

3-17-2014

## OPPL Agenda 03/17/2014

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# **Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 17, 2014**

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

## **Call To Order**

Members present: Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert, Julie Craig and Beth Gierach

## **Roll Call**

Members absent: Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Mary Adamowski, Head of Youth Services; Joy McFadden, Virtual Services Manager; Bridget Bittman, Public Information Coordinator; Scott Remmenga, Finance Manager; Dana Pryor, Business Office Assistant

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Trustee Lebert inquired on the possibility of making void the February 12, 2014 meeting. Mr. Dennis Walsh, of Klein Thorpe and Jenkins, explained that the meeting cannot be voided as it took place.

## **Ratification and Confirmation**

Ratification and confirmation of Board actions taken at the February 12, 2014 Special Library Board Meeting as follows: Appointment of Ms. Beth Gierach as Library Trustee to fill vacancy. Treasurer Jennings made a motion to appoint Ms. Beth Gierach as Library Trustee to fill vacancy. The motion was seconded by President Healy with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – abstain; Ryan - absent.

Motion passed. 4 ayes, 0 nays, 1 abstain, 1 absent.

Ratification and confirmation of Board actions taken at the February 12, 2014 Special Library Board Meeting as follows: Approve the Public Comment Policy Revision, Approve the Patron Behavior Policy Revision, and Approve the Study Room Policy Revision. Treasurer Jennings made a motion to approve the Public Comment Policy Revision, approve the Patron Behavior Policy Revision, and approve the Study Room Policy Revision. The motion was seconded by Trustee Gierach with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Ryan - absent.

Motion passed. 5 ayes, 0 nays, 1 absent.

Ratification and confirmation of Board actions taken at the February 12, 2014 Special Library Board Meeting as follows: Approve the Public Access to Electronic Information Networks Policy Revision. Treasurer Jennings made a motion to approve the Public Access to Electronic Information Networks Policy Revision. The motion was seconded by Trustee Gierach with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – nay; Lebert – nay; Gierach – aye; Ryan - absent.

Motion passed. 3 ayes, 2 nays, 1 absent.

Ratification and confirmation of Board actions taken at the February 12, 2014 Special Library Board Meeting as follows: Approve the January 23, 2014 Closed Session Board Minutes. Treasurer Jennings made a motion to approve the January 23, 2014 Closed Session Board Minutes. The motion was seconded by Trustee Lebert with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – abstain; Ryan - absent.

Motion passed. 4 ayes, 0 nays, 1 abstain, 1 absent.

Motion to accept the Board Member Resignation Letter of Ms. Mary Ann Ahl. President Healy read the resignation letter aloud. Treasurer Jennings moved to accept the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Ryan - absent.

**Resignation of Officers**

Motion passed. 5 ayes, 0 nays, 1 absent.

Motion to appoint Mr. Dan Drew as a Library Trustee to fill vacancy. Treasurer Jennings moved to approve the motion. Trustee Gierach seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Ryan - absent.

**Trustee Appointment**

Motion passed. 5 ayes, 0 nays, 1 absent.

President Healy swore in Trustee Drew.

**Swearing in Of Trustee**

Motion to elect Catherine Lebert as Secretary. Treasurer Jennings moved to approve the motion. Trustee Craig seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Drew – aye; Ryan - absent.

**Election of Officers**

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

Motion to approve the resolution honoring Mary Ann Ahl’s service as library trustee. President Healy moved to approve the motion. Treasurer Jennings seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Drew – aye; Ryan - absent.

**Resolution**

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

Trustee Gierach asked for clarification of the February 12, 2014 minutes regarding including the amended words to the Study Room Policy Revision. Dennis Walsh explained that the details of the amendment are shown on the policy.

**Minutes**

Treasurer Jennings made a motion to approve the February 12 and February 17, 2014 minutes. Trustee Gierach seconded the motion.

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

Kevin DuJan, of Orland Park.  
Megan Fox, address withheld.

**Introduction of Visitors**

Treasurer Jennings made a motion to go into Executive Session to discuss pending litigation. Secretary Lebert seconded the motion. The Board moved into Executive Session at 7:16 p.m. The Board came out of Executive Session at 8:11 p.m. The roll call vote was as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Drew – abstain; Ryan - absent.

**Executive Session**

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

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

**Public Comment**

1. Kevin DuJan, of Orland Park, registered his formal objection to actions he believes are against the Open Meetings Act during the current and previous Board meetings. These include unreasonable restrictions and improper recital.
2. Megan Fox, address withheld, voiced her opinion that members of the Board and the Library have violated the law in order to mislead the public. She spoke of contradictory information she obtained regarding the internet policies of multiple public libraries in Northern Illinois. She presented the Board with a handcrafted calendar she created.

Finance Manager Remmenga presented the Treasurer's Report as written.

## Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report. The motion was Secretary Lebert with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Drew – abstain; Ryan - absent.

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

Trustee Craig moved to approve the Accounts Payable Listing of February 18, 2014 through March 17, 2014 and was seconded by Secretary Lebert with a roll call vote as follows: Healy – aye; Jennings – aye; Craig – aye; Lebert – aye; Gierach – aye; Drew – abstain; Ryan - absent.

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

### *Correspondence*

In the board's packet, a list and/or copies of all correspondence received electronically, by mail, or fax has been given to each board member.

## Librarian's Report

### *Grants*

The Illinois State Library Live and Learn Construction Grant Review Committee sent the library a letter saying the New Construction/Remodeling category was its third priority and based on funding and ranking, the Library's application could not be funded, but the administration may submit again if future funding is available.

The 2014 Per Capita Grant application requirements have been posted. In preparation, the Library has purchased the Illinois Library Association's Standards for Illinois Public Libraries: Serving Our Public 3.0. The Library also registered with the Illinois State Library for participation in The Edge Initiative (a new management and leadership tool that is helping libraries and local governments work together to achieve community goals. It particularly highlights the library's technology profile and involves an online assessment). Administration will work closely with Joy McFadden, the Virtual Services manager, on this initiative.

At this time Director Weimar gave a general explanation of the Per Capita Grant to Trustee Drew.

### *Financial*

Scott Remmenga and Mary Weimar had a conference call with McClure, Inserra and Klein Thorpe and Jenkins in regards to the PTABs. The final draft of the 2013 audit will be completed shortly. It will be presented at the April Board meeting.

President Healy asked Director Weimar to give a brief explanation of the Property Tax Appeal Board (PTAB) and the Library's involvement with it.

The 2013 Annual Treasurer's Report will be published once the audit is finalized.

Robin Wagner and Mary Weimar will be discussing the lobby improvements which were budgeted for 2014 and rank them in priority. This will be discussed at the next board meeting.

### *Miscellaneous*

Mary Weimar and Joy McFadden will be meeting at the end of March with a representative from Moraine Valley Community College in regards to a collaboration regarding internships for IT students.

Mayor McLaughlin gave his annual report at the Orland Area Chamber of Commerce and the Library was featured in the video highlighting the community. Copies of the mayor's report have been provided to the Board and are available to the public here at the Library on a limited basis.

Mary Weimar attended the Southwest Conference of Mayor's Expo and made contact with vendors and local organizations.

Any Board member wishing to attend the LACONI Annual Trustee Workshop should contact Director Weimar.

*Building*

The building is back to running on two boilers as the fan component was received and installed the beginning of March. Due to the long wait for the part, a second fan component was ordered to have in-building in case of failure in the future.

*Teen Area Damage*

Almost everything is back in place and operational in the Teen Area. Still needing repair are the bay windowsills and wood arms of the chairs. They need to be replaced or refinished. Cain Millwork will be doing the work over the next several weeks. The Library is also awaiting delivery of the new magazine rack from Demco. All invoices thus far have been submitted to insurance.

*Self-Checkout Kiosks*

The self-checkout kiosks have been installed in the Youth and Adult Services areas. Both are getting a lot of use by the patrons. As for the lobby kiosks, Linear Electric has been called out to put in new electric and data outlets. The current wiring is run through conduit in the cement floor and is not in the needed location and will not allow the kiosks to be moved for programming. The previous outlets were built into the former unit the kiosks sat on.

*Phone Lines*

The move to Comcast phone lines continues to be on hold. The Comcast Internet connection is working well, but IT staff are doing more testing and tweaking to fine-tune the connection. Once this is complete to the staff's satisfaction, the phone line will be moved to Comcast.

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**

None.

**Unfinished Business**

Motion to approve closing the library on Sunday, May 25, Sunday, August 3, and Sunday, August 31, 2014. Treasurer Jennings asked for details of the closings. These are Memorial Day, Taste of Orland, and Labor Day weekends. Treasurer Jennings moved to approve the motion. Secretary Lebert seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Lebert – aye; Craig – aye; Gierach– aye; Drew – aye; Ryan - absent.

**New Business**

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

Motion to approve the closing the library on Friday, August 1, 2014 for In-Service Day training.

Treasurer Jennings asked for clarification on the length of the In-Service. Administration responded due to the Taste of Orland this is for the full day. Trustee Gierach moved to approve the motion. Secretary Lebert seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Lebert – aye; Craig – aye; Gierach– aye; Drew – aye; Ryan - absent.

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

Motion to approve the updated signature cards for Marquette Bank, PMA Financial, and Illinois Funds. Finance Manager Remmenga explained that signatures will be collected on the physical cards when they have been prepared by the financial institutions. Treasurer Jennings moved to approve the motion. Trustee Gierach seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Lebert – aye; Craig – aye; Gierach– aye; Drew – aye; Ryan - absent.

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

None

**Announcements**

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at 8:42 p.m.

**Adjournment**

Catherine Lebert  
Secretary

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

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

Minutes prepared by Dana Pryor