

7-16-2014

## OPPL Agenda 6/16/2014

Orland Park Public Library  
*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 June 16, 2014**

The meeting was officially called to order by President Healy at 7:03 p.m.

## **Call To Order**

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

## **Roll Call**

Members absent: Julie Craig , Dan Drew

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

Guests: Jim Fessler, Klein Thorpe and Jenkins

Trustee Gierach made a motion to approve the May 19, 2014 minutes as amended. Treasurer Jennings seconded the motion with a roll call vote as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

## **Minutes**

Motion passed. 5 ayes, 2 absent.

None.

## **Introduction of Visitors**

Trustee Gierach moved to allow all members of the public signed up to speak and present at the meeting to speak. The motion was seconded by Secretary Lebert with a roll call vote as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

## **Public Comment**

Motion passed. 5 ayes, 2 absent.

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

1. Megan Fox, address withheld, questioned the Board on its policies and procedures in place to monitor against and prevent the access of illegal pornography at the computer stations.
2. Maryam Judar, of Elmhurst, IL, reviewed the Open Meetings Act public comment procedures and regulations.
3. Georgia Smithee, Elmhurst, IL, criticized the public comment policy as cumbersome and unwelcoming.
4. Kevin DuJan, address withheld, objected to the public comment policy and criticized the law firm of Klein Thorpe & Jenkins.
5. John Kraft, address withheld, stated that public libraries cannot legally provide access to things outside the law and harmful material, such as internet pornography, which he states is illegal to have available in public libraries.
6. Kirk Allen, address withheld, encouraged the Board to know the answers to questions given and represent the people they were elected to serve.

Finance Manager Remmenga presented the Treasurer's Report as written. He noted that the Library did make the interest payment on debt service to the Village in May.

**Treasurer's Report**

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

Motion passed. 5 ayes, 2 absent.

Secretary Lebert moved to approve the Accounts Payable Listing of May 20, 2014 through June 16, 2014 and was seconded by Trustee Gierach with a roll call vote as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 5 ayes, 2 absent.

*Correspondence*

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

**Librarian's Report**

*Miscellaneous*

Illinois Secretary of State Jessie White presented the Orland Park Public Library with the Illinois State Library Heritage Project 1839-2013. It has been catalogued and is available in Adult Services.

The Village of Orland Park has published its Community Livability Report. The village has received a 95% excellency rating.

The Library Summer Reading Program has begun and is off to a great start. Approximately 1800 residents, both children and adult, have registered to participate.

The Illinois Human Rights Commission representatives have met with the complainant and Library staff. The Library is awaiting a decision.

*Lobby*

Assistant Director Wagner discussed the details of the lobby project bids. Several board members inquired about the projects. Their questions included the length of the project, the completion dates, and the necessity of the projects.

*Polaris*

President Healy questioned the impact to the Library of the Polaris system buyout. The administration explained the expected ramifications of the merger and the positive aspects of it.

No report at this time.

**Other Staff Reports**

Treasurer Jennings made a motion to go into Executive Session to discuss pending litigation, for the approval of closed session minutes, and for the semi-annual review of closed session minutes. Vice-President Ryan seconded the motion. The roll call vote was as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

**Executive Session**

Motion passed. 5 ayes, 2 absent.

The Board moved into Executive Session at 7:56 p.m. The Board came out of Executive Session at 8:18p.m.

Trustee Gierach made a motion to return to the regular meeting. Secretary Lebert seconded the motion. The roll call vote was as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 5 ayes, 2 absent.

The Board and Staff used the facilities before resuming, due to the length of the meeting.

The regular session resumed at 8:25 p.m.

Treasurer Jennings made a motion to approve the February 17, 2014 closed session minutes. Vice-President Ryan seconded the motion. The roll call vote was as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

**Closed Session Minutes**

Motion passed. 5 ayes, 2 absent.

President Healy made a motion to approve the March 17, 2014 closed session minutes. Trustee Gierach seconded the motion. The roll call vote was as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - abstain.

Motion passed. 4 ayes, 2 absent, 1 abstain.

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**

Motion to approve R Carlson and Sons, Inc. proposal for the main entry door renovation in the amount of \$52,454. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. A discussion followed. The administration explained the bids received for the door renovation and, based on other incomplete bid packets, recommends the R Carlson and Sons, Inc. bid. President Healy informed the administration and other board members of follow-up emailed correspondence she received from one of the bidding contractors. Trustee Gierach asked if references have been checked. Assistant Director Weimar confirmed that references have been checked and the feedback has been positive. The administration has recommended that the Board does not approve the main entry door renovation because the accessibility to the building would not be greatly improved. The Administration will continue to investigation options available. A roll call vote was taken as follows: Craig – absent; Drew – absent; Gierach – nay; Healy – nay; Jennings – nay; Lebert – nay; Ryan - nay.

**Unfinished Business**

Motion rejected. 5 nays, 2 absent.

Motion to approve R. Carlson and Sons, Inc. proposal for the lobby lighting in the amount of \$71,092. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. A discussion followed. The administration recommended the R Carlson and Sons, Inc. bid to the Board. Vice-President Ryan inquired on the life of the LED lights and if the proper applications have been submitted with the Village for a permit. President Healy asked for clarification on the number of lighting fixtures that would be installed. Trustee Gierach recommended that research be done to ensure the heat generated from the new LED fixtures would be at a safe and comfortable level. A roll call vote was taken as follows: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – nay; Ryan -aye.

Motion passed. 4 ayes, 1 nay, 2 absent.

Motion to approve R Carlson and Sons, Inc. proposal for the waste management in the amount of \$3,284. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. A discussion followed. The administration has recommended that the Board does not approve the waste management proposal because the decreased size of the project will allow the Library to contract for waste removal separately and at a lower cost. A roll call vote was taken as follows: Craig – absent; Drew – absent; Gierach – nay; Healy – nay; Jennings – nay; Lebert – nay; Ryan - nay.

Motion rejected. 5 nays, 2 absent.

An update of the 2014-2015 Strategic Plan was given by Mary Adamowski. Plan progress was reviewed with the Board members. Several Board members thanked Ms. Adamowski and the Strategic Plan Committee for all of their work in creating and reporting on the plan.

Motion to approve the 2014 Prevailing Wage Resolution. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. Library Director Weimar explained the Prevailing Wage Act to the Board. The Board and Administration reviewed what labor falls under the parameters of the Prevailing Wage Act. A roll call vote followed: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

#### **New Business**

Motion passed. 5 ayes, 2 absent.

A discussion began regarding the FY2015 Budget Guidelines and the 2015 Per Capita Grant Requirement on Funding Analysis. Finance Manager Remmenga explained the guidelines and parameters discussion sheet that was distributed. He further explained the Levy and the impact changes to the Levy may have on an Orland Park resident's taxes. Administration has requested that the Board begins to consider the direction it would like to see taken for next year's budget. Further discussion ensued amongst the Board members and Administration regarding cost saving measures and possible increased revenues. Such cost saving measures include: postponing possible projects (a media lab and automated materials handling system), cutting hours of service, reducing staff, programming cuts, and alternative staffing measures. Budget discussions will continue each month into the Fall for the passing of the Levy and Budget approval.

Motion to approve Neviol, Inc. cleaning service contract in the amount of \$68,856 per year for 2014-2015; \$68,856 per year for 2015-2016; and \$68,856 per year for 2016-2017. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. Assistant Library Director Wagner reviewed the current services provided and discussed the pricing increases. A roll call vote followed: Craig – absent; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan - aye.

Motion passed. 5 ayes, 2 absent.

Vice-President Ryan thanked Joy McFadden, Virtual Services Manager, for her service to the Library and expressed his pleasure in working with her.

#### **Announcements**

Treasurer Jennings moved to adjourn the meeting. The meeting was adjourned by acclamation at 9:54 p.m.

**Adjournment**

Diane Jennings  
Secretary Pro-Tem

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

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

Minutes prepared by Dana Pryor