

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held August 18, 2008

The meeting was officially called to order by President Sims at 7:33 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

Ahl moved to approve the minutes as printed, seconded by Healy. Motion passed. All ayes, no nays.

Minutes

None.

Introduction of Visitors

Thank you letter to the Director and Library Board from Diane Norris, PreSchool Services Coordinator. Diane expressed her deep gratitude for allowing her to attend graduate school and earn her master's degree. She also expressed her thanks to Mary Adamowski and the entire Youth Services Staff for their support.

Correspondence

Note to Director Wsol from Mrs. Marilyn Kordell thanking the Library and specifically Kitty Creed of our Outreach Department for advising her to place her name in the contest for the Adult Reading Program, which she won.

Letter from Alice Calabrese-Berry, Executive Director, Metropolitan Library System to Director Wsol thanking her for allowing the use of the library's meeting room for the IMLS Bobby Rush Congressional Grant.

Notice from the Illinois Library Association stating that the Orland Park Public Library is to receive the Highsmith Library Innovative Award for the Arts Alive @ the Orland Park Public Library program. This award will be presented at the Illinois Library Association Annual Conference awards ceremony at 4 p.m., Thursday, September 25, 2008 at Navy Pier, Chicago.

Muntner moved to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Wydajewski. 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

At this time Director Wsol discussed the monthly financial statements, which show receipts and expenditures.. The distribution of our 2007 collection was unusual because we received the bulk of our tax money in the spring and a much smaller amount in the fall. Our cash flow is fine and is funded into April 2009. The collections are running about 8% behind because of the economy.

Ahl moved to approve the Accounts Payable for the second half of July, 2008 in the amount of \$127,683.31 and the first half of August, 2008 in the amount of \$147,434.31 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..

Mary and I have been working on the budget, levy and appropriation for FY 08-09 and 2010. We will have draft documents to present to the Finance Committee at their September meeting. We have not yet received the new rate sheets from Cook County.

Librarian's Report

Mary and I conducted interviews of candidates for the position of Assistant Library Director. We are pleased to announce the selection and acceptance of Robin O. Wagner. We have

advertised and will shortly begin interviews for the position of Public Information Coordinator.

The staff in-service day was successful. We held our first drill of the Emergency Response Plan which was observed by the Orland Park Police. They were pleased with the overall results and answered questions from the staff. This will be an annual event. The in-service and technology committees and other staff presenting programs did an excellent job. The food committee was also commended on their excellent selections.

We held our first driver safety class offered by the National Safety Council. Those attending thought the session was helpful and well presented. They have already started to apply lessons learned.

Our next SWAN upgrade will take place in the fall. Already our move to thin client will prove to be very beneficial. Peter will be able to download the upgrade directly to a server rather than going around and downloading it directly to every pc running MilCirc. This is a significant improvement in work efficiency and time management.

The library had a booth at the Taste of Orland Park. Staff enjoyed visiting with the public and running the lollypop pull. Everyone's a winner.

We received four proposals for audit services. They are on the agenda for action.

Building

- We are still actively working on the problem with the two front doors not opening due to lack of power. ADT and Linear have searched for the Von Drupen Power supply boxes which Schaaf Glass said were given to Linear. We contacted W.E. O'Neil project engineer Bruce Bloomquist who sent Jeff (a troubleshooter who worked on our building) out on August 1st. After 8 hours, he could not find the power supply boxes. I spoke with Bruce and he said that Mike Wessman from O'Neil would contact us this week.

Other Staff Reports

Landscape and Grounds Keeping

- Wingren has mulched the entire property. The cost will be taken out of the Kosel Grant funds.
- Steve is actively treating all invasive plants around and in the pond.

Vehicle

- We offered a Defensive Driving Class by the National Safety Council in early August. Almost all of the employees who have agreed to drive on library business attended the August 6th class for four hours from 8:00 a.m. – 12:00 p.m. The remaining staff will attend the class that is to be offered in October, date pending. The staff response was very positive.
- We received our Municipal license plates and they are on the vehicle..

Technical Services

- I have been meeting with the Technical Service department to assist Kay and her staff on redirecting their workflow for increased productivity; and facilitating discussion with the other department heads with better communication between departments

Book Fair

- We will be participating with Barnes and Noble Bookstore in their fundraising Book Fairs program. On Saturday, November 15th, the Orland Park Public Library will receive a percentage of all proceeds from that day's purchases. We will advertise it with their help and we will provide programs throughout the day promoting the library. We will book one program, the Spatulatta Sisters, young authors of a cookbook for children; and the rest of the programs on reader's advisory, book talking by the divas, story times, etc., will be provided by us. We will receive the funds in a bookstore credit to increase our earnings.

Furniture

- The trooper stool was ordered about a month ago from Midwest Office Interiors and will be delivered this Thursday.

Staff In-Service

- I just wanted to say how well the Technology Committee performed for the staff on August 1st. They were great!

Per Capita Grant

- This year’s Per Capita Grant has highlighted whether libraries are in compliance with ADA requirements. It asks for an outside source to consult, yet it is a self-evaluation. We contacted one firm who specializes in ADA compliance particularly with park districts.

Personnel

- Steve and I have posted a job advertisement for a new custodian. Shawn Siemens was notified by certified letter that she was terminated due to job abandonment. The job ad went in Sunday’s Southtown/Star newspaper.
- We have posted a job advertisement for the Public Information Coordinator position.

Director Wsol informed the Board of the Village of Orland Park’s Golf Outing to benefit Art in the Park and Open Lands of Orland Park set for September 16, 2008. Dinner will follow. The Director asked if any of the Board members were interested.

See Staff Reports.

Building and Maintenance

The Finance Committee will meet on September 8, 2008 at 9:30 a.m.

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

None.

Unfinished Business

1. Revised Operating Budget. The Director distributed the revised operating budget to the Board and made recommendations to reallocate funds within several line items to accommodate expenditures for several grants we have received and several other expenses. The bottom line remains unchanged. Muntner moved to accept the revised Operating Budget. Ahl seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.

New Business

2. Proposals for auditing services. Director Wsol distributed an information sheet showing four proposals for auditing services. The companies are McClure Inserra & Company, Mulcahy, Pauritsch, Salvador & Company; Selden Fox, Ltd. And Sikich LLP. Wsol presented information on cost, experience, and reference comments. Trustee Healy stated that she knew of McClure Inserra & Company through business associates. After discussion, Administration recommended McClure Inserra & Company based on experience, references from other clients and cost. Wydajewski asked if McClure Inserra had any issues about the new 15 month fiscal year. The Director said they did not have issues. Wydajewski moved to accept the McClure Inserra & Company proposal for auditing services. Muntner seconded with a roll call vote as follows: Wydajewski – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye; Healy - abstain. Motion passed. Five ayes, no nays; one abstention.

3. Appointment of Treasurer. Director Wsol said that at our July Board meeting we decided to appoint Trustee Healy as Treasurer due to Trustee Muntner’s resignation. Wydajewski made a motion to appoint Trustee Healy as Treasurer. Jennings seconded. Motion passed. All ayes, no nays.

Muntner moved to go into Closed Session at 8:05 p.m. for the selection of a person to fill a public office. Ahl seconded 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.

Ahl moved to return to Open Session at 8:20 p.m. Jennings seconded 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.

None.

Announcements

None

Executive Session

Ahl moved to adjourn at 8:21 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan