Minutes of the Special Meeting of the Board of Library Trustees of the Orland Park Public Library held February 12, 2014

The meeting was officially called to order by President Healy at 6:00 p.m.	**Call To Order**
Members present: Nancy Healy, Denis Ryan, Diane Jennings, Mary Ann Ahl, and Julie Craig	
Members present via telephone: Catherine Morrissey-Lebert	
Members absent: None	
Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Joy McFadden, Virtual Services Manager	
Guests: Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant; Beth Gierach; Dennis Walsh, Klein Thorpe and Jenkins; Denis Williams, RWK Design	
Motion to appoint Ms. Beth Gierach as a Library Trustee to fill vacancy. Secretary Ahl moved to approve the motion. Vice-President Ryan seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Craig – aye; Lebert – aye. Motion passed. 6 ayes, 0 nays, 0 absent.	**Trustee Appointment**
President Healy swore in Trustee Gierach.	**Swearing in Of Trustee**
Secretary Ahl made a motion to approve the January 23, 2014 Closed Session Board minutes. Treasurer Jennings seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye; Craig – abstain; Gierach– abstain. Motion passed. 5 ayes, 0 nays, 2 abstain.	**Minutes**
No report at this time.	**Treasurer's Report**
No report at this time.	**Librarian's Report**
None.	**Executive Session**
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.

None.

Motion to approve the Public Comment Policy Revision. Treasurer Jennings asked about the feasibility of requiring proof of address. President Healy inquired about the prohibiting of filming/photographing of members of the public in attendance. A discussion ensued. Vice-President Ryan moved to approve the motion. Secretary Ahl seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Craig – aye; Lebert – aye; Gierach– aye.
Motion passed. 7 ayes, 0 nays, 0 absent.

Motion to approve the Patron Behavior Policy Revision. Trustee Lebert requested the list of prohibited actions be reorganized to move the viewing of disturbing or offensive material earlier in the list. President Healy inquired about the possibility of changing the digital page on the patron computers to highlight the Patron Behavior Policy. Virtual Services Manager Joy McFadden discussed options with the Board to display the Patron Behavior Policy in full or in summary on all computers at the time of login and/or as a screen saver. A draft of policy highlights for the login screen will be put together and forwarded to the Board in the near future. A discussion occurred between the Board and Administration regarding the progressive violation resolution steps set forth in the Patron Behavior Policy. Trustees Gierach and Lebert asked for further clarification. Details on logging and/or communicating violations were covered. An overview of discussed security walk-through procedures and the documentation of those walk-throughs was given by Director Weimar. Motion to approve the Patron Behavior Policy Revision as amended. Secretary Ahl moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Craig – aye; Lebert – aye; Gierach– aye.
Motion passed. 7 ayes, 0 nays, 0 absent.

Motion to approve the Public Access to Electronic Information Networks Policy Revision. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. Virtual Services Manager Joy McFadden compiled a list of approximately 100 Northern Illinois Public Libraries and their filtering levels based on published information on individual library websites. This document was discussed with the Board. It was pointed out that 12 out of 108 of the libraries listed have non-removable filters in place for adult computer areas. Trustee Lebert asked to table the discussion until the next regular meeting. She also requested pricing information. Joy McFadden and Denis Williams of RWK Design discussed pricing of various filtering software for all library computers, and/or Wi-Fi, ranging from $2,400.00 to $5,384.00 in the first year. Costs depend on features and performance of the software. The subsequent years' costs range from $1,500.00 to $2,154.00. Denis Williams went on to explain the effectiveness of filtering software. President Healy, Treasurer Jennings, and Secretary Ahl asked for further detail on the efficacy of filter software, its effect on connectivity, and it use on the Library's Wi-Fi. Williams presented to the Board that filters are considered a general measurement product, requiring up-to-the minute updates and may be bypassed. Dennis Walsh of Klein Thorpe and Jenkins clarified the Library is within its rights if it chooses to filter access to the Library's Wi-Fi. Director Weimar reported there are no wireless access points on the first floor but occasional bleed-through in the signal is possible. Joy McFadden elaborated during periods of high use, the Library has had 60 or more patrons accessing the Library's Wi-Fi at a given moment. Individuals accessing the Internet on private electronic devices using their own personal Internet access cannot be filtered in any way. Treasurer Jennings stated the least restrictive means necessary to achieve the intended purpose should be put into place by the Board. Trustee Lebert asked if filtering software was available that staff could easily disable at the patron's request. Treasurer Jennings asked if filtering software could be altered by IT to include/exclude on a site-by-site basis. Secretary Ahl asked if filtering software could filter emails being reviewed by patrons. RWK Design discussed all of these items with the Board and explained these features are available depending on the software selected. President Healy asked for an update on the effectiveness of the screen blockers in place. Administration reported that while it is possible to make out shapes on the screen from an angle, all details are blocked out. A roll call vote took place at this time to approve the motion as follows:

Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Craig – nay; Lebert – nay; Gierach– aye.
Motion passed.   5 ayes, 2 nays, 0 absent.

Motion to approve the Study Room Policy Revision. Treasurer Jennings questioned if a restriction was needed to limit study room usage to Orland Park residents only, if a fee should be charged to non-residents, and if residents should be given preference. Secretary Ahl questioned if a shorter time limit was needed for non-residents. A discussion ensued about the feasibility of these restrictions, if a need existed, and how to implement and put these restrictions into action.   Motion to approve the Study Room Policy Revision as amended. Secretary Ahl moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Craig – aye; Lebert – aye; Gierach– aye.
Motion passed.   7 ayes, 0 nays, 0 absent.

None.   **Public Comment**

Secretary Ahl expressed appreciation on behalf of the Board to the staff for all of their hard work and   **Announcements**
dedication.

Library Director Weimar congratulated Management Team and the IT department for their exemplary service to the Library.

Trustee Craig moved to adjourn the meeting. The meeting was adjourned by acclamation at 6:59 p.m.   **Adjournment**

Diane Jennings
Secretary Pro-Tem

Approved:_____   Date:_____

Minutes prepared by Dana Pryor