

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held September 20, 2010

The meeting was officially called to order by President Jennings at 7:32 p.m.

Call To Order

Members present: Healy, Jennings, Hillman, Ahl, Sims, Lebert (arrival 7:34 p.m.)

Members absent: Wydajewski

Librarians present: Weimar, Wagner

Guests: None

Hillman made a motion to approve the August Board minutes. Ahl seconded the motion. Motion passed all ayes, no nays.

Minutes

None.

Introduction Of Visitors

An invitation from the Friends of the Orland Park Public Library inviting the Library Trustees to their Annual Membership Meeting on Sunday, October 24, 2010. This meeting will involve the membership vote on becoming a 501(c) 3 status organization which will allow them to pursue other avenues of fundraising.

Correspondence

A card from Outreach Services Head, Kelly Cuci thanking the Board and Director for the generous gift.

A thank you note from Trustee Ahl thanking the Board for the donation of books in memory of her mother and the Mass card in her name

An invitation from Moraine Valley Community College for the dedication of their Southwest Education Center on October 6, 2010 at 2:30PM

A thank you note from Trustee Healy thanking the Board for the donation of large print books in memory of her mother

An invitation from the McCord Gallery and Cultural Center for their 6th Annual Fundraising event on October 2

The Director stated the Budget Analysis and Financials were sent to the Board prior to this evening's meeting. The analysis shows expenditures are conservative. The Director is seeing very slow growth for future revenues. Director Weimar will be meeting Wednesday with the Department Heads to discuss this issue. The Director has already met with department heads to adjust current spending practices. The Director does not know when the state grant will come in. Wydajewski asked if the legislature would make up the Illinois grant money at a later date. Weimar responded she does not know when or if this will happen. Hillman moved to accept the Treasurer's Report submitted by Hearne & Associates. The motion was seconded by Sims with a roll call vote as follows: Healy – aye; Ahl – aye; Hillman – aye; Lebert – aye; Jennings – aye; Sims – aye. Motion passed. All ayes, no nays.

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of August, 2010 in the amount of \$128,633.09 and the first half of September, 2010 in the amount of \$94,299.56 and was seconded by Healy with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Personnel

Janet Carr, Public Information Clerk, resigned this month. Dean Leyers has been granted a leave of absence up to three months. Scott Remmenga starts on Monday, September 27 and Wendy Xie

Librarian's Report

starts the following Friday, October 1. Becky McCormack began last week as the new School Liaison. There are two openings in Circulation Services.

Grants/Gifts

The 2010 Per Capita Grant is on the agenda for approval. In addition to a Technology Plan, the application required the following information: what the library is doing to promote "Going Green," we had a very long list of initiatives we had adopted or were in the process of doing; it required revision of the Board's By-Laws, this was finished in May, 2010; it required using *Serving Our Public 2.0 Standards for Illinois Public Libraries* Chapter 3 on our progress in meeting the personnel standards ; and prioritizing the table of contents of *Serving Our Public 2.0* and up to five major impacts that affect the staff, board or patrons.

MLS has been contacted to check the status of the Bobby Rush funding. OPPL has offered to administer it if staffing is an issue.

We received the \$75 matching gift program from Pepsico today.

Contracts

The library signed the current contract for FY2011 ILLINET/OCLC Services Program agreement renewal. Invoicing will come from SWAN. The library researched the database subscription packages from EBSCO and GALE. We reviewed our existing subscriptions and found the stats warranted some cutbacks. Based on the revised list and new pricing, we are going to once again sign with EBSCO, but have included Consumer Reports as a new database the patrons have been asking for. We had to obtain Novelist directly from EBSCO because the State Library no longer supports this group purchase. The cutbacks were based on the new numbers for FY2011 under the Electronic Database line item (\$90,000). The 2010 LACONI Salary Schedule was finished 9-16-10.

The delegates from the Province of Guangzhou, China, will be here on Wednesday afternoon from 1:30 – 4:00PM (estimated time schedule). We will provide gift bags with our information.

ILA Conference is September 28-30. We will make arrangements for rides on Thursday for the Trustees.

Director Weimar announced the library had been highlighted in American Libraries Direct last month through email in regards to the Roving Reference service now available.

Memorials books in memory of staff member, Janet Carr's mother and past Library Trustee Sullivan's sister were purchased.

Trustee Healy mentioned the sentence structure errors in the Technology Plan to be adopted and asked that the language be rewritten.

Parking Lot

The library did an RFP for Asphalt Patching, Crack Filling, Seal Coating and Striping Services in regards to our parking lot. Four companies picked up RFP packages and attended the mandatory pre-bid meeting and three of them submitted bids. The bids were as follows: Smoothover Sealcoating (\$21,262.00); Pavement Systems Inc. (\$25,188.00); Murphy Paving & Sealcoating (\$26,157.00). Pavement Systems was disqualified because a certificate of insurance was not included in the packet. References for both Smoothover and Murphy were checked by Steve. Both companies were recommended, but Steve said Smoothover's customers highly praised their customer service, attention to detail, and communication. Smoothover has done several strip mall parking lots and not only did they deal with the mall management company, but visited each tenant to discuss the job and disruption to business. We are recommending the Board accept the bid presented by Smoothover Sealcoating at \$21,262.00 based on price and references.

Other Staff Reports

Possible Plumbing Leak Update

The water problem and wall on the second floor have been repaired. The last step will be Cain Millwork coming out tomorrow (9/21) to replace the damaged maple baseboard (approximately \$500). Water in the wall was discovered to be condensation running down the HVAC duct from hole in the roof where the duct connected to HVAC unit. At construction, a hole was cut in the concrete roof for the duct. The fit of the ductwork through the hole was so tight insulation was not used at that point to wrap the duct. This caused condensation that collected and ran down the ductwork, soaked the insulation below the hole, pooled on the second floor concrete at the point in the wall where the mold developed, and then continued its way down the ductwork into the Friends room on the first floor. Steve cut open the wall enough for the worker from Falls Mechanical to get in and shove insulation in the hole. Falls also replaced all the sodden insulation along the ductwork (\$980). Anderson’s Painting came out and put up new drywall, patched and painted (\$470). Thanks to Steve doing some of the work, the total cost of the project will be approximately \$1,950.

General Maintenance

Wingren came out and cleared a 3-4 foot area around the pond to neaten it up. Steve was able to get down to the water and start raking in the weeds that were creeping towards the center of the pond.

Bulldog Cleaning came in and steam cleaned five of the lounge chairs at the top of the stairs on the second floor. One of the chairs is being recovered with attic stock fabric by Paul’s Upholstery. The last chair is on hold to see if and how much it would cost to purchase more matching fabric. Bulldog also did a dry clean on the fabric panels around the book drops in the lobby. It cleaned them up a bit but not perfect.

The Orland Fire Protection District came and did their inspection, which we passed. The Village and Schindler inspected the elevators, again which we passed.

Discussion took place on the generosity of The Friends of the Orland Park Public Library’s forthcoming gift. Trustee Ahl inquired if we have had any issues with patrons using cell phones while conducting transactions at the Circulation desk. Director Weimar and Assistant Director Wagner had not been informed of any issues of this kind from staff.

See Staff Reports.

Finance Committee report- For Discussion. The Finance Committee members held discussion about the FY2011 budget. The full-time employee’s benefits were discussed at length. Director Weimar will continue to research the figures on employee contribution and work week hours.

Approval of the Finance Committee Meeting Minutes – for Action. Healy moved to approve the Finance Committee Meeting Minutes. Sims seconded the motion. Motion passed.

None

None

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Automation

Strategic Plan

Long Term Planning

Building Committee

No report at this time.

**Capital Campaign
Committee**

FY2011-2012 Budget, Levy and Appropriation – For Discussion. Trustees stated that the discussion taken place during the Finance Committee report was sufficient at this time.

**Unfinished
Business**

1. Technology Plan – For Action. Sims moved to adopt the Technology Plan as revised under our discussion this evening. Hillman seconded. Motion passed. All ayes, no nays.

New Business

2. 2010 Per Capita Grant Application – For Action. Ahl moved to adopt the Per Capita Grant application as revised under our discussion this evening. Sims seconded. Motion passed. All ayes, no nays. President Jennings and Secretary Hillman signed the document.

3 Parking Lot Asphaltting- For Action. Trustee Ahl made the motion to accept the asphalt bid to repair and coat the library’s parking lot from Smoothover Sealcoating in the amount of \$21, 262; The motion was seconded by Hillman with a roll call vote as follows: Healy – aye; Ahl – aye; Hillman – aye; Lebert – aye; Jennings – aye; Sims – aye. Motion passed. All ayes, no nays.

Director Weimar distributed a current fact sheet on the systems merger and the results of the FILC (Future of Illinois Libraries Cooperation) report sent to the State Library. Trustee Hillman asked what company refilled fire extinguishers. Trustee Healy mentioned Reliable located in Alsip.

Announcements

Ahl made a motion to go into Closed Session at 8:40 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body. Hillman seconded with a roll call vote as follows: Sims –aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert -aye; Jennings – aye. Motion carried. All ayes, no nays.

Ahl made a motion to return to Open Session at 8:50 p.m. Lebert seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

Executive Session

Hillman moved to adjourn at 8:53 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Mary K. Weimar