

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held April 20, 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, Wydajewski (arrival 7:59 p.m.)

Members absent: None

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

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

Minutes

Kelly Cuci, Head of Outreach Services.

Introduction of Visitors

An invitation to the Board of Trustees and Staff of the Orland Park Public Library to attend the 40's concert by Confetti in recognition of the Palos Heights Public Library's 65th Anniversary. This event will take place on Friday, May 8, 2009 from 5 p.m. to 7 p.m.

Correspondence

Director Weimar turned the Board's attention to the Treasurer's Report. The automation line was over. Weimar looked into this and found that CIMCO, which is a phone expense, was put in the automation line for two months. She will notify Hearne and Associates and they will readjust the line items back.

Treasurer's Report

The Director informed the Board that to date, we have paid \$775,155.41 to the Village of Orland Park for the 2009 debt fund and we have wired \$1,700,000 to PMA for investing.

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

Ahl moved to approve the Accounts Payable for the second half of March, 2009 in the amount of \$103,314.61 and the first half of April, 2009 in the amount of \$122,202.58 and was seconded by Jennings with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye, Jennings – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

Grants

- Kelly Cuci, Head of Outreach is writing an LSTA Grant to purchase Kindle 2s for her homebound patrons.
- Robin Wagner, Mary Adamowski, and Diane Srebro are writing an LSTA Grant to better serve the Hispanic population.
- Andy Masura and Linda Conrath are writing an ALA grant entitled "*Harry Potter's World: Renaissance Science, Magic and Medicine*" on renaissance traditions that played an important role in the development of Western science. The above three grants are due by May 1st.

Librarian's Report

In-Service Day

We are hoping to close on Friday, July 31, 2009 for In-Service training for the whole staff. A committee has been formed to plan the program. This weekend is also the Taste of Orland which is why we choose it to minimize parking problems. Since we are open on Sundays, the parking for August 2nd will be contentious. We would like to recommend that we close this Sunday to accommodate the patrons and the Village event.

Sunday

We have for action the opening of Sundays all year round. We wish to close on those Sundays which are adjacent to major holidays. This year, we should be closed Memorial Day, Fourth of July and Labor Day weekends. The 4th of July Sunday is an optional closing dependent on where it lands each year.

Museum Passes

In conjunction with Macy's, the MLS libraries will be given four passes beginning in September for some local museums similar to the arrangement we have with Brookfield Zoo. It is called the Museum Adventure Pass program and some of the participating museums are: the Brookfield Zoo, Kohl's Children's Museum, Kidsworld Museum, the Oriental Institute Museum and others. DePage Library System and North Suburban Library System are also involved. A signed agreement was sent on April 3rd.

Legislator Correspondence

We have had several emails asking us to write letters to our representatives to support bills. We wrote our Illinois Senators and representatives to support the IMRF bill which helps employers to phase in the increases which are necessary for the losses sustained this year. We wrote our U.S. representatives to support the Consumer Product Safety Improvement Act bill which states that books should not be part of this act on lead content and children.

Circulation

- We have broken even with our circulation figures for this month and this fiscal year. We have seen an increase in patron attendance and reciprocal borrowing figures. We hope to see the circulation figures go up as the patrons utilize the three-week loan period.
- The Circulation department is currently working on a system whereby the patrons will pick up their reserves/holds at a location in the lobby. Currently, the patrons who have not utilized the 24/7 lockers must wait in line to pick up materials they have been notified were here for pick-up. By having the shelves open for patrons to pick up their own holds, the self-checkout stations would then be used.

SWAN

Mary Weimar attended the Governance Group C meeting last week. They spoke in particular about Research Pro Databases that would be embedded into the Encore overlay. The entire membership would pay for these databases and we would discontinue our individual subscription price if it was to go into effect. The Ebsco and Gale databases which were picked along with World Book Online we already receive. The one smaller children's database was not owned. The formula they used was 1/3 population and 2/3 EAV. Our price turned out to be the highest. No decision or vote on this feature of SWAN has been scheduled yet.

Horton Insurance Package

Mike Gleason of the Horton Group met with the Director in regards to the insurance package renewal. The numbers look good. The property coverage went up by about \$500, but the umbrella went down about \$700. The savings was about \$737 all together. Travelers still had the best prices and ratings overall. Chubb group will still be the D and O insurance carriers. Total package will be \$54,350.

Computer Equipment

Peter Kuczynski, Head of IT, had spoken last month about the third server needed to prevent any downtime to the library patrons and staff in the event of a server failure. In obtaining quotes from three different vendors, he was told that VMWARE is no longer selling the operating software we own that is loaded on to the existing two servers. He recommended that we purchase the third server now which is compatible with our operating software and purchase the High Availability software a few months down the road. (\$5,200 - \$5,900 server cost)

Little Trivia on the Prairie

Although we did not win this weekend, we had a crackerjack foursome playing Trivia against other libraries. Andy Masura, Melissa Panio, Carol Gianoli and Bonnie Wilson were our star

players.

ILA Legislative Day

Melissa Panio and Mary Weimar will attend the Legislative Day in Springfield on Thursday, April 23rd. We will attend the legislative buffet dinner on April 22nd to hear Kip Kolkmeier speak about the issues affecting Illinois libraries today. These will be speaking points if we get a chance to talk to the legislators.

Principal of the Day - OJH

Director Weimar attended Orland Junior High School's Principal of the Day on April 20th visiting many classrooms and talking to some students.

National Library Worker's Day

The Library celebrated Tuesday, April 14th with a continental breakfast in the morning for the staff. At 4:00 p.m., a cake was served along with a raffle. Thank you to the Library Board for the treats.

At this time, the Director distributed a Board Member Self-Assessment sheet produced by the Marigold Report, Marigold Library System.

Maintenance Update

Maintenance Superintendent Steve Newman is continuing to work on resolving the light issue. A small bank of lights in the Reference Desk area turns off in the evening. A permanent fix which requires reprogramming the control system is in process with Design Lab Lighting.

Olsson Roofing came out last week and possibly found the source of the leak in Technical Services, the receiving room, and the mechanical room. There is metal flashing that tops the masonry wall which rises above the roof. This flashing is installed in lengths of 10-12 feet with about ¼ inch gaps between pieces. The caulking between the flashing slipped and/or deteriorated in places and was no longer providing an adequate seal. Rainwater would travel through those areas and leak through into the building. Olsson has repaired this in that affected area. We will be looking into who is responsible for these types of fixes, the masonry or roofing company; if this is a warranty issue; if this is the cause of other leaks; and if preventative maintenance needs to be done to prevent future leaks. Olsson will be submitting a proposal to reseal the flashing gaps on the entire building. If we find this is not a roofing issue but a masonry one, we will be contacting the original masonry company, Piazza Masonry, Inc., on resolving this issue.

Steve has finished building the last units of storage shelving in the basement and moved several large items out of the closet in Administration. This completes the shelf project at this time.

We have a proposal from Mission Signs on the signage recommended by the safety inspection. Steve and Robin want to do a walk-thru with Mary Weimar on placement and size before ordering.

We will be using a new pest control company this season. Synergy Pest Control Systems, Inc. will be providing monthly service at a cost of \$50 per month. They will also be setting up four exterior rodent bait stations at a one-time equipment cost of \$88. They will be maintained monthly by Synergy along with the interior service.

Steve has aerated the lawn and Wingren has made their first visit of the season.

This week, Steve and Peter Kuczynski will start the project of replacing carpet squares under the computer stations in IT. A few stations will be down at a time because of unplugging of the wiring.

LSTA Grant

Wagner has been working with Mary Adamowski, Head of Youth Services, and Diane Srebro, Assistant Head of Adult Services, on a Library Services and Technology Act grant which is due May 1st. Our proposal will be submitted as a Dreamcatcher grant. A majority of the \$5,000 grant will fund the hiring of two consultants to aid the library in a new "Sus Amigos" program. This program's goal is to reach out and serve the Spanish-speaking community in Orland Park. The

Other Staff Reports

consultants will train the staff in basic library-orientated Spanish, translate promotional and information materials, and provide in-person translation services at events. They may even develop and present one or two programs on our behalf. Grant awards will be announced in September, 2009. We are looking for new ways to focus and assist various demographics.

See Staff Reports.

Building and Maintenance

None.

Finance

The Director distributed a new organizational chart for the Orland Park Public Library. No significant changes. The Business Manager, which is not a Department Head, is shown reporting to the Library Director.

Service & Policy 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

None.

Unfinished Business

1. Kelly Cuci, Head of Outreach – Burnham Exhibit and LSTA Grant. The Director introduced Kelly Cuci, Head of Outreach, to the Board of Directors. Ms. Cuci distributed a Fact Sheet in regards to the 100th anniversary of Daniel Burnham’s Plan of Chicago. The exhibition commemorates the publication of Daniel H. Burnham and Edward H. Bennett’s 1909 Plan of Chicago. The Burnham Plan Centennial Committee and the Newberry Library are collaborating to create a photopanel and digital exhibition entitled *Make Big Plans: Daniel Burnham’s Vision of an American Metropolis*. Curated by the Newberry, the show will be displayed simultaneously in libraries and other venues throughout the Chicago metropolitan region from June through December 2009. The library should receive the exhibition of both photopanel and digital formats approximately June 19, 2009 to the end of November. We are honored to be a part of this Centennial.

Ms. Cuci informed the Board that she has submitted an application for an LSTA Grant to purchase several Kindle2 for her homebound patrons. Ms. Cuci then distributed an information sheet on Kindle 2, Amazon’s new wireless reading device. Ms. Cuci stated that this product will assist the disabled and others. Having the Kindle 2 available through our Library would be an excellent addition to our many programs. If we receive this grant we will develop a specific policy on Kindle 2.

2. Melissa Panio, Public Information Coordinator- ZumBox and Patron Surveys. Ms. Panio gave a presentation on programming surveys we will have on our website on approximately May 1st, 2009. This survey is on different aspects of the Library; i.e., Youth Services and IT. This survey will help us identify programs that address our patrons’ needs and that they would participate in and support.

The in-house customer service survey will be available approximately mid-May. The Customer Service survey will have a color coded format to indicate what department it came from. Basically, it will have two questions: Did you find what you needed, and did you receive good service?

Lastly, Ms. Panio distributed a fact sheet on Zumbbox to the Board. This is an alternative postal system which is being promoted for its cost-effectiveness and high-speed delivery. The library is looking at this system for mass marketing mailings and because we are a government entity we could use Zoombox at no cost.

3. In-Service Day Closing. Hillman moved to close the library for Staff In-Service and training on Friday, July 31, 2009. Wydajewski seconded the motion. Motion passed. All ayes, no nays.

4. Open on Sundays year round. Wydajewski moved to have Sundays open year round. Lebert seconded the motion. Motion passed. All ayes, no nays.

5. Closed specific Sundays in summer of 2009. Ahl made a motion to close specific Sundays in 2009; May 25th, July 5th, August 2nd and September 6th. Hillman seconded the motion. Motion passed. All ayes, no nays.

6. Insurance package renewal. Wydajewski moved to renew the insurance package with Travelers/Chubb for a total cost of \$54,350.00 seconded by Healy 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.

7. Appendix A from Personnel Policy. Ahl moved to accept Appendix A Organizational Chart from the Personnel Policy. Lebert seconded. Motion passed. All ayes, no nays.

8. LACONI Annual Trustee Dinner. Jennings moved that Trustees who will be able to attend the LACONI dinner on Friday, May 15, 2009, will have the expense approved by the Board. Lebert 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.

9. Expending money from the Special Reserve Fund for capital expense for computer

equipment. The Director referenced her report to the Board earlier and stated this item will be on the agenda for action at May's Board meeting.

Trustee Hillman announced that PBS is airing a 5 part program *American Indians* which she is viewing and is exceptional. Trustee Hillman asked if we could get this five part series on DVD for the library. The Director will look into this.

Announcements

Trustee Hillman has worked with Junior Great Books and Advanced Great Books. Can we host this program for children and adults? The Director will look into this.

Ahl moved to move into Closed Session at 9:08 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body. Lebert seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

Executive Session

At 9: 20 p.m., Wydajewski made a recommendation to return to Open Session. Lebert seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

Healy moved to adjourn at 9: 22 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan