

2-17-2014

OPPL Agenda 02/17/2014

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 February 17, 2014

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

Call To Order

Members present: Nancy Healy, Denis Ryan, Diane Jennings, Mary Ann Ahl, Catherine Morrissey-Lebert, and Beth Gierach (via telephone)

Roll Call

Members absent: Julie Craig

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

Guests: Ken Friker, Klein Thorpe and Jenkins

Treasurer Jennings made a motion to approve the January Board minutes. Vice-President Ryan seconded the motion.

Minutes

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

Lauren Zumbach, Chicago Tribune; Tom Ahl, Orland Park resident

Introduction of Visitors

None.

Public Comment

Treasurer Jennings made a motion to go into Executive Session for pending litigation. Vice-President Ryan seconded the motion. The Board moved into Executive Session at 7:02 p.m. The Board came out of Executive Session at 7:27 p.m. The roll call vote was as follows: Healy – aye; Ryan – aye; Jennings – aye; Ahl – aye; Lebert – aye; and Gierach – aye. Motion passed. 6 ayes, 0 nays, 1 absent – Craig.

Executive Session

Secretary Ahl left the meeting at 7:27 p.m. She returned at 7:31 p.m.

Treasurer's Report

Finance Manager Remmenga presented the Treasurer's Report as written and explained revenues and expenditures for January. Treasurer Jennings asked if extraordinary expenditures had been included in the budget. Remmenga explained that all large expenditures were planned.

Treasurer Jennings moved to accept the Treasurer's Report. The motion was seconded Vice-President Ryan with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye; Gierach – aye; Craig - absent. Motion passed. 6 ayes, 0 nays, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of January 21, 2014 through February 17, 2014 and was seconded by Secretary Ahl with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye; Gierach – aye; Craig - absent. Motion passed. 6 ayes, 0 nays, 1 absent.

Correspondence

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

Librarian's Report

Grants and Related Items

The library received the second installment of monies from the Science Kit Grant.

The library received the Illinois State Library's Back 2 Books Grant monies in the amount of \$3,373.00. This grant will fund a new collection of non-fiction book bundle packages for circulation entitled *Just the Facts Book*, targeting preschool through grade five readers. Congratulations to Lora Van Marel and the Youth Services staff for receiving this grant.

The library has submitted the Illinois Public Library Annual Report as required by law.

The library received Secretary of State Jesse White's letter in regards to the Illinois Public Library Per Capita Grant for FY2014 in the amount of \$70,958.75. The grant is being funded at \$1.25 per resident. This is approximately \$12,000 more than last year.

The library has submitted the new trustee's name to Cook County Ethics Department for the Government Ethics Act.

Technology

As part of the restructuring of the Library's data services it was determined that the two T1 lines contracted through the Illinois Century Network (ICN) were no longer sufficient to serve even as backup for the Library's data needs. When ICN was contacted in regards to canceling service they notified the Library that it was under contract for the T1 lines until January 2015. The contracts were originally signed in December 2011 and went into effect January 2012 for a 36 month term. This was the shortest contract term available from ICN. In order to cancel the two contracts, there is a penalty in place for half the cost of the remaining months of the contract. This meant there was a charge of \$1,722.01 per line, a total charge of \$3,444.02 for the two lines. Due to the fact that the T1 lines no longer provided the bandwidth sufficient enough to manage any of the Library's data needs, the Library decided it made financial sense to cancel the contracts and pay the penalty instead of paying \$6,888.04 to finish out the remainder of the contract.

Meetings

Mary Weimar attended the Moraine Valley Community College's Strategic Plan meeting on February 7, 2014. Board President Nancy Healy and Mary Weimar attended the Illinois Library Association's Legislative breakfast event on February 14, 2014. Mary Weimar attended the Children's Literature Conference hosted by Anderson's Bookshop on February 15, 2014.

President Healy asked for clarification on Outreach Services book statistics for last month. Kelly Cuci explained her weeding and transferring of large print process.

Maintenance Department

Maintenance Superintendent Steve Newman slipped and hurt himself on Wednesday, February 5, while plowing snow. He has been off work since and there is a possibility he will return next week. Maintenance Assistant TJ Harper and Custodian Tom East have been doing a great job keeping the building functioning.

Teen Area Pipe Burst

On Tuesday, January 28, a few minutes after 9 a.m., a sprinkler head in the window bay area of the Teen Area burst due to being frozen. Thanks to the quick action by Diane Srebro, who saw it dripping before it actually let loose at full force, staff members were quickly mobilized. Because it was a fire sprinkler, the alarms went off. The staff quickly evacuated the building of patrons. Once allowed back into the building, it was decided the Library could not remain open for the rest of the day—not only due to the water in the Teen Area, but the fire alarm and sprinkler system had been turned off on the 2nd floor.

The Maintenance staff immediately began mitigating the water damage. All of the remaining staff grabbed carts and began removing the entire Teen collection from the book stacks. It was a great

concerted effort by everyone.

ServPro was called and arrived within an hour and a half to begin cleaning up the water and cleaning the carpets. Reliable Fire Systems sent subcontractor United States Alliance out within 2 hours to work on the sprinkler head. By later morning, the books had been removed from the area. By mid-afternoon, the initial cleaning of the carpet was complete, drywall and molding were removed, holes were drilled to dry out possible water damage behind the walls, and damaged furniture, computer equipment and materials were removed from the area.

On Tuesday afternoon, a sprinkler head in the front vestibule started dripping. United States Alliance disabled the sprinklers heads to that area while ServPro covered the display case in plastic. The sprinkler system was then turned off for the 1st floor also.

The Library reopened on Wednesday morning. Because the fire sprinkler system was off, the Persons-in-Charge (PIC) did visual checks every ½ hour until Friday morning. ServPro and United States Alliance were back Wednesday, Thursday and Friday doing final clean up and repairs which were completed by Friday afternoon.

The Administration expressed its appreciation to the management team and the PIC for their hard work and dedication.

Anderson Painting was out last week Thursday and Friday and patched and painted the affected areas. IT staff tested and replaced the computer equipment and pages spent two weeks replacing the materials back on the shelves.

The Teen Area was reopened this afternoon without patron computers, a phone, and the wood panel shelf ends. The computers and phone will be back in operation over the next few days. The shelf ends will be reinstalled when Steve returns.

Trustee Lebert asked if the Administration has received any suggestions for prevention of future sprinkler system problems. Assistant Director Wagner explained that the current weather and the Library's lack of a second boiler due to repair work were the main contributing factors. The Administration is looking into alternative solutions to the boiler repair delays for the future.

Finance Manager Remmenga explained that the building's insurance deductible for water damage is \$2,500. Expenditures are expected to exceed the deductible.

Self-Checkout Kiosks

Three of the self-checkout kiosks will be delivered tomorrow. Two will be installed in the Youth and Adult areas. The third kiosk will be in storage until the fourth kiosk is re-worked. Once it is returned, Steve and his staff will remove the large unit in the lobby where the current self-checkout hardware is located and then install the kiosks.

Phone Lines

The Comcast Business phone lines are still on hold for installation because Comcast is providing new cable lines to the building. Once they are installed, the Administration will contact Comcast Business to install the new phone equipment and cutover from the old Cimco system. The new radio communicator system has been installed and is up and running for the fire alarm system, removing it from the phone lines. Finally, the burglar alarm will also be moved off the phone system with its own radio communicator. Though there have been upfront costs, the total savings will be approximately \$20,000+ over the next three years.

No report at this time.

No report at this time.

**Other Staff
Reports**

**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 the 2013 Illinois Public Library Annual Report. Treasurer Jennings moved to approve the motion. Trustee Lebert seconded the motion with a roll call vote as follows: Healy – aye; Ryan - aye; Jennings – aye; Ahl – aye; Lebert – aye; Gierach– aye; Craig – absent. Motion passed. 6 ayes, 0 nays, 1 absent.

New Business

Motion to approve the PTAB Settlement Agreement for JC Penney 2008-2010. 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; Lebert – aye; Gierach– aye; Craig – absent. Motion passed. 6 ayes, 0 nays, 1 absent.

Motion to approve the PTAB Settlement Agreement for Carson Pirie Scott 2008-2010. Treasurer Jennings 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; Lebert – aye; Gierach– aye; Craig – absent. Motion passed. 6 ayes, 0 nays, 1 absent.

Trustee Jennings distributed to the Board members copies of handouts she received at a recent workshop.

Announcements

Public Information Coordinator Bittman distributed to the Board members copies of February news articles, in print and online, featuring the Orland Park Public Library.

President Healy read a letter received from Secretary Ahl, informing the Board of her resignation from the Board upon the advice of her physician, effective February 18, 2014.

Director Weimar and the Board of Trustees conferred their thanks and appreciation for Secretary Ahl’s hard work and dedication to the Orland Park Public Library over the past 35 years.

Trustee Lebert moved to adjourn the meeting. The meeting was adjourned by acclamation at 8:00 p.m.

Adjournment

Diane Jennings
Secretary Pro-Tem

Approved: _____

Date: _____

Minutes prepared by Dana Pryor

