

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held May 18, 2009

In the absence of President Sims, Vice-President Jennings officially called the meeting to order at 7:30 p.m.

Call To Order

Members present: Healy, Ahl, Jennings, Hillman, Lebert, Wydajewski (arrival 7:41 p.m.)

Members absent: Sims

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Swearing in of New Board Members. Before our flag, Vice President Jennings administered the oath of office to Mary Ann Ahl as the newly re-elected Trustee, and Carole Hillman as the elected Trustee of the Orland Park Public Library.

Declare a Trustee Vacancy. Hillman moved to declare a trustee vacancy of the Orland Park Public Library. Ahl seconded the motion. Motion passed. All ayes, no nays

Appoint a Trustee to fill Vacancy. Lebert moved to appoint Nancy Healy as the newly appointed Trustee of the Orland Park Public Library. Hillman seconded. Motion passed. All ayes, no nays. This appointment of the trustee will be in effect until May, 2011.

Vice President Jennings administered the oath of office to Nancy Healy, the newly appointed Trustee of the Orland Park Public Library.

Director Weimar presented flowers to each of the three Trustees and pictures were taken of the event. Congratulations from the entire Board to the three Trustees.

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

Minutes

None

Introduction of Visitors

None.

Correspondence

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

Treasurer's Report

Wydajewski moved to approve the Accounts Payable for the second half of April, 2009 in the amount of \$167,061.52 and the first half of May, 2009 in the amount of \$128,986.98 and was seconded by Ahl with a roll call vote as follows: Healy – aye; Wydajewski – aye; Hillman – aye, Jennings – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

Library Legislative Day

Melissa Panio, Nancy Healy and Mary Weimar attended the NSLS information dinner with Kip Kolkmeir on April 22nd in Springfield. This year the libraries did not have any legislation that adversely affected us, but we were encouraged to promote libraries and remind our legislators that we could use some of the stimulus monies available. On April 23rd, Melissa and Mary Weimar were able to speak with several of our representatives about funding. Senator Edward Maloney gave a tour of the senate for several members of Zone 5 and 7. We delivered informational bags to all of our representatives and Senators.

Librarian's Report

Personnel

The Illinois Department of Employment and Securities contacted us late in April to inform us that we owed money to them for the third and fourth quarters of 2008 and the first quarter of 2009. They called our old number and Barb Gilbreth, Business Manager, gave them our correct address. They sent the information that the library owed on Charles Snyder for 2008. It also showed they had granted unemployment for an employee, Guadalupe Zavala, who had resigned in July of 2008 because she could not work the scheduled hours she was assigned in February. Unbeknownst to us, she filed for unemployment and received it, so IDES said we owed for her as well. Weimar filed a protest in writing to them as soon as she received the statements and she is awaiting a response. The office downtown sent us a letter stating that we were denied, but it has also been referred to the local office. (The IDES said we had not filed a change of address five years ago. Weimar contacted Hearne because they send IDES our quarterly reports and Matt (Tony Scott's associate) said he thought they had done it, but cannot find the paperwork).

Computer Equipment

- On May 3rd we experienced a brief power outage and then the electricity was restored. Unfortunately, this fried our UPS which protects the servers and computers. We needed to replace the unit at a higher cost because we have more equipment than in 2004 and Peter Kuczynski ordered the 5kva to replace the 3kva. Weimar contacted Travelers and due to our \$2,500.00 deductible, we were not awarded any monies. The cost of a 3kva by today's standards is under \$2,000.00. The 5kva needed a 220 line and Linear had to come in to provide this for our server room. Trustee Healy suggested the Director look into a warranty on the UPS or for UPS support. Trustee Wydajewski agreed that there may be insurance on this product. The Director will look into this.
- On May 1st, we increased our disinfecting of the computers to accommodate the flu problems the nation has been experiencing.

Management Association

Helen Mikulski from the Management Association has conducted an audit of our employee files and we are awaiting the report. As a result, we will be reviewing the hiring procedures with the Department Heads to ensure consistency. We have scheduled a follow-up meeting with Helen Mikulski for May 29th.

Rowe.com

The Turner Subscription court case has sent us a letter stating that they have filed their Motion for Final Decree. The document online stated we were to receive a monetary award for under \$400. No information on the distribution was available at this time.

TIF Joint Review Board

The Director has just received notice that a TIF Joint Review Board meeting has been scheduled for Tuesday, May 26th at 10:00 a.m. Nancy Healy attended the last TIF meeting. Trustee Hillman stated that she could attend the TIF Joint Review Board meeting with the Director.

White Sox Tickets

The White Sox are offering discounted tickets to celebrate library staff and Trustees on July 8th.

Additional Server

We have discussed previously the purchase of a third server to create a better no-fail system. The prices and quote from CDW Government, Inc. is \$6,224.64. Peter Kuczynski discussed this at the April Board meeting.

Death of a Prominent Orland Patron

Robert E. Hord, age 75, died May 12th. He was Juanita Andrew's husband whose family gave the library the first seed funds to open the old building. The Director would like to request having some books bought for him in memory on the topics of either golf, stamp collecting or antique cars. The Board was in agreement.

Death of a Staff Member

The Director would like to request that the library purchase a panel plaque in memory of Gregory

Najewski to be placed in the Youth Services collection area. The Board was in full agreement with the Director.

Per Capita Grant Requirements

The Illinois State Library sent us the requirements for the Per capita grant for 2010 and 2011 in the mail today.

Roofing Issues

As of today, the roof leak at the north end of the building seems to have been repaired. Steve Newman would like to wait until one more hard rain to make it official. After he is satisfied the leak has stopped, the ceiling drywall will be replaced and painted. We have received one quote for the work at \$470. We have reopened the area to patron use.

The cause of this leak seems to again be the gaps in the metal flashing along the tops of the walls. Water leaked through the flashing, got under the membrane roof, and eventually leaked through a crack in the concrete deck.

Director Weimar spoke to a contact at W.E. O'Neil who stated concrete does crack and this is not unexpected.

The issue is water coming through the gaps in the flashing. According to Olsson Roofing, this flashing work was done by a subcontractor hired by them. They are "pursuing it" but have not gotten back to us on what happens next and who pays for what. At this time, Trustee Healy stated that Wagner should put all of what is occurring in writing as we are still waiting for results.

Trane

It is time to renew the contract with Trane for their preventive maintenance programs. We have received a 1-year contract with Trane for their preventive maintenance programs. We have received a 1-year renewal price and a 3-year renewal price to compare the cost savings.

The first contract covers the chillers, air handlers, gas boilers, rooftop heating/cooling unit and circulating pumps. The costs are as follows:

2008-\$6,302
2009-\$6,552 (1-year contract; +\$250 or 3.8% increase)
2009-2012 - \$6,684 (yearly cost with a 3-year contract; +\$382 or 5.7% increase)

The second contract covers the Tracer Summit automation systems. The costs are as follows:

2008-\$3,124
2009-\$6,552 (1-year contract; +\$128 or 3.9% increase)
2009-2012 - \$3,312 (yearly cost with a 3 year contract; +\$188 or a 6% increase)

We ask the Board to approve both 3-year Trane contracts at the costs indicated above.

Maintenance Update

DesignLab Lighting reprogrammed the lighting control system a few weeks ago. This fix resolved the lighting issue of a small bank of lights near the Reference Desk turning off in the early evening.

Steve Newman has finished replacing carpet squares under the computer workstations on the 2nd floor. Next will be the workstations on the 1st floor.

Pond work will begin tomorrow. Some new grass plants and perennials will need to be purchased. We also have a muskrat eating the grass shoots which may have to be dealt with. Trustee Ahl suggested contacting officials at the Little Red Schoolhouse. They may be able to remove the muskrat. Wagner will look into this.

Steve will have the aerator in the pond by the end of the week.

Other Staff Reports

Linear Electric was in last week and ran a 200 line into the server room for the new uninterrupted power supply (UPS) needed for backup power to the servers.

Personnel Policy Updates

Updates to the library’s Personnel Policy manual have been given to the staff. This includes clarification regarding rest and meal breaks (p.16); change in the number of vacation days full-time staff can carryover (page 18); and new and updated appendices. Board members have received the same update packet for their policy manuals with the addition of a revised Table of Contents.

Volunteers

Adult Services will be utilizing a few adult volunteers this summer to clean the compact discs and DVDs.

Outreach Services will have three interns this summer. Two will help with their story times and one will work with artists and the displays.

IT will have one intern this summer working on special projects for the department.

Friends of the Orland Park Public Library

The Friends received proceeds of \$169.86 from their Jewel/Osco Shop ‘n Share days in April. Another round of days is taking place today, tomorrow and Wednesday.

We have placed Purell hand soap and disinfectant wipes out for patron use as a result of the swine flu scare. In addition, our cleaning crew is wiping down public and staff keyboards daily at our request. It seems to be appreciated by both staff and public.

See Staff Reports.

Building and Maintenance

None.

Finance

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

Purchase of Computer Equipment from the Special Reserve Fund. Hillman so moved to accept CDW-G, Inc.’s proposal for computer equipment in the amount of \$6,224.64 from the Special Reserve Fund. The proposal consists of a server, four hard drives, software, and tech support – 1

Unfinished Business

year network card. Healy seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

1. Service to non-residents for 09-10. Wydajewski made a motion to adopt Resolution 2009-1 which states that the Orland Park Public Library will provide library service to people in unincorporated areas without library service and will charge an annual fee determined by the tax bill method to provide service. Ahl seconded the motion with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

New Business

2. Trane Contract Renewal. Ahl moved to accept the Trane contract for 3 years at \$6,684 yearly cost which covers chillers, air handlers, gas boilers, rooftop heating/cooling unit and circulating pumps, and the other Trane contract which covers the Tracer Summit automation systems for 3 years at \$3,312 yearly cost. Lebert seconded the motion with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nay.

3. Corporate Authorization Resolution for Marquette Bank Accounts. Ahl moved to accept the two corporate authorization resolutions for Marquette Bank accounts. Lebert seconded the motion. Motion passed. All ayes, no nays. The required signatures were obtained by the Director and will be forwarded to Marquette Bank.

Melissa Panio, Public Information Coordinator, brought the book bags with our new logo for the Board’s viewing. These book bags will be used for The Books To Go program providing book discussion, books and tips for patrons. Additional bags will go to Youth Services for circulating thematic material to patrons.

Announcements

Ahl moved to move into Closed Session at 8:27 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; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

Executive Session

At 8:54 p.m., Jennings made a recommendation to return to Open Session. Wydajewski seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

Wydajewski moved to adjourn at 8:55 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan