

9-15-2014

## OPPL Agenda 9/15/2014

Orland Park Public Library  
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# **Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 15, 2014**

The meeting was officially called to order by President Healy at 7:01 p.m.

## **Call To Order**

Members present: Dan Drew, Beth Gierach, Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert, and Denis Ryan

## **Roll Call**

Members absent: Julie Craig

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Treasurer Jennings made a motion to approve the August 18, 2014 minutes. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## **Minutes**

Motion passed. 6 ayes, 1 absent.

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 talked about filters for computers and objection to 2015 grant from State of Illinois.
2. Megan Fox commented about wasteful spending and excessive salaries.
3. J.P. Parker commented on the lies ALA has told.

Trustee Gierach moved to go into Executive Session to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approve the minutes from prior closed sessions. Treasurer Jennings second the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## **Executive Session**

Motion passed. 6 ayes, 1 absent.

The Board went into Executive Session at 7:19 p.m. Treasurer Jennings made a motion to come out of Executive Session and return to regular session at 8:30 p.m. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

After a brief break to use the facilities the regular session resumed at 8:33 p.m.

Vice-President Ryan moved to accept the Treasurer's Report for August 2014. The motion was seconded by Treasurer Jennings with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## **Treasurer's Report**

Motion passed. 6 ayes, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of August 19, 2014 through September 15, 2014 and was seconded by Trustee Gierach with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

### *Personnel*

### **Librarian's Report**

The library continues to interview for the open Virtual Services Manager position. The Youth Services page, Graphics Information Clerk and Information Technology Assistant 2 positions have been filled. Thanks to the current I.T. staff (Mark, Cassandra, Audrey, Norma, Christy, George, and Sam) for their patience and hard work these past months. Weather-related responsibilities on the weekends have been considered and additional hours needed for maintenance projects have been required. This has resulted in the Maintenance Assistant being enrolled in IMRF and now working 20 hours per week. The Business Office Assistant job description was rewritten to reflect the actual tasks and responsibilities this position has undertaken over the past six months and what will be needed going forward in Administration. The new title is Senior Administrative Coordinator. The Administrative Clerk position was created in response to our incoming paperwork and the need to create and maintain a better filing system for both print and electronic documents. Both of these changes are reflected on the Salary Schedule for action later in the meeting.

IMRF completed an audit of payroll information in coordination with the Village of Orland Park audit and everything was accurate and met the requirements.

### *Program and Circulation*

The library circulation is up about 3% from last year. Head of Circulation Howard Griffin has been in contact with Envisionware (our RFID vendor) representative and the patron counter problem has been resolved.

The Terminal Town exhibit by the Chaddick Institute of DePaul University runs through September 30. The panels are full of information on the train and other transportation hubs in Chicago. A series of programs began last Friday and the author of the book Terminal Town presented a very interesting history of Chicago's historical stations, most of which are no longer around.

Please mark your calendars for Saturday, September 27 at 5:30 p.m. for the celebration of our 10<sup>th</sup> anniversary in this building.

The Strategic Plan Committee has devised surveys to help us evaluate the programs offered. Print forms were distributed at our Terminal Town program last week. Additional surveys on customer service and other topics will be designed and distributed this year to give the library a baseline to measure improvement and service levels for the objectives/goals in 2015.

### *Building and Maintenance*

The lobby lighting project is right on schedule. R. Carlson is waiting for the fixtures to be delivered. The project completion date is set for early next week.

Hanover Insurance has reimbursed the library for invoices from the losses and damages caused by the power outage on July 1, 2014. Director Weimar is in contact with the Illinois State Library for disaster relief funds for the remaining costs which are under \$3,000.

Steve and TJ replaced the gas water heater with the newest version of the existing model. Maintenance staff has also worked with Trane to ensure the boilers will be working properly with the expected cold temperatures this winter.

Steve Newman is patching drywall and painting small areas of the library as needed.

Eleven trees between the sidewalk along Ravinia Avenue and our parking lot will be removed in the next several weeks due to the Emerald Ash Borer. These trees will not be replaced at this time because

they sit in bushes so there is still greenery there.

Next spring, the Village will be removing the trees in the parkway due to the same infestation. They have asked us to remove the electric outlet boxes at each tree for easier access for the tree and stump removal equipment. Linear Electric will be coming out to give us a quote for removing the boxes and capping the electric lines. This will allow us to reactivate the outlets in the future.

The last four trees in the plaza will be removed and replaced with crab apple bushes. The trees do not thrive surrounded by the concrete and gravel. These now eight bushes will be decorated with lights during the holiday season.

We have scheduled Wingren for three pond treatments in the spring to get rid of the weeds that have invaded the pond and surrounding grasses.

To prepare the FY2015 budget, we have contacted Wingren Landscape for a new 3-year Landscape Management agreement. 2014 is the final year of the current agreement. The new agreement for 2015-2017 lock in rates with a 2.3% increase for 2015 (\$254.45) and a 3% increase in 2016 and 2017 (\$332.53).

Trustee Gierach noted the Paws to Read summer reading program was very successful and appreciated the efforts of the staff.

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.

**Capital Campaign Committee**

1. 2015 Budget and Levy – For Discussion

**Unfinished Business**

Director Weimar and Finance Manager Remmenga went over the draft budget and discussion notes. This draft was compiled with a 4% proposed levy increase and staying just under the \$100,000 deficit threshold proposed at the August meeting. After many discussions the following points were noted to complete draft budget #2 for the October meeting:

- If possible keep the materials at 12% of total revenue (requires about \$22,000 to be reinstated)
- There will be an impact to Adult/Youth/Circulation departments due to the loss of staff hours and this should be analyzed.
- Staff position cuts have been done by attrition.
- There will be some cross training to try and cope with reduction in staffing hours
- The strategic plan will need to be reviewed and amended due to the impact of the deficit budget
- At this time there is not a consensus among trustees regarding the levy increase amount
- Staff will complete a survey this week for the patrons to give feedback between having a 4%

levy increase with a reduction in services and a 12% levy increase allowing for maintaining of services and being able to expand such as adding the Full-Time Teen Librarian position. Actual language will be compiled by staff.

Trustee Ryan left the meeting at 9:40 p.m. and returned at 9:45 p.m. during the budget discussion.

2. Security Services Contract – For Action

Director Weimar reviewed information from three different firms and all received good references. The firms were received through referrals. Quotes were received for 40 hours per week and the full 72 hours per week. Some discussion ensued regarding references and if any were currently in any libraries providing service. The cost would be at least \$40,000 additional to the budget. Due to the budget deficit there was concern about adding this new expenditure.

Trustee Drew made a motion to table the Security Services issue and Trustee Lebert seconded the motion. After further discussion Trustee Drew amended the motion to not implement a Security Contract and not have further discussion removing the tabling component. Trustee Lebert seconded the amended motion. No further discussion. A roll call vote followed: Craig – absent; Drew – aye; Gierach – nay; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

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

1. Salary Schedule 2014 revision – For Action

Motion to approve the Salary Schedule for 2014 to change the Business Office Assistant position level to a level 4 with a title change to Senior Administrative Coordinator and add an Administrative Clerk position to level 3. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. The explanation was provided during the Librarian Report. No further discussion was required. A roll call vote followed: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

2. 2015 Per Capita Grant application – For Action

Motion to approve the 2015 Per Capita Grant application for the Illinois State Library. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. Director Weimar reviewed the process for completing the grant application and noted that all the requirements have been met. No further discussion was required. A roll call vote followed: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 6 ayes, 1 absent.

None.

**New Business**

**Announcements**

Treasurer Jennings moved to adjourn the meeting and the motion was seconded by Vice-President Ryan. The meeting was adjourned by acclamation at 10:12 p.m.

**Adjournment**

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Scott Remmenga