

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held January 21, 2008

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

Call To Order

Members present: Wydajewski, Sims, Healy, Muntner, Ahl, Jennings

Members absent: Lebert

Librarians present: Wsol, Weimar

Guests: Robin Wagner, Public Information Coordinator

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

Minutes

At this time Director Wsol asked President Sims if we could move up Art on a Cart to the first order of business. This new business will be presented by Nancy Heuser. President Sims agreed.

Nancy Heuser, Young Adult Librarian.

Introduction of Visitors

New Business: Nancy Heuser, Young Adult Librarian for our Library introduced herself to the Board and informed the Board of her two new projects. The first involves a comprehensive art project named Art on a Cart. Local businesses would be able to sponsor one cart for \$350.00 and this would be a fundraiser for the Friends of the Orland Park Public Library. Artists would be invited to submit designs to decorate the carts. Carts would be artistic and functional. We hope to have 10 carts with the names of the sponsors and artist on each cart. The artists who would decorate the carts are not limited to Orland Park and can include high school students.

Ms. Heuser's second project is Arts Alive. Participants in the program will create four paintings, each in the style of a particular artist: K through 1st grade – Jackson Pollack; 2nd through 3rd grade – Van Gogh; 4th through 5th grade – Picasso; and 6th through 8th grade – Frank Stella. These canvass prints will be permanently hung in the Youth Services Department. Participants will also create an individual piece to take home. Both projects were well received by the Board.

Letter to Director Wsol and Board of Trustees from Diane Norris, Preschool Services Coordinator, informing them that she has completed her tenth graduate level course at Dominican University. Ms. Norris thanked the Board and Director for the opportunity to continue her education in the field of Library Science.

Correspondence

Thank you note from Robert Morris College to Orland Park Public Library for allowing their intern, William R. LaBeau, to work at our Library.

Thank you letter from Trustee Ahl for the gifts celebrating her 30 years of service on the Library Board.

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; Muntner – aye; Jennings – aye; Healy – aye; Ahl – aye. Motion passed. All ayes, no nays.

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of December, 2007 in the amount of \$100,502.79 and the first half of January, 2008 in the amount of \$139,745.38 and was seconded by Jennings with a roll call vote as follows: Wydajewski – aye; Sims – aye; Muntner – aye; Jennings – aye; Healy – aye; Ahl – aye. Motion passed. All ayes, no nays.

Healy asked how we pay the Illinois taxes. The director responded that our accountants directly submit the taxes for us. Healy stated that the Illinois tax schedule had changed and the Director said that we had received that notice and had given it to our accountants.

The Director distributed the 1st quarter budget report to the Trustees.

The library has joined the Management Association of Illinois. This association is well established (more than 100 years old) and well regarded as a source of up-to-date information and advice for employers, especially on HR issues. As members, we are entitled to hotline support, legal support, information from their website and an online newsletter, training for staff and more. Many libraries in the Chicagoland area belong and have been extremely satisfied with the benefits of the membership.

Librarian's Report

Wsol has provided a list of names to the Cook County Clerk to generate the Statements of Economic Interest. All board members will be receiving a form which must be completed and sent back. This is filed every year by elected officials and members of the library management team and is a declaration of possible conflicts of interest. Let me know if you have any questions.

We have agreed to participate in an exhibition being planned by The Newberry Library on Daniel Burnham and the Plan of Chicago. The exhibition, *Make Big Plans: Daniel Burnham's Vision of an American Metropolis*, will be presented simultaneously in public libraries and other venues through the Chicago metro region and nationally, through a robust web-based exhibit, in 2009. It will include a panel exhibit for display in the library, a digital edition that includes a slide show we can set up in the library and a web based version. We will also present some related programming during the exhibition. This will take place in the summer of 2009 and be followed by the Franklin exhibit in December, 2009.

MLS will hold a legislative breakfast for all legislators on February 18th at the system. Wsol and Weimar will attend and we have sent follow-up invitations to legislators serving Orland Park.

State Representative Renee Kosel called to find out if we have received any paperwork on the \$25,000 grant she gave us. No, we haven't.

In addition, Director Wsol spoke about the new Board report which was a result of the Team Building Initiative that we have already started. We have created a template. Each month the department reports will be consolidated into one, double sided report. Department heads will send all information to Weimar. The Director stated that this report will be comprehensive and cohesive.

The Director distributed the Orland Park Public Library Mission Statement and the Orland Park Public Library Strategic Plan 2006-2009 to be placed in the Trustee's Policy and Procedure Manual.

Building Maintenance

- The front doors were making a clicking sound off and on for several weekends and the source was identified as some bad wiring in one of the door handles. Automatic Doors came out and will replace the handle as soon as the part comes in. Estimated cost is about \$700. Meanwhile a sign was posted asking patrons to use different doors.
- The fireplace has been changed to a remote system and Adult Services has control of it.
- Air handler number two which heats the second floor has been going into free stat the last four days. Steve was aware of the situation and came in on the weekend to reset it. It goes into free stat when the thermometer hits the freezing point and does not allow any more cold air to come in from outside, thus resulting in shutting down the heating element. (This problem has been reoccurring since 2004; although last winter we did not have as many incidents). Steve will call Trane to see what can be done, but resetting poses no problem to the unit. It just takes the building's second floor longer to warm up in the morning.
- Due to the warmer temperatures we experienced in January, the Youth Services Department had quite a few ants in the farthest north bay area. Together with extra spraying of some chemicals and the cold temperature the problem ceased.

Other Staff Reports

Landscape and Pond Maintenance

Steve and Weimar agree that the landscaping maintenance performed by Wingren was very good last season and we asked for a renewal proposal from them. Last year we paid \$7,800 for landscape maintenance to Wingren and \$4,800 for pond maintenance to Kinsella. Steve would like to use a combination of fish and non-toxic chemicals to control the plant growth in the water. Steve was disappointed with the weed control around the pond by Kinsella and did much of the hard-pulling himself last year. We asked Wingren to include a fall cutting of the pond’s ornamental grasses in their proposal. They have asked for \$10,080.00 for the whole season (\$1,260/month). Last year we paid both companies \$12,600 for the year. Steve and Weimar are recommending that we accept Wingren’s proposal for \$1,260 per month.

Volunteer Program

The library is averaging 3 – 4 volunteer forms/calls a day for community service. As the end of the school year approaches, we expect it to get busier. We scheduled another adult volunteer in Adult Services, Josephine Vignasse; and we moved Matthew Radloff to help with Recycled Reads. Some of our adult volunteers have not been in recently due to personal reasons.

See Staff Reports.

Building and Maintenance

None.

Finance

None.

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

Unfinished Business

1. Landscaping Contract. Muntner made a motion to approve the Wingren Landscaping proposal as described by Mary Weimar. Ahl seconded with a roll call vote as follows: Wydajewski – aye; Sims – aye; Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

New Business

2. Management Association of Illinois benchmarking analysis. Director Wsol distributed the Proposal for Salary Analysis and Structure Development Project prepared by the Management Association of Illinois. The Director stated that this is the last big project that we need to do. We last did this in 2001 as a total reclassification, rewriting all the job descriptions from scratch. We need to do a modified version of that again. A few of our job descriptions need to be

cleaned up – no major redo’s on responsibility or classification. This analysis will help us to know where we are in the market place and give us good budgeting information going forward. In three or four years, we might want to look at the benchmarking again. Because we are members the cost would be approximately \$4,950.00. Wsol’s recommendation is that we proceed with this project. Wydajewski moved to accept this proposal for the Salary Analysis and Structure Development Project prepared by The Management Association of Illinois. Ahl seconded the motion with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

3. Team Building Initiative. The Director told the Board that the Management Team has begun a team building initiative based on the book, *Five Dysfunctions of a Team*. They will meet in January and February to discuss how to develop trust, accountability and commitment. Our goals are 1. Create an environment where the focus is on the team and not individual departments. 2. Improve the decision making process at all levels by development of good communication, accountability and buy in from management team members. 3. Strengthen management team operation through open communication, trust and respect. The Board encouraged the management team in this process.

None.

Announcements

None

Executive Session

Wydajewski moved to adjourn at 8:48 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan