

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held October 19, 2009**

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

**Call To Order**

Members present: Healy, Jennings, Hillman, Ahl, Lebert, Wydajewski (arrival 7:31 p.m.)

Members absent: Sims

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Hillman moved to approve the September Board minutes. Lebert seconded the approval of the minutes. Motion passed. All ayes, no nays.

**Minutes**

None.

**Introduction of Visitors**

Thank you note to the Board from Mary Adamowski, Melissa Panio and Diane Srebro. They thanked the Board for allowing them to attend the 2009 Illinois Library Association Conference.

**Correspondence**

Note to the Library Board and Staff from Trustee Ahl thanking them for their support. Trustee Ahl stated that receiving the Trustee of the Year Award was an honor but it truly belongs to all of us.

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

**Treasurer's Report**

Ahl moved to approve the Accounts Payable for the second half of September, 2009 in the amount of \$105,767.95 and the first half of October, 2009 in the amount of 119,616.37 and was seconded by Lebert with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye, Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. All ayes, no nays.

**Librarian's Report**

**Finances**

- We received the Cook County preliminary rate sheets last week. The budget and levy have been completed with the latest financial information.
- PMA is aware of the need to establish a debt service fund and we will be meeting with them in a few weeks to set up the financial plan for FY2010 and establish this fund.
- We have initiated spending of the Bobby Rush Grant monies and expect to have all bills finalized by the end of October so we can make our report and be reimbursed.
- The Friends of OPPL were very generous and gave the library a monetary gift of \$10,000 at yesterday's annual meeting.

**Internet Kiosk in Lobby**

- Cain Millwork was given the go-ahead to begin this project.

**Policies**

- The Special Reserve plan is still pending. The Director stated that she would have this item on the December agenda.
- The FOIA plan is pending more information from the State.

- The Service and Policy Committee members are getting a packet with a revised Internet Policy and Procedures for when a staff member serves Jury Duty. It will be on the November agenda.

### **Legislation**

The libraries have been actively contacting their legislators using CAP WHIZ on the ILA website to have legislators support funding to libraries.

### **SWAN**

- Patron cancelled holds software is still pending and until this feature is available to our patrons, the patron pick-up holds shelf is delayed.
- SWAN expects to have on the ballot for the directors in December a limit to be imposed on the number of holds by any one patron. We have instituted this procedure now.
- SWAN is working on patron online library card registration and must use the database authentication through Research Pro to allow patrons 24/7 access to databases. We have expressed our concerns that non-Research Pro libraries need to have this 24/7 access and SWAN is investigating it.
- Circulation will be starting to use Linked Patron records software to provide better service to our related patrons.
- We will be purchasing three digital signature readers for \$300 each and will begin the paperless library card application process by the end of the year.
- The library is looking to purchase a service called Micro Maps that will enable patrons to see on the OPACs a screen which highlights where certain subject areas are in the stacks. Our delay is because our floor plan is too big of a file to send and we are looking at how to make this digital transfer possible.

### **ILA Conference**

The Director attended meetings and workshops on FOIA, financing and technology at the conference in Peoria. As ILA Awards Chair, Director Weimar hosted the Awards ceremony on Thursday afternoon. Together with colleagues Weimar presented a workshop on poetry books for children.

### **Landscaping & Grounds**

Wingren Landscape has started to cut the prairie grasses down and should finish this week. The aerator will be pulled out of the pond after the grasses are cut. The flowers have already been cut. Call the Underground shut off the outside sprinklers for the winter last week.

### **Other Staff Reports**

### **Building and Maintenance**

Steve Newman has gone through the HVAC system and cleaned the filters as part of the winterization process. He has been replacing light bulbs throughout the interior and exterior of the building and in the parking lot.

### **The Friends of the Orland Park Public Library**

At Sunday's annual meeting, the Assistant Director manned a table outside the meeting room area to sell Friends' items and generate memberships. Approximately 12 new memberships were collected and \$230 in products was sold. Wagner attached a sheet showing what is being sold on behalf of the Friends. Now that we have photos of the items, Wagner will be forwarding this information to Cassandra Spence to create a web page about it.

### **ILA Conference**

Robin Wagner thanked the Board for allowing her to attend the 2009 ILA Conference in Peoria. Wagner attended some interesting sessions. "Library Services for Mobile Devices" discussed ways to allow mobile phones, etc. to access utilitarian versions of a library's website and/or online catalog. The speakers gave a lot of good how-to advice.

“Adult Summer Reading Programs” was hosted by staff from three libraries. They each talked about how they conduct their programs each summer. It gave Wagner ideas the library can use to generate more interest in adult participation next summer.

“Federated Searches” was led by staff from Booth Library at Eastern Illinois University. They discussed how they have backed off from pushing the use of WebFeat, their federated search product. Federated search is when an application is overlaid a library’s subscription databases and searches all of them at once rather than a patron having to search the same topic over and over. MLS uses ResearchPro. Booth Library staff found the patrons continued to go straight to individual databases to search, mostly because they were familiar with them. Library staff also found individual searches gave more detailed and narrowed results. The bottom line was this type of application still has a long way to go in meeting user needs.

“Navigating the First Amendment Highway” was sponsored by Klein, Thorpe & Jenkins. Three lawyers discussed the First Amendment and what it means for libraries in regards to meeting rooms, filtering, material selection and patron behavior. It all comes down to having policies in place and enforcing them consistently. The most exciting part was our library’s materials selection policy was used as a good example of a policy having the eleven things every policy needs to have!

“Going Green Financing” was put on by National City Bank. The speaker discussed a program NCB has developed to fund green initiatives without negatively impacting the library budget.

See Staff Reports.

**Building and Maintenance**

None.

**Finance**

**Service & Policy**

**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. FY2010 Budget, Levy and Appropriation. Director Weimar stated that only one change has been made to the Budget. Due to the budget running 15 months, the audit will cost more; therefore, the Director has taken money from Library Supplies and Office Supplies lines and placed in the audit line. Wydajewski made the motion to approve the FY2010 Budget, Levy and Appropriation and was seconded by Hillman with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays. The document was signed by President Jennings and Secretary Hillman.

**Unfinished Business**

1. Strategic Plan. Director Weimar informed the Board that the Management Team met September 16 and discussed many new ideas on service to the patron. The staff would like the Board's input as they consider limiting certain AV formats. The browsing collection on the video games, CDs and DVDs for newer releases is poor. By limiting the number of items checked out to one library card, we might be able to provide more patrons with a choice. A draft of the Strategic Plan will be available for the Board in November. Trustee Ahl also brought a picture from her visit to Tinley Park Public Library showing their Friends' room with an awning above with the words "book store." Trustee Ahl inquired if this might be a way to highlight the Recycled Reads area. The director is looking into signage as part of the Strategic Plan.

**New Business**

2. Review of budget expenditures. The Director distributed the Budget Analysis for fiscal year 08-09. Weimar told the Board that the library is sound and doing very well. Discussion was held. Trustee Wydajewski stated that on the Agenda this item was to be for action, however, he felt discussion was sufficient. The Board and Director agreed.

Trustees Ahl and Hillman indicated they would like to attend the Trustee Forum to be held in Lisle Illinois on February 27, 2010. The Director stated any of the Board members who would like to attend need to let her know and she will start the paperwork.

**Announcements**

Wydajewski made a motion to go into Closed Session at 8:32 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body. Healy seconded with a roll call vote as follows: Wydajewski –aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert = aye; Jennings – aye. Motion carried. All ayes, no nays.

**Executive Session**

Ahl made a motion to return to Open Session at 8:38 p.m. Lebert seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

**Adjournment**

Wydajewski moved to adjourn at 8:39 p.m.

Carole Hillman, Secretary

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

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

Minutes prepared by Dorothy Phelan