

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held October 15, 2007

The meeting was officially called to order by President Sims at 7:30 p.m.

Call To Order

Members present: Sims, Lebert, Jennings, Healy

Members absent: Ahl, Muntner, Wydajewski

Librarians present: Wsol, Weimar

Guests: Robin Wagner, Public Information Coordinator

Jennings moved to approve minutes as printed, seconded by Lebert. Motion passed. All ayes, no nays.

Minutes

Terrence Camodeca, an Orland Park author, presented the Library with a check for \$500.00 because of all the good work the Library does. Mr. Camodeca writes and publishes fiction based in the Orland Park area and the donation comes from the sale of his books. He is a champion of the large print books in part due to his work in nursing homes and would like the gift used to purchase large print titles. The Director and Board thanked him and assured him this donation would be put to good use.

Introduction of Visitors

Ria Reyes, of the American Cancer Society, sent a note of appreciation and gratitude to Robin Wagner for allowing the American Cancer Society to hold their program in our Library.

Correspondence

Thank you note to the Director/Staff and Volunteers of the Orland Park Public Library from George N. Kuller for making the Author Fair such a pleasant experience.

Feedback form from Matthew Knapp regarding the wonderful people in our Youth Services Department. Matthew states that he is very lucky to have known the Youth Services Staff.

Lebert moved to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Jennings. Motion passed with a roll call vote as follows: Sims – aye; Lebert – aye; Jennings – aye; Healy - aye. Motion passed. All ayes, no nays.

Treasurer's Report

At this time Director Wsol asked the Board to review Schedule II of the Budget Report – Operating Fund within the Treasurer's Report, which shows the full 12 months. The Director stated that the Board will see many under budget line items and a few over budget line items. The Director discussed the over budget line items with the Board. The Director then requested a motion from the Board to move sufficient money from under budget lines into over budget lines. Healy made a motion to move under budget line amounts to over budget line items. Motion was seconded by Jennings with a roll call vote as follows: Sims – aye; Healy – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Lebert moved to approve the Accounts Payable for the second half of September, 2007 in the amount of \$171,282.69 and the first half of October, 2007 in the amount of \$151,501.65 and was seconded by Jennings with a roll call vote as follows: Sims – aye; Lebert - aye; Jennings – aye; Healy – aye. Motion passed. All ayes, no nays.

VOLUME COUNT:	<u>2006</u>	<u>2007</u>
Additions:	544	1,429
Withdrawals	92	316
TOTALS:	144,817	162,842

Librarian's Report

AUDIO-VISUAL:

Additions	272	202
Withdrawals	189	169
TOTALS:	13,700	17,288

MAGAZINES:

Additions	446	
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OUTREACH:

Additions	22	17
Withdrawals:	2	
TOTALS:	10,028	10,019

AUDIO-VISUAL:

Additions	1	3
Withdrawals	2	2
TOTALS:	2,344	2,344

The Big Read is well underway. We have had good attendance at some events and poor turnout at others. The book discussions and mystery theater night have been very successful. The audience loved the Bette Davis movie based on *The Maltese Falcon*, *Satan Met a Lady*. On the other hand, we had a poor showing for the keynote talk, given by Julie Rivett. The NEA was also very slow to send the grant funds, but we have finally received them.

We have been active in legislation issues this month. On September 29th, I attended one of the budget hearings held by the Illinois House where four area librarians gave testimonies about the effects of the budget vetoes on their libraries. There were several hours of testimony given by many public and no-for-profit agencies who receive state funds. Since our grant funds came from a House Republican, they were not vetoed. However, we were advised not to spend the money until the check clears.

Then on September 30th, Robin Mary and I attended the legislative luncheon sponsored by the Orland Park Area Chamber of Commerce and heard Representatives Renee Kosel and Kevin McCarthy give reports to the community about the last session. Senator Crotty spoke briefly and then had to leave.

The Friends of the Orland Park Public Library held their annual meeting on Sunday, October 7th. The Friends made their usual generous gift to the library in the amount of \$8,000. This money goes to underwrite adult programming and incentives for the summer reading program. 60 people then enjoyed a performance by the Al Carver Orchestra.

Mary A., Mary W., Kelly L., Diane S. and I attended the Illinois Library Association Conference in Springfield last week. I am pleased to say that Mary Adamowski received the Davis Cup from ILA. This award is given annually to the outstanding Youth Services Librarian. In addition, Mary A. presented three programs, Kelly L. did one and hosted a reception, Marilyn Heintz and Diane Norris also presented and Mary W. moderated and provided technical support. I attended several excellent presentations and we have many good ideas, especially related to technology.

We will be rolling out the new web site in November and will continue to make some changes to it based on ideas we got at ILA.

The management team is meeting next week for a planning session to develop actions for the next year of our strategic plan.

Landscaping, Pond and Grounds Keeping

- Wingren Landscaping will be finishing up over the next month the cleanup for the winter months. Steve has been very pleased with their work and hopes to renew the contract next year. The pond is looking fairly good with the weeds dying off in the pond and no algae in sight. He will be taking the aerator out within a month's time.

Other Staff Reports

Steve had fixed a leak in the outside sprinkler system, but has discovered that it is once again leaking. He plans on digging deeper to fix the PVC pipe.

Building Maintenance

- The outside windows were professionally cleaned last week. Bright Ideas wishes to continue providing the holiday lights for our trees. The price went up just under \$150. Steve will check to make sure our electrical outlets are in proper working order.

Audiovisual System

- It is time to renew the contract to provide preventive maintenance on the sound systems located in the large meeting room, the conference room, the story time room, and the computer lab. Sound Vision has given a proposal for the same amount as last year and Mary would like to recommend that we accept their proposal.

Benjamin Franklin Grant

Mary W. attended the meeting of grant recipients in Atlanta at the end of September. We were privileged to see the actual traveling exhibit that only went to six cities. The last stop was to be Paris, France. It was excellent. The exhibit hosted many interactive stations for children and adults. It covered his inventions, philanthropy, literary writings and his role as a statesman. The exhibit we will be getting in December, 2009 February, 2010 will host the interactives on its website. They are still working out the kinks, but it plans to be much more hands on than the *Forever Free* exhibit.

Illinois Library Association Conference 2007

Mary attended some very good workshops on technology that we hope to incorporate into our strategic plan as soon as possible. She peeked in on all of the workshops presented by the Orland Public Library staff. There were quite a few...Marilyn Heintz and Diane Norris did Readers Theater. Mary Adamowski presented on children's reference sources. Mary A. and Kelly Laszczak both did a Young Adult book talking workshop and Mary Adamowski and Mary Weimar presented a workshop on picture books that related to music for programming, called *Recipes for a Song*. Mary also wishes to give our graphic artist, Josh Phillips, a mighty big thank you for the truly wonderful job he did in designing the posters that we had of all award winners at the conference.

The Friends of the Orland Park Public Library

The Annual Reception went quite well last Sunday, October 8th. We had about 60 people enjoying the Al Carver Orchestra. The Friends were very generous to give us \$8,000 for our programming needs. They are selling some brand new roomy canvas bags that she hope you might like to tell your acquaintances about. They sell for \$10.

See Staff Reports.

Building and Maintenance

None.

Finance

Service & Policy

None.

Personnel

No report at this time.

Law

No report at this time.

Automation

No report at this time.

Long Term Planning

No report at this time.

Building Committee

None

Capital Campaign Committee

1. The Director informed the Board that regarding the appointment of the new trustee, no action is necessary.

Unfinished Business

2. The VIPER cd-rom demo was demonstrated to the Board of Directors. Weimar told the Board that this product will be complete when 3 new pictures will be sent by her to Wayne Myers of Quick Image, Inc. Wsol stated that this was an excellent investment and is pleased with the way it turned out.

1. Annual Report. Director Wsol informed the Board that we are required to submit an Annual Report to the State Library within 30 days of the close of our fiscal year or within 30 days of getting the form from the State. However, the State Library has informed Wsol that we are off sequence in filing and have actually been filing early. Wsol believes this began in 1994 when the library changed to an October 1 fiscal year. For this year only we will submit the report filed last year for 10/05-9/06 with updated Trustee names. Then in February or March of 2008 when the State Library sends the 2008 form, we will submit the data from 10/06-9/07. We still need to provide the Village with an annual report at the end of our fiscal year and will do so at the end of October.

New Business

2. Fund Transfers to Pay Bills. Jennings made a motion to authorize Administration/Director Wsol to transfer sufficient funds from the Illinois Funds to Marquette Bank to pay the approved bills during the 12 month current fiscal year. Lebert seconded with a roll call vote as follows: Sims – aye; Healy – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

3. Revision of resolution outlining library’s financial requirements for FY 09-08. No revision has been provided by the library’s attorney.

4. Sound Vision Contract. Weimar told the Board that Sound Vision, Inc. provides maintenance on the sound system for four different areas in our building at a cost of \$3,800 a year. The new proposal remains the same. Weimar reported that we have had no problem with them and the equipment is fairly sophisticated and requires preventive maintenance. Weimar requested that the Board approve renewal of Sound Vision’s contract. Lebert made a motion to approve the renewal of the Sound Vision, Inc. contract. Healy seconded with a roll call vote as follows: Sims – aye; Healy – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Director Wsol passed out an information sheet regarding Library Trustee Training where Trustees can go online and take courses.

Healy asked if we are involved with Alliance Library System/Library of Congress interviewing Veterans. Robin Wagner stated that we did have a website link to ongoing veterans’ projects, however, the Library is not actively involved. We did receive information from the Library of Congress and handouts were available.

None at this time

Announcements

None

Executive Session

Healy moved to adjourn at 8:40 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan