

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park
Public Library held October 20, 2008**

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

Call To Order

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

Members absent: Lebert

Librarians present: Weimar, Wagner

Guests: Dr. Carole Hillman, Melissa Panio, Public Information Coordinator

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

Minutes

Cyndy Sullivan and Sharon Fritz, retired Library Board Trustees, were introduced. Jay Parker, retired Board Trustee, was unable to attend. At this time, President George Sims presented a gift print taken in the summer of the Orland Park Public Library building to former Board members. The Board members were pleased with this gift.

**Introduction of
Visitors**

Presented this evening was an award certificate for 15 years of dedicated service to outgoing Trustee Dan Muntner from the Village of Orland Park. Trustee Muntner expressed his gratitude and pride for serving the community of Orland Park.

Correspondence

Letter from Milfred L. Moore, President Board of Trustees of the Matteson Public Library, inviting the Library Director and all of our Trustees to attend a *Trustee Networking Social*, hosted by the Matteson Public Library's Board of Trustees. This event will be held on Friday, October 24th at 6:00 p.m. at the Matteson Public Library

Thank you note to the Director, Staff and Board of Directors from Rita Murray, the daughter of Mary E. Murray. Mrs. Murray expressed her gratitude for the gift book donated in memory of her mother. She stated it truly touched all in her family.

Thank you note from Sharon Wsol. She thanked the Board and staff for the lovely reception, the photograph montage, the staff luncheon and the beautiful clock which will have a place of honor. She is grateful to have had the opportunity to work with you all.

**Treasurer's
Report**

The Director informed the Board that in the Treasurer's Report, we are over on three line items: books, databases and furniture. However, we are in the black and the Director will place an action item on next month's Agenda to transfer monies from other line items to these. The Director stated that we have closed out the settlement account and the construction account, leaving two; the Special Reserve Account and the Operating Fund.

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

Wydajewski moved to approve the Accounts Payable for the second half of September, 2008 in the amount of \$201,095.37 and the first half of October, 2008 in the amount of \$114,722.85 and was seconded by Muntner 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..

SWAN

Governance Group C discussed the SWAN 2010 budget which begins in July 2009. Our costs have stayed just about the same at approximately \$52,537 annual cost. The smaller libraries in SWAN had their rates raised as voted on last year to raise their share to at least 1% over a two

**Librarian's
Report**

year period. Our share is up 4% based on patron records and circulation statistics.

MLS has asked us to be a beta testing site for Encore, the new interface for WebPacPro and ResearchPro. Peter has been in contact with Tony S. from MLS and this web-based interface may go on as many computers as we want, but cannot go on to our webpage. We have determined four OPACs to make available for the patrons and the reference staff will have access on all of their stations via the Venus server. The OPAC monitors are very old and Peter has been replacing them piecemeal. He will be purchasing five new ones this month to serve the stations with Encore so patrons have a good view of the product that will be coming over the next year.

Grant Monies

The Cen Tec Self-checkout machine for Youth Services purchased with grant monies has been installed and we are up and running. It works much more simply than the Checkpoint System. It operates by holding the item under a scanner similar to the Circ desk scanners. Patrons can choose from two languages right now, but hopefully Polish and Arabic are being developed. The receipt printer is simple to operate and reload. Staff is trying to steer patrons to the unit and we are highlighting it in the November/December newsletter.

The Peek-a-Book station also purchased with Bobby Rush grant money has been installed, it will be available for patron viewing this week. Each month it will highlight ten different titles.

Memorial Book

The OPPL purchased a memorial book in memory of State Representative's Kevin McCarthy's father who passed away this week.

Public Library Agreement

The Metropolitan Library System has asked the libraries to approve this agreement upon its revision. It is on the agenda for action.

Levy and Appropriation Request

Klein Thorpe and Jenkins have provided us with the official copy of the levy and appropriation request to be approved by the Board. Annmarie Mampe has the numbers already. There were no significant changes from our last discussion.

ILA Reporter Article

We are very proud of Diane Srebro and her article in the October issue of the ILA Reporter. She wrote about the OPPL Emergency Response Plan. The article has been generating many compliments. A letter of thanks was sent to the Police Chief and Deputy Chief along with a copy of the magazine. It will also be included in our annual state of the library report to the Mayor.

Capital Campaign

With permission from the President of the Board, we have purchased a copy of the print Sharon received as a gift for the Administration wing wall. This hallway hosts all of the pictures of our library buildings over the years. The funds will come from the Capital Campaign fund which purchases artwork.

Open Office/Intranet Training

Together with the Technology Committee and IT Department we will be offering Open Office training over the next two weeks for staff members who create documents. This is free software that replaces the Microsoft version. It is currently loaded onto our Venus server along with Millennium and MILCIRC. The staff was having a hard time adjusting to it so we are offering mandatory training sessions for this product. The Intranet which was debuted at the August In-Service meeting will have mandatory training sessions over the next two weeks as well. We hope to have everyone using this by mid-November. This will be our main communication device for schedule changes, SWAN updates, Emergency closings and the department will use it to communicate internally as well. Cassandra Spence developed this for the staff and we are very excited about using it. Trustee Healy noted all the good work of Peter Kuczynski, Information Technology Services, in implementing the deployment of Thin Client computers which will reduce support and administrative costs to the library. Trustee Healy inquired about the inexpensive software and computers. The Director responded that Thin Client and Peter's knowledge and ability resulted in a more cost-effective network.

Tax Money

We have only received about \$46,000 in tax monies to date. PMA has wired back several maturities to cover expenses and the debt service which is due by mid-November.

Staff Recognition Awards

The staff anniversary recognition awards have been ordered for this December's Christmas party.

ILA Conference

The conference for the Illinois Library Association was hosted in Chicago this year and many of our staff were presenters. Mary A. presented three workshops plus as Forum Manager hosted the Youth Services Breakfast, Kelly Laszczak performed three workshops. Preschool Coordinator Diane Norris and Mary Weimar presented together. Nancy Heuser received the Highsmith Award at the ceremony on Thursday the 25th.

ILA Election Issues

The ILA Public Policy Committee has issued a statement declaring their non-support of the Constitutional Congress due to the impact it will have on the IMRF funds.

Loan Period

The staff is investigating the steps necessary to go to a three week loan period by January, 2009. We feel the budget and collection size can sustain this service. Our circulation went up 6% for the year. Libraries across the nation have experienced the surge in patron use, but we feel that a longer check out time would benefit our patrons and increase circulation.

MLS Annual Meeting

Sharon Wsol received her Lifetime Achievement Award at the MLS Annual meeting on October 8th.

Friends Annual Membership Meeting

The Friends of the Orland Park Public Library were very generous this year with a gift in the amount of \$10,000.

Statistics

- Inactive library cards were purged. There are 38,023 active card users which is 67% of our community.
- Out September circulation went up 7% with our total circulation for the year up 6% from last year. We circulated 670,246 items.
- Patron attendance in the building was up at 486,042.

Landscaping & Grounds

The prairie grass will be cut down soon and the aerator pulled out of the pond in the next two weeks. Call Underground shut off the outside sprinklers for the winter. Over the winter, Steve is going to look at the system and analyze which sprinkler heads need to be replaced so they can reach what they need to water. With our mature growth, some of the current heads do not water what they should anymore.

Other Staff Reports

Building

Steve has done routine maintenance on the boilers, i.e., cleaned the water pipes, etc. A new motor has arrived and is waiting to be installed on boiler #1. We are still waiting for a fuel air valve to arrive for boiler #2. Currently #2 needs to be manually started in the morning.

Steve has gone through the HVAC system, ordered parts for routine maintenance, and cleaned the filters all as part of the winterization process.

Christmas lights from Bright Ideas will cost \$1,742 this year due to more lights needed as the trees grow. This is a \$158 increase over 2007.

Soundvision

It is time to renew the contract with Soundvision to provide preventive maintenance on the audiovisual systems located in Rooms 104 and 105, the Youth Services Program room and the Computer Lab. Soundvision's proposal has increased this year from \$3,800 to \$3,990 due to cost and fuel increases. Robin Wagner would like to recommend the Board accept their proposal.

Soundvision completed work to hook the building up with cable TV earlier this month. The cost of this project was \$10,250.20 and was paid for with monies with the Kosel grant.

Peeling Workstations

David Benner (Allsteel) and Jason Rose (Midwest Office Interiors) were here on October 3, 2008, to examine and measure the ongoing peeling workstation problem. Jason is in the process of finalizing the job scope for Allsteel's review/approval in the replacing the existing 175 work surfaces.

Volunteer Program

Wagner has taken over responsibility of the library's volunteer program. She hopes to get written procedures in place in the next three months.

Friends of the Orland Park Public Library

Wagner has also assumed the liaison to the Friends position from Mary Weimar. The Annual Reception was held on Sunday, October 19, and went well despite the very low turnout. Thank you goes to Kelly Cuci for helping pick up items and set-up the food tables. The Friends generously donated \$10,000 for programming.

New style book bags have been ordered for the Friends to sell and should arrive very soon for holiday shoppers. There will be four colors available – pink, gray, red and blue, and will sell for \$10.

The Friends' room is overflowing with books for Recycle Reads. Robin will be working with Sharon Rohan and Sue Mosel in the next week to weed and come up with solutions to our overstock.

Policies and Procedures

Wagner has new versions of the Table of Contents, Adult and Teen Volunteers applications, and a totally new meeting room booking form for the staff to use. Coming soon, and listed on the Table of Contents, will be the Display Policy Procedures being developed by the Outreach Services staff. We have begun to put the date on the bottom of each form as we revise or add it.

Orland Park Area Chamber of Commerce

The Chamber Expo was held on Saturday, October 4, at Century Junior High. The library had a booth staffed by Cathy DiGiorgio, Kitty Creed and Melissa Panio. Robin worked the Chamber booth. Though the number of vendors was lower than previous years, over 1,000 of the public came through the doors.

Wagner was the opening speaker at the Chamber's Women's Networking lunch on October 14, 2008.

In preparing to become President of the Chamber in 2009, Robin attended several budget and planning meetings in October. This will slow down as of November 1.

See Staff Reports.

Building and Maintenance

None.

Finance

None.

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

1. Adoption of Levy and Appropriation. Due to Lebert's absence this evening, Wydajewski nominated Ahl as assistant secretary for this Board meeting. Jennings seconded. Motion passed. All ayes, no nays. Wydajewski made a motion to adopt the Levy and Appropriation for fiscal year beginning October 1, 2008 to December 31, 2009. Jennings 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.

Unfinished
Business

1. Public Library Agreement for MLS. After discussion, Jennings moved to accept and approve the Public Library Agreement for MLS. Ahl seconded. Motion passed. All ayes, no nays.

New Business

2. Soundvision Contract. Muntner moved to accept the Soundvision proposal as described in the Assistant Director's report. Ahl seconded the motion 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.

The Board thanked Trustee Muntner for his service to the Orland Park Public Library. All expressed gratitude for his contribution to the Board of Directors.

Announcements

Director Weimar reminded the Board that our Christmas party will be held December 7, 2008 at the Silver Lakes Country Club.

None

Executive
Session

Muntner moved to adjourn at 8:35 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan