

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held December 15, 2008

The meeting was officially called to order by President Sims at 7:32 p.m.

Call To Order

Members present: Sims, Ahl, Jennings, Healy, Lebert, Hillman, Wydajewski (arrival 7:38 p.m.)

Members absent: None

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Jennings moved to approve the Board minutes. Ahl seconded the approval of the minutes. Motion passed. All ayes, no nays.

Minutes

None.

Introduction of Visitors

Thank you note to the Board of Trustees of the Orland Park Public Library from the Board of Trustees of the Matteson Public Library for participating and sharing ideas during Trustee Night held October 24, 2008.

Correspondence

Thank you note from Marilyn Heintz, Youth Services, to the Board of Directors for the special gift she received upon reaching 10 years' service at the Orland Park Public Library.

The Director turned the Board's attention to the Treasurer's Report stating that the over budget on certain line items is the purchases made for the Bobby Rush grant and we are awaiting reimbursement.

Treasurer's Report

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

Wydajewski moved to approve the Accounts Payable for the second half of November, 2008 in the amount of \$121,171.43 and the first half of December, 2008 in the amount of \$118,505.95 and was seconded by Lebert with a roll call vote as follows: Wydajewski – aye; Sims – aye; Hillman – aye, Jennings – aye; Lebert – aye; Ahl – aye; Healy – aye. Motion passed. All ayes, no nays.

Barnes and Noble Book Fair

The Book Fair went very well and we earned \$837.89 in store credit. We will divide this amount between the three departments that purchase materials.

Librarian's Report

Three Week Loan

The plans have been finalized and we have been advertising the new check-out period for several weeks. The January/February newsletter will have it highlighted on the front page. We have already been getting good feedback from the patrons.

Burnham Exhibit

We have been waiting to hear from Rachel Bowman of the Newberry Library about whether the Burnham Exhibit had received enough funds to continue. She called this week and we are set to receive the exhibit from June, 2009 – December, 2009. Kelly Cuci has already booked two programs to compliment the exhibit as well as another photography exhibit that is about Burnham. This exhibit will run right into the Benjamin Franklin exhibit in December, 2009.

Theft and Fraud

We have had two wireless routers stolen from the second floor on both the north and south sides of the building. Steve Newman has found a solution for wall installation of these routers with a locked plastic case similar to the covers for the fire alarms.

We also have had a rash of video games stolen. The Adult and Youth Services staff are rather upset and we have instituted a new way to distribute them to the patrons. The disc itself will be kept behind the Circulation Desk and will be checked out to the patron at that time. They are thin and will be kept in a slotted notebook. The only drawback is that self-checkout may not be used on these items, but the price to replace them is much steeper than a DVD or CD and so we will use this system for the time being.

We are still cleaning up the last of the fraud charges on the old Visa credit card. We have been guaranteed that we are not responsible.

PMA Investment Plan

At the September meeting, Sharon Wsol mentioned that she, Robin Wagner and Mary Weimar had met with Courtney Rios and Timothy Matthews from PMA, our current investment firm. We have been with this company for many years and have been very satisfied with their service. The Director would like to recommend that we accept the plan as written.

Payroll

The payroll has been returned to normal operations. We discovered that Sharon Wsol's vacation payout will be on the 2008-2009 fiscal budget due to an error. It was also discovered that staff were working more hours than scheduled to cover for vacationing staff. The Director met with the Department Heads and this is no longer occurring and it was explained exactly how many hours each staff member is scheduled according to the budget. The total number of hours paid out in the last several payrolls is considerably lower and will remain so. The Director informed the Board that the Personnel Policy will be on the Department Heads' agenda.

At this time the Director informed the Board that in the Business Manager's absence, both the Assistant Director and the Business Office Assistant have assisted the Director in all tasks formerly executed by the Business Manager. Since Barb Gilbreth's absence, we realize how much she did as Business Manager.

Snow Removal Village

The Director has distributed a memo that was put out by the Village about snow removal. They are assuring us they have ordered enough salt. Director Weimar has asked Robin Wagner and Steve Newman to be aware of the conditions of our parking lot. Steve Newman has been instructed to use the tractor if necessary to do snow removal. Salting can only be done manually.

IMRF

Director Weimar received a memo from the IMRF Board that they lost 6.5 billion in investments with the economic downturn. The IMRF Board is going to schedule a meeting in January to determine the new rates.

Future Proof Libraries

The Director contacted Michael Barnes about the LEED study and he said it is done in two parts. The second part of the LEED study may cost between \$30,000 - \$40,000. The Director is awaiting a final proposal but explained to Michael Barnes that this was not budgeted for and we may have to wait to have it done or not.

Broadband Assessment Project

Bill and Melinda Gates' Foundation is looking to improve service to libraries across the nation. The Illinois State Library asked individual libraries to send in an assessment of their Internet service.

MLS Quarterly Meeting

The library will take advantage of a new initiative MLS is offering for internships. It is an internship clearinghouse whereby we can put our information and interns may contact us. The Assistant Director will be administering this project. The Director informed the Board that Josh

Phillips and Lauren Peltier interned at the library through a successful internship. Trustee Hillman suggested Elmhurst College and the Director stated Elmhurst was in this new initiative. The ILA Public Policy Committee is keeping an eye on the on the Internet filtering bill that might be coming from Rep. Kevin Joyce's office. The Per Capita Grant requirement for next year will do an assessment of our computers using the TechAtlas website. Some of the Zones complained that we are putting too much information out for private parties and we should be careful to delete some of the fields that will automatically be filled in when the download is done on each computer. We will have Peter Kuczynski make sure that the information required is the only fields completed.

Robin Wagner, the Assistant Library Director, began by thanking the Board for the 10 year service award she received and for the wonderful Christmas Party.

Building and Maintenance

Humidifier system is now back in working order. Various piping that was leaking needed to be replaced, which Steve Newman was able to do himself.

Floor Innovations

Floor Innovations will be in this Thursday night to do spot cleaning and carpet cleaning in the high traffic areas of the library.

Price Increases

The Assistant Library Director has received notices from ANSI Professional Window Cleaning and Schindler Elevator Corporation regarding price increases for 2009. ANSI's costs will increase by \$140 over last year (2009 total \$3,901) due to labor and insurance costs. Their contract is up for renewal in June. Schindler's services will increase by \$89.40 to \$4,171.20 for 2009 due to increases in the technicians' hourly rate and fringe benefits. Schindler's contract renews in July 2010.

Friends

New book bags are available for \$10 each. The process for the Friends to become a 501(c) 3 organization continues. The Friends, at the suggestion of the Library Director, purchased silk poinsettia plants this year to decorate service areas. It was more cost effective for the Friends and saved on staff time in maintaining the live plants. Effective immediately, Friends members now come in and count their weekly receipts and make their own bank deposits. In January, the Friends will sell the remaining prints of the old library in the Purple Candle Building for \$10.

3-Week Loan Period

Information regarding the library switching to a 3-week loan period has been sent to MLS for processing.

See Staff Reports.

None.

None.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy Personnel

Law

Automation

Long Term Planning

No report at this time.

**Building
Committee**

None

**Capital
Campaign
Committee**

1. Christmas Party 2009. The Director requested that the Board make a motion to approve the Christmas Party for 2009 at Silver Lake Country Club to be held December 6, 2009. Ahl moved to approve reserving the 2009 Christmas Party at the Silver Lake Country Club. Wydajewski seconded. Motion passed. All ayes, no nays

**Unfinished
Business**

2. Investment Plan. The Director asked the Board for a motion to approve the PMA Investment Plan, which as she noted in her report, has been our investment firm for many years and we are very satisfied. Ahl made a motion to approve the Investment Plan retroactively from October 1, 2008. Jennings 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.

1. Semi-Annual review of Closed Session Minutes. The Director requested approval of the Semi-Annual Closed Session minutes and secondly if the Board approves the release of these minutes to the public. Ahl moved to approve the Closed Session minutes which was seconded by Lebert. Motion carried. All ayes, no nays.

New Business

Ahl made a motion not to release Closed Session Minutes to the public and was seconded by Jennings. Motion carried. All ayes, no nays.

None

**Announcements
Executive
Session**

Ahl moved to adjourn at 8:26 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan