*

The second batch of Adult Services furniture has been sent out for reupholstering and repair. One 60” bench, 48 David Edward table chairs and 12 lounge chairs are being done for a cost of just under \$24,300. It is estimated the pieces will be returned by the end of October.

*Maintenance*

The Maintenance staff have been getting ready for the winter season. The aerator has been pulled from the pond and system checks are being done. Neviol’s subcontractors for window cleaning were out last week.

*Exterior Lighting*

After much discussion and testing, it was decided not to replace the exterior ground lighting units with LED units. The LED lights did not shine up as far on the building as the current fixtures. A light box that shorted has been replaced, wiring checked and replacement bulbs purchased. Steve Newman and TJ Harper are raising the underground part of the fixtures higher, to get them above the groundwater level so they do not short so easily.

President Healy advised Administration on possible future requirements regarding fluorescent light usage. The Administration will look into any upcoming regulations and requirements.

*First Floor Water Leakage*

Last Friday’s rains caused water to come up through the concrete floor in the Youth Services area in several places. The water then ran into Room 105’s closet and into Room 104. Water from these areas then leaked down the walls into the basement. Steve Newman and TJ Harper spent Saturday and Monday cleaning up the water and making sure mold problems do not develop.

This is not the first time water has come up through the concrete foundation on the south end of the first floor. This time, however, the water was coming up in multiple areas. Administration assumes there are cracks in the foundation from the ground settling and has begun steps to solve this problem. Director Weimar has contacted Mike Wesman at W.E. O’Neil who worked on the building. He will be out Thursday or Friday this week to talk with Steve Newman and see what the next steps are, what warranties the Library has from construction, and other facets of this problem. Administration will also investigate our insurance coverage.

*Display Case*

Administration has been working with Head of Outreach Services Kelly Cuci for the purchase of free-standing, museum quality, flat display case. Expected cost will be under \$7,000. The case will have an acrylic top with UV-protection coating and a lock. The Library has several antiquarian books in its collection to put on display. Also, as a member of the Illinois museum community, there will be opportunities to borrow artifacts to rotate into the case.

Several board members discussed their concerns regarding the cost of the display case and the benefit to the public. Administration will look further into the types of traveling collections available through the museum community and the public interest.

Treasurer Jennings addressed a member of the public’s concerns regarding FOIA production.

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. 2016 Budget and Levy – For Discussion

**Unfinished  
Business**

A lengthy discussion took place with several members of the Board and Administration regarding multiple specific line items on the draft 2016 Budget. The Administration will review revenues, expenditures, and the reserve, in combination, to develop more detailed recommendations for the 2016 Budget and Levy.

1. 2015 Board Member Committee Assignments – For Discussion

**New Business**

Trustee Leafblad apologized for a mistake made in replying to a draft email sent out with the committee assignments earlier in the month.

A discussion of the committee assignments took place with one request made. Secretary Lebert requested not to be Chairperson of the By-Laws Committee; Trustee Kleis agreed to chair the committee.

Secretary Lebert expressed her happiness with the first public comment speaker.

**Announcements**

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

**Adjournment**

Motion passed. 6 ayes, 0 nays, 1 absent.

The meeting was adjourned at 9:13 p.m.

Catherine Morrissey-Lebert  
Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Dana Pryor