

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held March 16, 2009

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

Call To Order

Members present: Healy, Sims, Ahl, Jennings, Hillman, Lebert (arrival 8:27 p.m.)

Members absent: Wydajewski

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Before the motion to approve the February minutes Trustee Healy asked for clarification on the audit and IMRF. Discussion was held. Ahl moved to approve the February Board minutes. Hillman seconded the approval of the minutes. Motion passed. All ayes, no nays.

Minutes

Mr. Peter Kuczynski, Department Head, Information Technology. The Director introduced Mr. Kuczynski to each Board member. Mr. Kuczynski gave an overview of where we are since he began his position at the library and also distributed an information sheet to the Board showing our technology infrastructure. He stated that we lacked a true infrastructure in Information Technology when he came in 2007. Mr. Kuczynski stressed two important elements; 1. Can we grow it and 2. Is it scalable. He feels we have accomplished those challenges. He informed the Board that we will need a new server but that it will need to be as close to compatible with the virtual server and SAN which was recently purchased. The software must also be purchased with this redundant server. Trustee Ahl said the Board is pleased with all of the work completed by Mr. Kuczynski and his staff. The Director added that the new staff in Information Technology, brought on by Peter, have made the department well-rounded.

Introduction of Visitors

The Board received a letter from Klein, Thorpe and Jenkins, Ltd. Announcing that Michael A. Marrs has become a partner of the firm. Also the board was informed that Leah E. Selinger and Gregory T. Smith have become associated with the firm.

Correspondence

Director Weimar distributed signature cards to Trustees Ahl and Hillman as the newly approved Assistant Treasurers, for their signature and return to the bank. With the addition of the assistant treasurers, the bank has required all trustees to sign new signature cards.

Treasurer's Report

Director Weimar turned the Board's attention to the Treasurer's Report. The lines showing over monthly budget are the result of grant purchases. The Assistant Head of Youth Services vacation was paid out.

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

Ahl moved to approve the Accounts Payable for the second half of February, 2009 in the amount of \$107,805.86 and the first half of March, 2009 in the amount of \$120,309.00 and was seconded by Jennings with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye, Jennings – aye; Ahl – aye. Motion passed. All ayes, no nays.

Trustee Ahl stated that she now sees the Illinois Funds amount and the Marquette Checking Account funds listed on the second page of the Accounts Payable. The Director stated that the Business Manager, Barbara Gilbreth, is now back and will prepare a written procedure for us to follow in her absence.

Reports and Grants

Librarian's

- The Kosel Grant report was sent and we received a letter stating that the requirements were fulfilled.
- The Illinois Public Library Annual Report (IPLAR) has been submitted electronically. Three hard copies need to be signed and mailed to the Illinois State Library after the Board motions to accept it.
- We will be applying for a LSTA Grant this year under the READ grant using \$25,000 for Kindle2 to expand Homebound Service. We are also looking at the LSTA Dreamcatcher section for serving the Hispanic community. The letter of intent is due March 31, 2009.

Consumer Product Safety Improvement Act 2008

Mary Adamowski has written an action statement based on this recent act affecting toys, puzzles, puppets, etc. We will monitor the recommendations from ALA about books printed prior to 1985 that may contain lead.

Personnel Policy Revisions

As discussed at the December meeting, we had a committee of staff make recommendations to the Board's Personnel Committee in regards to vacation accumulation and breaks.

Safety Inspection

A representative from the National Safety Council came to the library on March 13th to recommend signage and safety tips. Steve Newman and Robin Wagner will purchase the necessary additional signage.

Quarterly Meeting Update

- SWAN was having libraries take an online survey vote as to whether they support Pick Up Anywhere (whereby patrons can place holds from their home libraries and ask to pick them up at another location). The other survey question involved charging a library a \$500 fee if they corrupt records in SWAN.
- MLS is coordinating a free museum pass program similar to the Brookfield Zoo arrangement. So far, they have the DuPage Children's Museum, Chicago Botanical Garden, Kohl's Children's Museum, and the Morton Arboretum are just a few which they are hoping to secure. This program is being funded by Macy's and will be called the Macy's Museum Adventure Pass.

Report Server

SWAN staff member Mary Lou Coffman will be coming to the library to show eight staff members how to create reports using the SWAN Report Server on Tuesday, March 24th. We purchased review files to use exclusively for OPPL so that staff can create statistics for future IPLAR reports, grant requirements, and to study statistics on individual collections such as video games, etc.

Debt Service Fund

- We have been receiving 2008 levy monies and transferred \$372,830.23 to the Village of Orland Park for the debt service payment.
- We received a proposal from McClure Inserra in regards to the segregating the 5% loss and cost on the bond incurred since 2002. The cost of this report would be \$2,000 and would be performed in May and June 2009.

Film Location

Nick Rafferty from a film location company came out to look at the library as a possible location for the remaking of *Nightmare on Elm Street*. They were looking for a larger library that could be used for the high school scenes.

ALA

We have registered staff and Board for the ALA Conference in July. The exhibits open on Saturday, July 11 for those interested.

Complaints

- We received a phone call in regards to downloadable books/music. We discontinued

NetLibrary last October due to the low use and high cost. The main problem was the non-compatibility with iPods. The nice feature was simultaneous users. The patron was told we were investigating some alternatives, such as Overdrive where the titles would be linked to the online catalog which is a necessary component. We also wished to find a source of a downloadable collection that allows iPod use and has a wider selection of newer titles. MLS has group contracts occasionally and we may look into joining a consortium purchase. The main problem with Overdrive is waiting to download titles.

- We received a letter from a couple who attended our Business Unwrapped program which is in conjunction with the Orland Park Area Chamber of Commerce. They felt the franchising program was not an appropriate use of tax dollars and was inappropriate for libraries. After discussion with Kelly Cuci, we felt that the comments were not an accurate reflection of this program collaboration and we responded to their comments.
- Two patrons filled out Material Complaint Forms in regards to the showing of the film *Mama Mia* on Sunday at the library. Seventy-eight patrons attended including some children attending with their parents. It was a sing-along program which received very positive reviews. The complaint stated that the movie was porn and not appropriate. We have reviews on this movie which was rated PG13 and was produced as a stage musical. Discussion followed. The Director will respond to the complaints.

Logo

We have used the logo which the Board favored and have applied it to stationary, envelopes, and business cards. We are asking that you approve the logo and branding tag for future use.

Melissa Panio, Public Information Coordinator informed the Board that Melissa Tikalsky had a baby boy and will be out for approximately 6 weeks, however, Ms. Panio has an intern, Meg Kawa, who will be graduating from Moraine Valley Community College, and pick up some of the workload. Ms. Kawa will be in the office three days a week.

Management Association

We asked the Management Association to give us a proposal on a business office audit relating to human resources and our employment files. Their proposal gave seven areas of review at \$500 each. This includes the discount to members. We are looking at the examination of the Personnel files, Employment Issues and Complaints/Discipline, and Benefits and Leaves of Absences. The total cost would be \$1,500.

Resource Sharing

Due to the MLS changes handling interlibrary loans, we are in the process of designing a Resource Sharing tri-fold explaining our services and the fees associated with it.

Circulation

Our statistics show we have gone down 6% which was a possibility due to the three week loan period and less renewals. We did have less interlibrary loans this month from February 2008. We are looking at some ideas to boost circulation using display carts at more programs and guiding some of our story time parents around the Youth Department to highlight lesser known materials such as fairy tales, nursery rhymes and fables; and the newly created Juvenile Easy collection.

Signature Cards

With the newly created Assistant Treasurers, the bank is requiring that everyone sign new cards.

Insurance

A patron slipped on the main staircase on February 19, 2009. Travelers Insurance is handling the claim.

Messenger Service

We will have Hearme & Associates deliver the payroll and financials for an annual cost to save staff time.

IMRF

We will see an increase in the employer portion of the IMRF. We will follow the Village of

Orland Park's lead on this.

Wingren Landscape

Upon the Board's direction, Robin Wagner received a revised contract for services with Wingren Landscape for the next three years instead of the usual one year. The fees are paid in eight equal installments billed in April-November of each year. The fees are:

- 2008 - \$1,260/month; \$10,080 year total
- 2009 - \$1,260/month; \$10,080 year total (\$0)
- 2010 - \$1,297/month; \$10,376 year total (+\$296)
- 2011 - \$1,335/month; \$10,680 year total (+\$304)

We ask the Board approve the revised Wingren contract for 2009-2011 at the costs indicated above.

Maintenance Update

Maintenance Superintendent Steve Newman has been learning how to synchronize the timers for the various light zones. Some areas have been turning on and off during the day. He is steadily working his way through the zones to solve this issue.

The rainy season is here, therefore the roof leaks are too. The mechanical room leak was back but it is due to rain from a certain direction that comes through the exhaust pipe. The skylights over the entryway in the driveway cover leaked a bit. Steve will take a look at the area and thinks he can fix them himself. The leak in the Technical Services workroom returned. Olson Roofing will have to be called in to take a look at this one again. The roofers will also be looking at leaks at the west end of the first row of clerestory windows.

Heavy spring cleaning is currently being done throughout the building. This consists of high dusting; cleaning of the chairs including shampooing of the upholstery; scrubbing the tile floors; and replacing carpet tiles, mainly in the Information Commons areas both on the 1st and 2nd floors.

Injury Update

Steve Newman has finished his prescribed physical therapy.

At this time, Robin Wagner reminded the Board that in their packets for this evening's meeting are the two policies approved last month; Media Access and Consent Policy and Program Participant's Consent Policy which should be inserted in their Policy and Procedure Manual.

See Staff Reports.

Director Weimar stated that the Board will be voting on the Personnel Policy Revision. The Service and Policy Committee had input and approved the Personnel Policy Revision.

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. Wingren Revised Contract. Trustee Hillman moved to accept the Wingren revised contract and was seconded by Lebert with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

**Unfinished
Business**

2. Personnel Policy Revision. Jennings moved to accept the revisions to the Personnel Policy and was seconded by Hillman. Motion passed. All ayes, no nays.

3. New Logo. Ahl moved to approve the new logo and branding tag and was seconded by Hillman. Motion passed. All ayes, no nays.

4. Debt Service Fund Segregation Proposal. Ahl moved to accept the Debt Service Fund Segregation Proposal at a cost of \$2,000.00 from McClure Inserra and was seconded by Lebert with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

1. Illinois Public Library Annual Report 2007 – 2008. Hillman moved to accept the Illinois Public Library Annual Report 2007-2008 and was seconded by Lebert. Motion passed. All ayes, no nays. Signatures from President Sims and Secretary Lebert were required.

New Business

2. Management Association Assessment Proposal. Ahl moved to accept the Management Association Assessment Proposal in regards to personnel files, employment issues and complaints/discipline and benefits and leaves of absences for a cost of \$1,500 and was seconded by Hillman with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Director Weimar informed the Board that they are invited to join Dan McLaughlin, Mayor of Orland Park at the Village Hall on Wednesday, March 17, at 8:30 a.m. for a celebration of St. Patrick’s day.

Announcements

Trustee Hillman told the Board that she has an extra ticket to attend and meet the author Joyce Carol Oates at the Elmhurst Chapel this Thursday, March 19. If anyone is interested in going please let her know.

**Executive
Session**

Weimar informed the Board of the status of a seasonal employee, Gregory Najewski, who has a serious illness.

Adjournment

None

Jennings moved to adjourn at 8: 58 p.m.

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan