

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held October 18, 2010

The meeting was officially called to order by President Jennings at 7:31 p.m.

Call To Order

Members present: Healy, Sims, Jennings, Hillman, Ahl, Wydajewski (arrived 7:39P.M.)

Members absent: Lebert

Librarians present: Weimar, Wagner

Guests: Scott Remmenga, Finance Manager

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

Minutes

None.

**Introduction
Of Visitors**

A thank you note from Janet Carr, former Information Clerk, for the library's expression of sympathy for her mother's passing.

Correspondence

A thank you note from Diane Srebro, Assistant Head of Adult Services, for allowing her to attend the ILA Conference in September. She appreciates the high caliber of continuing education workshops that are presented.

A thank you note from Cindy Sullivan, a former Library Trustee, for the memorial books donated in her sister Joan's memory.

A thank you note from Patricia Neubauer, Assistant Head of Circulation, for the support and encouragement Howard Griffin, Mary Weimar and the Library Board has given her over the years and appreciation for nominating her for the Jane O'Brien Award.

The Director stated the financials reflected that we are currently spending appropriately, but still down in revenues. Scott Remmenga explained the status of the Per Capita Grant funding for this fiscal year. Hillman moved to accept the Treasurer's Report submitted by Hearne & Associates. The motion was seconded by Ahl with a roll call vote as follows: Wydajewski – aye, Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of September, 2010 in the amount of \$142,785.26 and the first half of October, 2010 in the amount of \$145,608.51 and was seconded by Hillman with a roll call vote as follows: Wydajewski - aye, Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.

Personnel

Librarian's Report

Scott Remmenga started as Finance Manager on September 27. Wendy Xie began on October 1 as Head of Technical Services. We will need to schedule a meeting of the Personnel Committee prior to the November Board meeting because of the changes in the Adult Services Department as the ILL staff moved under the supervision of the Circulation Department. This change will effect the Adult Services Assistant job description.

The Personnel Policy must be changed to reflect the January, 2011 change in Sunday hour pay. The part-time staff will be paid for the four hours they work, not time and a half. Section 403 must reflect this new practice.

The Human Resource person at the Village was contacted in regards to next year's insurance costs and stated that BCBS has not given them the new numbers. They are looking to add another PPO level which should have less benefits and cost a bit less. Nothing has been decided at this time. They are on a very short time line.

Staff recognition awards will be distributed at the Holiday party on Sunday, December 5.

Events

The delegates from the Province of Guangzhou, China came on September 22. They thoroughly enjoyed their visit. Trustee Ahl was present to conduct the tour and represent the Board of Library Trustees.

The library is hosting a luncheon to raise money for Cancer research on October 27th at 12:00P.M. in the Staff Room . The Director distributed a flier.

The new children's kiosk has been shipped. The Director provided pictures of the new design.

Finance

The Cook County tax bills will probably be mailed no earlier than November 22 and be due December 22, 2010. The final payment for this year on the debt service is due November 22. The budget and levy is due to the Village no later than November 29.

The auditor has been contacted to begin discussion on the 2010 audit. It will be on the April board agenda.

Holiday Lights

We have received two cost proposals for exterior holiday lighting from Wingren Landscaping and Bright Ideas. Assistant Director Wagner distributed a chart with the various options available based on price and location of the lights. Wagner asked the board to approve the installation of holiday lights by Bright Ideas Inc. for a cost dependent on level chosen, paying half now and half at installation.

Parking Lot

The parking lot project was completed by September 30. It was not as easy as we had hoped with being open 7 days a week. When this project is done in two years, we will try to arrange to have the work done over a holiday weekend.

General Maintenance

Wingren has completed the fall clean-up of the property, including cutting down all the grasses around the pond. The landscape sprinkler system has been shut off for the season. Some sprinkler heads will have to be repaired or replaced in the spring, particularly in the area along 149th Street where the Village did some sidewalk repair. Mary has already spoken to the Village about covering the repair costs.

A fuel/air valve motor had to be purchased for boiler #2. Steve was able to locate a refurbished one for approximately \$1,900 and will be working on installing it as soon as it arrives. The HVAC system has been inspected by Trane and fall maintenance has been done by Steve.

Steve performed major cleaning and dusting in the lobby including the high areas along the woodwork between the fabric panels, the ledges of the windows and the light fixtures.

Other Staff Reports

Reliable Fire Systems came and tested our sprinkler and alarm system. Everything tested okay.

Sound Vision came to check out the library's audio visual systems under the preventive maintenance contract. No problems were found.

Friends Annual Meeting

This Sunday at 1:30 p.m. is the Friends of the Orland Park Public Library's Annual Meeting where they will present the Library with a donation. Treats and Spanish guitars will follow the meeting as our thank you to the Friends.

See Staff Reports.

Since there was no new information on the insurance costs for FY2011 no discussion took place. Trustee Healy made a motion to accept the Finance Committee Meeting as amended; Hillman seconded. Motion passed. All ayes, no nays

None

None.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

1. There was no additional information at this time for discussion of the FY2011 – 2012 Budget, Levy and Appropriation

1. Trustee Ahl made a motion to accept Option 1 from Bright Ideas for exterior holiday lighting in the amount of \$1,191.44. Hillman seconded with a roll call vote as follows: Wydajewski- aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.

2. Trustee Wydajewski made a motion to approve the 2011 salary schedule for a 35 hour/work week and the position grade level chart. Sims seconded with a roll call vote as follows: Wydajewski- aye; Healy –aye; Sims – aye; Hillman – aye; Ahl – aye; Jennings –aye. Motion carried. All ayes, no nays.

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Automation

Strategic Plan

Long Term Planning

Building Committee

Capital Campaign Committee

Unfinished Business

New Business

None.

Announcements

Executive Session

Sims moved to adjourn at 8:22 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Mary K. Weimar