

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 20, 2010

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

Call To Order

Members present: Nancy Healy, George Sims, Mary Ann Ahl, Catherine Lebert, Diane Jennings

Members absent: Brian Wydajewski, Carole Hillman

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator. Wendy Xie, recently hired Head of Technical Services was introduced to the Board of Library Trustees.

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

None

Sims made a motion, seconded by Ahl to approve the consent agenda as presented:

Consent Agenda

1. Approval of Agenda
2. Approval of the November 15, 2010 Minutes
3. Approval of the Treasurer's Report
4. Approval of the payment of bills for November 16, 2010 through December 20, 2010
5. Approval of the September 15, 2010 Closed Session Minutes

Roll call vote as follows: Healy-aye; Sims-aye; Ahl-aye; Lebert-aye; Jennings-aye. Motion passed; all ayes, no nays.

A thank you note was received from Andrew Masura thanking the Library Board for the lovely Christmas party and for the handsome watch showing his 20 years of service.

Correspondence

Reference Librarian Sue Smith thanked the Library Board for the memorial books donated in memory of her father.

A letter from Orland Park resident George B. Griggs stating his unhappiness over the 2009 tax bill he received. The letter was copied to all taxing bodies.

A letter from John Toscas, attorney for the Orland Hills Public Library District announcing the territory proposed to be annexed. This property resides in Orland Hills.

Legal

Librarian's Report

The library has filed with the Cook County Assessor's Office to retain tax exempt status on the property. This filing is done every year. The filing of ethics statements with the Cook County Clerk's office will be undergoing a change to a paperless filing system. The list of eligible library personnel is due to the Office by February 1, 2011.

Financial

The library received \$60,591.05 from the State for its Per Capita Grant payment.

Administration met with Tim Matthews and Courtney Rios from PMA Financial to discuss the 2011 Cash Flow Investment Plan. It has been set up as in previous years to make cash disbursements twice monthly for payroll and accounts payable. PMA would like to have a more seamless transfer of funds. Bank of America does not allow them access to view the transfers

made. By switching to Harris Bank, our representative will have an easier time investing the tax monies. PMA used to do business with Bank of America before it switched from LaSalle and over the years, PMA clients have switched to Harris.

Director Weimar attended the Village Trustees' Board meeting on December 6, 2010 for the Property Tax hearing. There was no public comment. The levy also passed with no public comment.

Peter Kuczynski, Head of IT had to purchase a new Storage Area Network to back up the 28 servers we host. The cost was \$12,000. It was an unplanned expense, but necessary to purchase immediately. The budget was able to handle this cost.

Chris McClure, our auditor from McClure Inserra, sent the board an engagement letter for the FY2010 audit. The cost will be the same as last year. Mr. McClure is coming tomorrow to begin preliminary work on the audit.

We have received a good portion of our tax monies from Cook County. The library will make the investment transfer in January to await the end of the year deposits.

Metropolitan Library System/SWAN

- MLS received full funding from the State through June 20, 2011.
- The MLS Board voted to retain delivery and not have it outsourced at this time based on their Per Capita Grant requirements.
- The SWAN budget passed.
- The new loan periods for DVDs and CDs will begin in January. Wendy Xie from Technical Services and Howard Griffin from Circulation have been working closely with SWAN staff on this project.
- The Board will be asked to pass the MLS Public Library Agreement at this meeting. This is done each year, and although systems are in a flux, we need to be compliant.

Personnel

The Finance Manager's position needs to be moved to the Grade Level 9 because of the current salary schedule. We have hired a Business Office Assistant to replace Dorothy Phelan. She begins December 22 for a few hours of orientation.

The change of the Personnel Records Review Act does not allow access to an employee's performance evaluations. The amendment was passed on December 1, 2010 by the General Assembly.

Patron Input

Orland Park patron Donna Hammond called December 3, 2010 to voice her displeasure over the tax bill she received. She was appalled at the library tax increase. She also stated her unhappiness over the school districts' tax costs.

Strategic Plan

This January, the library begins its first edition of the tri-yearly newsletter. It was an action step in the library's green plan initiative. Director Weimar distributed an update of the Strategic Plan FY2010-13. This annual review showed the library has completed over a half of its planned action steps to achieve various objectives. Since this is a base year, no statistics will be gathered until January 2011, and an YTD comparison will be done at the end of 2011/beginning of 2012.

Thank You

Assistant Director Wagner would like to thank the Board for the very nice Christmas party this year. She enjoyed the food, the mingling and all the special touches the Social committee had for the event.

Staff Reports

Lobby

Wagner is hoping to hear from Cain Millwork on Tuesday with an update on the status of the maple shelf surrounds for the Lucky Day and Express Pick Up shelving units. They indicated at the beginning of December they would be completed and we could get them installed by the end of the year.

Becki Jecka from OEC came out with Janie Kuruc from the International Design Group, Inc. to look at the lack of acceptable lighting over Recycled Reads and the Lucky Day collection. Ideas and pricing will start coming in after the holidays.

Reported Incident

On Tuesday, December 14, a man unscrewed and stole the toilet paper holder from the men's restroom in the meeting room hallway. This was discovered by Custodian Tom East in the early evening and reported to Maintenance Superintendent Steve Newman. On Wednesday morning, Newman and Wagner reviewed the security film and observed a man enter the library 12:41 on Tuesday, head directly to the restroom and exit 13 minutes later with the holder wrapped in his jacket under his arm. He left the library immediately. The police were called and a report has been filed as a matter of documentation. The holder has been replaced with an extra we had on hand. Newman has installed it with 1-2 tamper-proof screws. He will be installing at least 1 tamper-proof screw in the other units in the near future.

In addition, see the Department Board Report for November 2010.

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

There is no unfinished business.

Unfinished Business

1. Investment Plan FY2011—Ahl moved to accept PMA's Investment Plan for FY2011. Sims seconded with a roll call vote as follows: Healy-aye; Sims-aye; Ahl-aye; Lebert-aye; Jennings-aye, Wydajewski-absent; Hillman-absent. Motion passed; 5 ayes, 0 nays; 2 absent.

New Business

2. Semi-annual Review of Closed Session Minutes—President Jennings requested a motion to approve the Closed Session Minutes. Ahl made a motion to approve the Closed Session Minutes, seconded by Lebert. Motion passed; 5 ayes, 0 nays, 2 absent.

President Jennings then requested a motion be made if the Board approves the release of these minutes to the public. Ahl made a motion not to release the minutes to the public, seconded by Lebert. Motion passed; 5 ayes, 0 nays, 2 absent.

3. Position by Grade Revision—Ahl made a motion to move the Finance Manager's position to Grade Level 9, seconded by Sims. Motion passed; 5 ayes, 0 nays, 2 absent

4. Resolution Authorizing Investment of Library Funds—Lebert moved to switch to Harris Bank from Bank of America when investing library funds with PMA. Healy seconded with a roll call vote as follows: Healy-aye; Sims-aye; Ahl-aye; Lebert-aye; Jennings-aye; Wydajewski-absent; Hillman-absent. Motion passed; 5 ayes, 0 nays, 2 absent.

5. Public Library Agreement—Ahl made a motion to accept the Metropolitan Library System

(MLS) Public Library Agreement, seconded by Healy. Motion passed; 5 ayes, 0 nays, 2 absent.

6. Auditor's Engagement Letter for FY2010 Audit—Ahl moved to accept the McClure Inserra Engagement Letter for the FY2010 Audit to be done at a cost of \$8,500, seconded by Lebert. A roll call vote was taken as follows; Healy-aye; Sims-aye; Ahl-aye; Lebert-aye; Jennings-aye; Wydajewski-absent; Hillman-absent. Motion passed; 5 ayes, 0 nays, 2 absent.

7. Director Weimar distributed an update of the library's Strategic Plan 2010-2013.

No announcements at this time.

Announcements

Executive Session

Sims moved to adjourn the meeting at 8:02 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Robin O. Wagner, Assistant Library Director