

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 15, 2010

The meeting was officially called to order by President Jennings at 7:31 p.m.

Call To Order

Members present: Healy, Jennings, Hillman, Ahl, Sims, Lebert, Wydajewski

Members absent: None

Librarians present: Weimar, Wagner

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator;

Sims made a motion to approve the October 18, 2010 Board minutes. Hillman seconded the motion. Motion passed; all ayes, no nays.

Minutes

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

Introduction Of Visitors

Rick Rouan, *Chicago Tribune*

A thank you note from Mary Adamowski and Diane Norris for allowing them to attend ILA this fall.

Correspondence

Klein Thorpe and Jenkins sent their 2011 schedule of legal fees. The letter stated that the fees would be frozen effective until June 30, 2011.

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

Treasurer's Report

Wydajewski moved to approve the Accounts Payable for the second half of October, 2010 in the amount of \$104,758.69 and the first half of November, 2010 in the amount of \$103,199.27 and was seconded by Hillman with a roll call vote as follows: Sims-aye; Healy-aye; Hillman-aye; Ahl-aye; Lebert-aye; Jennings-aye; Wydajewski-aye. Motion passed; all ayes, no nays.

Legal

Librarian's Report

The Open Meetings Act has made some changes effective January 1, 2011. It requires the library board agenda to allow the public a specific time to address the board. This process has been instituted beginning this month.

Klein Thorpe and Jenkins sent their 2011 Schedule of Legal Fees. The current rate that has been in effect since January 2008 will remain as such until June 30, 2011. The new rate was not given.

Financial

The Debt Service payment is due to the Village by November 22, 2010. The amount is \$706,746.45. PMA is transferring \$51,900 from our Debt Service Fund which is the money the library has been depositing in since May, 2010. The debt service payment will be done tomorrow. The agency tax rate is now available. PMA has scheduled a meeting to discuss the 2011 Cash Flow Investment Plan on Wednesday, November 17 at 10:30AM. The Friends of the Orland Park Public Library gave the library a gift in the amount of \$10,000 for programming.

Metropolitan Library System/SWAN

- MLS received a partial payment in the amount of \$558,610.46 which will pay their bills until February, 2011.
- The SWAN Council is going forward with a RFP for outsourcing delivery. They said it will be a significant savings. As of February 1, 2011, SWAN will take over delivery as a member supported service. If the MLS gets paid by the State, the Council indicated they will have the money earmarked for delivery transferred to SWAN.
- SWAN has an upgrade scheduled for November 30.
- Our SWAN database fees are going from \$14,027 to \$17,630; a 20.4% increase
- SWAN presented a preliminary budget to be voted on December 2 at the Quarterly meeting. There has been some staff cuts, service cuts (training, notices) and the budget shows SWAN moving out of Burr Ridge location.

Personnel

The Management Team is collaborating with the LaGrange Public Library, the Frankfort Public Library District and the Palos Park Public Library to attend a half-day workshop on evaluating staff on December 7th. Next year's holiday event at Silver Lakes Country Club needs to be booked next month. The event would be scheduled for Sunday, December 4, 2011. The library wishes to close the library for a half-day on Friday, January 14, 2011 in the morning for training of the staff. We are looking at continuing technology training and a customer service workshop.

NASA Items

After much paperwork, Kelly Cuci, Head of Outreach Services, has been able to obtain two items from the NASA Outreach Initiative—a log book and transfer bag. We will be able to bid on items for the next three years.

Collection Development/Statistics/Loan Periods

The department heads have been meeting the last several weeks to speak about the audio visual materials browsing collections and reciprocal borrowing with other libraries. They would like to see ALL new items to be non-holdable by other library patrons for a period of six months while the item has high interest. This will include feature CDs and DVDs. We are also asking that the loan period for CDs and DVDs be changed to one week effective immediately to allow more Orland Park patrons to enjoy the collection.

Newsletter

The library has budgeted for the newsletter to be published three times a year instead of six. The newsletter will have more pages, but will have savings in printing and postage.

Legislators

Letters went out to our legislators congratulating them on serving their constituents for another term and supporting libraries. Our annual letter to the Mayor of Orland Park will be sent out this week with a copy of our approved levy.

Anniversary

In 2012, the library will celebrate its 75th anniversary. We will form a committee soon to start planning the celebration.

Floor Innovations

It is time to renew the contract with Floor Innovations, Inc. to provide carpet cleaning services from 12/10 thru 11/11. The cost for renewal of the contract has increased by 3% from \$13,905 to \$14,325. This is the first base cost increase since 2007. What has changed each year is the number of visits has increased and the areas cleaned have been expanded therefore causing the contract cost to go up. These changes were instituted by the library. We have been very happy with the service provided by this company. The main areas, such as the lobby, get cleaned 10 out the 12 months and are looking much improved over last year with the extra time and effort during a visit by the Floor Innovations staff. We ask the Board to approve the 2010/2011 Carpet Maintenance contract with

Other Staff Reports

Floor Innovations for \$14,325.

Holiday Lights

Holiday Lights has been working along Ravinia installing the Village’s displays which means they will be putting our outside lights up also.

General Maintenance

Steve is in the middle of repairing/replacing a part on the Meefog system. We are still waiting for brackets to add to the third section of shelving to the Lucky Day area.

In addition, see Department Board Reports

No report at this time.

No report at this time.

No report at this time.

The committee met on November 8, 2010 to discuss revisions to the Adult Services Assistant job description. The job title would change to Interlibrary Loan Assistant under the supervision of the Head of Circulation Services. This change would result in better workflow and improved time management.

Also discussed was a revision to Personnel Policy Section 403 Sunday Hours for part-time staff to be paid straight time for hours worked and not time-and-a-half.

Trustee Lebert made a motion to accept the Personnel Committee meeting minutes from November 8, 2010 as amended; Ahl seconded. Motion passed; all ayes, no nays.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

FY2011-2012 Budget, Levy and Appropriation. Director Weimar reviewed the budget highlights for the Board. Sims made the motion to approve the FY2011-2012 Budget, Levy and Appropriation and was seconded by Hillman with a roll call vote as follows: Wydajewski-aye; Healy-aye; Sims-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.

1. Closing for In-Service Day, 2011. Ahl moved to close the library for a half-day in-service day on Friday, January 14, 2011. Healy seconded. Motion passed; all ayes, no nays.

2. Staff Holiday Event, 2011. Ahl moved to hold a staff holiday event on December 4, 2011. Hillman seconded. Motion passed; all ayes, no nays.

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Automation

Strategic Plan

Long Term Planning

Building Committee

Capital Campaign Committee

Unfinished Business

New Business

3. Revision of Adult Services Assistant Job Description. Ahl moved to revise the Adult Services Assistant job description as presented. Lebert seconded. Motion passed; all ayes, no nays.

4. Revision of Personnel Policy. Ahl moved to revise Personnel Policy Section 403 Sunday Hours as presented. Lebert seconded. Motion passed; all ayes, no nays.

5. Carpet Cleaning Contract. Hillman moved to approve the 2010/2011 Carpet Maintenance contract with Floor Innovations for \$14,325. Sims seconded with a roll call vote as follows: Wydajewski-aye; Healy-aye; Sims-aye; Hillman-aye; Ahl-aye; Lebert-aye; Jennings-aye. Motion passed; all ayes, no nays.

No announcements at this time.

Announcements

Executive Session

Lebert moved to adjourn at 8:52 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Robin O. Wagner, Assistant Library Director