

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held November 19, 2007**

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

**Call To Order**

Members present: Sims, Healy, Muntner, Ahl, Jennings

Members absent: Wydajewski, Lebert

Librarians present: Wsol, Weimar

Guests: None

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

**Minutes**

Wsol informed the Board that the September Board Minutes need to be revised because the discussion held regarding Trustee 30 year awards stated that a gift from \$200 to \$500 in value would be given. This should be revised to state "not to exceed \$500.00". Muntner made a motion to revise the September minutes to state "not to exceed \$500.00." Jennings seconded with a roll call vote as follows: Sims – aye; Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

None.

**Introduction of Visitors**

Thank you note from Cindy Sullivan for the memorial book honoring her mother.

**Correspondence**

Thank you notes from Marilyn Heintz, Diane Norris, and Mary Adamowski (who was presented with the Davis Cup Award) to the Director and Board of Trustees for allowing them to attend the Illinois Library Association conference in Springfield.

Thank you note to the Director and the Library Board from Kelly Laszczak for giving her the opportunity to attend both the Anderson's Young Adult Literature Conference and the Illinois Library Association conference.

Thank you notes from Nancy Gorman, Media Specialist at Central Middle School, to Mary Adamowski and Kelly Laszczak for sharing their knowledge of the "latest and greatest" books with the students at Central Middle School.

Ahl moved to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Muntner. Motion passed with a roll call vote as follows: Sims – aye; Muntner– aye; Jennings – aye; Healy – aye; Ahl – aye. Motion passed. All ayes, no nays.

**Treasurer's Report**

Director Wsol directed the Board's attention to the Financial Statement which has several changes in this new fiscal year. The report now shows the Capital Campaign fund in the first schedule and includes it in Schedule VI. Wsol explained that the maintenance line reflects the renewal of Sound Vision contract that will even itself out and the Patron Programs and Events will have the Big Read Grant run through that line item.

The Director informed the Board that the Cook County Treasurer is taking an unexpected approach with the distribution of the library's fall tax money. The spring tax bill is estimated; 50% of the total extension from the previous year is collected. Since our extension last year included the settlement, 50% gave us most of our tax money for this year in the spring. We are expecting a very small portion in the fall. However, in order to determine our fall distribution, the County posted a liability against our fall receipts. As the tax money comes in, it will offset this liability. The result will be the amount we expected, but it will come at the very end of the distribution. We

were not expecting it to be handled this way and the Director did send copies to the attorney for his review to make sure it was correct. Our cash flow is funded through July 2008 and will be sufficient to meet our needs. After we receive the fall tax money, we can determine how it can be invested.

Wsol recommends two items for Board approval. We have \$104,000 in the Settlement Fund. We will send \$82,505.30 to the Village of Orland Park as an abatement against our construction bond payment in 2007, leaving \$22,000 left in that account and transfer the \$22,000 to the Operating Account. Wsol said that we also have a money market account at Marquette with approximately \$61,000 that should be transferred to the Operating Account. The Director would like to close these accounts and consolidate them in the Operating Account so they can generate a better return on investment.

Jennings made a motion to close the Marquette Money Market and Settlement Fund accounts and transfer both to the Operating Fund. Muntner seconded the motion with a roll call vote as follows: Sims – aye; Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

Ahl moved to approve the Accounts Payable for the second half of October, 2007 in the amount of \$139,158.23 and the first half of November, 2007 in the amount of \$151,605.21 and was seconded by Muntner with a roll call vote as follows: Sims – aye; Muntner – aye; Jennings – aye; Healy – aye; Ahl - aye. Motion passed. All ayes, no nays.

The Director informed the Board that Courtney from PMA Financial Network Inc. is coming to her office on Tuesday, November 27, 2007 to present to Wsol and Weimar for the new fiscal year. Trustee Healy expressed her interest and will be attending this meeting.

VOLUME COUNT            2006                            2007

**Librarian's Report**

Due to technical difficulties the statistics are not currently available.

The Management Team has been working on evaluation of Year One and creation of Year Two of the Strategic Plan. We have held two lengthy meetings to accomplish this and are presenting drafts of these documents at the November Board meeting.

Weimar and Wsol met with Tony Scott at Hearne to slightly revise the format of the monthly financial statements. We have added the Capital Campaign Fund as a separate column.

Throughout the month of October we, and our partners, have been occupied with the Big Read programs and activities. Our speakers and program leaders provided many wonderful opportunities for adults, teens and children to participate in The Big Read Initiative. Robin Wagner and Wsol are preparing the final report and don't yet have all the numbers put together. The non-book related programs did extremely well; the others were not so well attended. In fact, we were very disappointed with the turnout at many of the programs, including the keynote address. The Management Team is looking carefully at the payoff of community reading programs measured against the tremendous amount of time and effort required to do them.

We have almost finished our review and cleanup of statistical categories (scats) and loan rules. We are compiling a master list of Orland Park scats and have reduced the number of loan rules to a very manageable number (8).

By Monday, I will complete the debt service transfer to the Village of Orland Park for this year. I am also sending the abatement of \$82,505.30. This will complete our obligation for this year.

Wsol attended the SWAN Administrators Council meeting on Thursday, November 15<sup>th</sup>. The MLS Board is requiring SWAN to take on salary and benefit costs for several MLS staff members who do SWAN work. Much of the discussion centered on budgetary issues related to this change.

The SWAN Governance Study Group met with the newly elected SWAN Council to review the new governance model in preparation for the writing of new by-laws. The SWAN Council will present the new bylaws for approval at the December quarterly.

### **Landscaping, Pond and Grounds Keeping**

- Kinsella Landscaping has done the final cut down of the grasses surrounding the pond. Wingren Landscaping has been out weekly over the last month doing fall cleanup. Call the Underground shut off the outside sprinklers. Steve is gearing up for winter and has the snow blowers all ready.

### **Other Staff Reports**

### **Building Maintenance**

- Floor Innovations, Inc. has proposed a renewal of our carpet cleaning contract. There was no increase over last year's contract. The maintenance agreement for 2008 would be \$11,425.00. Steve feels that Floor Innovations is doing a good job and is responsive to his needs and would like the Board of Library Trustees to accept their proposal.
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- On November 7<sup>th</sup>, during one of the programs in Room 104, a patron, not realizing our doors opened on a swipe card system, forcibly opened the pantry door which leads to the kitchen area. She was very apologetic and embarrassed. Unfortunately, the damage to the door is extensive. We were already in the process of trying to have Room 104 closet door repaired from a year ago. This has been unsuccessful. Weimar contacted Mike Wessman and copied Bruce Bloomquist from W.E. O'Neil; and Floyd Anderson and Glenn Johnson from Lohan Anderson. Weimar sent them pictures of the damage and asked for their input. Mike Wessman was very quick to contact a company who does this work. Joe Sebek and his colleague from Cain Millwork came out Friday and will be giving us proposals on the damaged doors and the other closet located in Room 104. After looking at the doors, Cain Millwork indicated that an adequate wooden frame was not put inside the door to support the hardware. Weimar sent both W.E. O'Neil and Lohan Anderson an update on this situation asking if the specifications were followed. Glenn responded that the doors should have been built with solid wood rails for the acceptance of the hardware and we should notify Mike Wessman of LaForce's work. Weimar has contacted O'Neil of this situation and is awaiting a response. Weimar suggested paying for the damaged doors out of the Construction Fund.

### **Background Checks**

- The State Police sent us information on loading the database in which I would enter the names to be checked. The information was loaded, converted for transmission, and then failed numerous times. Many phone calls later to the ISP, Weimar spoke with Ann Peten of the Bureau of Identification's support center. Robin Wagner assisted Weimar with the database technology and follow up. Ms. Peten has all of my information, and has not been in contact with Weimar since last week. The project is still pending.

### **Volunteer Program**

We are awaiting results from the background checks for the adult volunteer program. After receiving numerous phone calls indicating some of the applicants were anxious

to

begin, Weimar has contacted some of the first to apply. Weimar has assigned two adults to Adult Services, one to Technical Services, one to Outreach Services and one to Recycled Reads. All five have already started. Weimar is looking to assign another volunteer to Circulation. Weimar will evaluate this program as it goes along. The volunteers seem very happy.

### **Meetings Attended**

- MLS workshop on Communicating Your Library's Values on October 25, 2007.
- Assistant Director's Meeting hosted at OPPL on October 29, 2007.
- Two Strategic Planning Meetings

- MLS Annual Meeting in Chicago on November 9, 2007
- Friends of the Orland Park Public Library on November 12, 2007.

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**

None.

**Unfinished Business**

1. Strategic Plan. Director Wsol distributed the Strategic Plan with the evaluation of year one activities and objectives. Under each goal there can be two or three objectives, which are measurable. The annotated plan indicates whether or not objectives were met. It also indicates whether actions were “complete”, “ongoing” or “discontinued”. Wsol said we are pretty well satisfied with the year one of the plan. We accomplished a lot. Wsol then presented a draft of year two objectives and activities for the Board’s review. At the December Board meeting, this document will be placed on the Agenda for action. Wsol will give a brief overview at the December meeting, but any Board questions or comments can be e-mailed to Director Wsol.

**New Business**

2. Board Committee Appointment. Ahl moved to appoint Trustee Healy as a member of the Finance Committee. Jennings seconded. Motion carried. All ayes, no nays.

4. Floor Innovations, Inc. Contract. Muntner moved to accept the Floor Innovations, Inc. contract in the amount of \$11,425.00 upon Steve’s recommendation. Ahl seconded the motion with a roll call vote as follows: Sims – aye; Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Munter inquired if history tracking reads are available at the Library. Director Wsol said you could track your reads through SWAN. You need to go to your account and click on “Reading History.”

Trustee Ahl stated she is receiving the information on subscriptions to noted Chicago institutions for the 30 year awards. Ahl is currently enjoying her 30 year award.

**Announcements**

None

**Executive Session**

Muntner moved to adjourn at 8:40 p.m.

**Adjournment**

Catherine Morrissey Lebert, Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Dorothy Phelan