

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held November 17, 2008**

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

**Call To Order**

Members present: Sims, Ahl, Jennings, Wydajewski, Lebert, Hillman

Members absent: Healy

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Dr. Carole Hillman was appointed to the office of Trustee of the Orland Park Public Library. President George Sims administered the oath of office to Dr. Hillman.

Wydajewski moved to approve the minutes after amending page 5 regarding adoption of levy and appropriation which should state fiscal year, beginning October 1, 2008 to December 31, 2009 not December 31, 2008. Ahl seconded the approval of the minutes as amended. Motion passed. All ayes, no nays.

**Minutes**

None.

**Introduction of Visitors**

Thank you note to the Board of Directors for the donation made in John McCarthy's name from his son, Representative Kevin McCarthy.

**Correspondence**

Thank you note to the Board from former Trustee Cindy Sullivan for the lovely print of the Orland Park Public Library.

The Director turned the Board's attention to the Treasurer's Report and stated that at the last Board meeting, we were over spent on three line items: books, databases and furniture in FY 2007-08, therefore, the Director has placed on the agenda for action a motion to transfer \$36,000 from the Salary line and put \$20,300 in electronic databases; \$11,200 in Books, and \$4,500 in Library furniture.

**Treasurer's Report**

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

Ahl moved to approve the Accounts Payable for the second half of October, 2008 in the amount of \$143,245.22 and the first half of November, 2008 in the amount of \$126,516.25 and was seconded by Hillman with a roll call vote as follows: Wydajewski – aye; Sims – aye; Hillman – aye; Jennings – aye; Lebert – aye; Ahl – aye. Motion passed. All ayes, no nays. Director Weimar advised the Board that on page 3 of the Accounts Payable report we do not show the amount in the Marquette Checking Account. Due to Barbara's injury and absence we were unable to determine where the Business Manager took this figure from. The Illinois Funds Account and interest is accurate.

**Business Manager**

**Librarian's Report**

As you know, on October 23<sup>rd</sup> Barb Gilbreth injured her ankle as she slipped on the third from the last stair leaving to go to the dentist. The break was severe causing at least two surgeries and she has to stay at a nursing home for rehab because she lives alone. It was a bit rough going at first because payroll and bills needed to be done. The auditor had also come in on November 3<sup>rd</sup> to discuss the documents he would be needing to perform the audit on November 18<sup>th</sup> and 19<sup>th</sup>. We have since written up several procedures and now the tasks have been split between the Assistant Director, Business Assistant and the Director. We have done payroll and bills twice. We know Barb will be out the rest of the year and we will await the surgery results this week for further updates. We filed a workman's comp form and Travelers Insurance denied the claim based on Barb's admission that she was leaving the building on lunch. Our medical comp will

take over up to \$5,000 of unpaid costs related to the incident. They instructed her to bill her health insurance carrier.

### **TIF Money**

The Village of Orland Park sent us official notification of the Ordinance terminating the Orland Park Place TIF. The taxing bodies will be remitted the surplus prior to March 31, 2009. I e-mailed Annmarie as to how we are notified of the distribution. She said that we would be notified the same way as with the replacement taxes.

### **Debit Service Payment**

We have transferred the final payment fore the debt service to the Village for 2008. When we had a maturity in the operating funds, I was able to have PMA reinvest it. We will look at investing the tax money mid-December when we receive most of the tax monies.

### **Programs**

- The Prairie news gave us a good story on our Barnes and Noble book fair. The Barnes and Noble Book Fair went very well. We had staff manning the store from opening until just after 8:00 p.m. The Spatulatta Sisters drew over fifty parents and kids. The children and parents enjoyed the story times. Some stayed for the craft while others had their faces painted and requested balloon animals. Over ten adults enjoyed the Thanksgiving table decorating in the morning with Julea Joseph. Readers Theater attracted a nice audience. We won't find out the amount we earned until a later date.
- The Youth Services Department hosted a small reception of about 25 people for the Arts Alive contributors. Their names are now next to the wall hangings.
- The Berghoff Cookbook program was quite a success. We sold almost all of the books we purchased. The audience was delighted when they found out that the cook of 43 years under her father's direction was in the audience. He, too, contributed to the talk and signed copies. A waiter of 18 years also attended and was acknowledged.

### **Insurance**

Horton group has been contacted and we have set in motion the Stipulation Bond for our Treasurer Nancy Healy.

### **Transfer of Funds**

- As stated at the last Board meeting, three budget lines were over spent in FY 2007-2008 and we have on the agenda for action a motion to transfer \$36,000 from the Salary line and put \$20,300 in electronic databases; \$11,200 in books; and \$4,500 in Library furniture.
- We also need to have a motion to have sufficient funds from Illinois Funds to Marquette Bank to pay the approved bills during the fifteen month fiscal year.

### **Lions Club**

Steve Anton, a past President of the Lion's Club approached the Director in regards to having the Lion's Club purchase an American and Lions Club International flag on stands to place on either side of the fireplace which is a commemorative area of theirs. He also said that the Lions Club does not have a room to meet officially and wishes to have their awards on the mantel in that area. He asked the Board to consider this. At this time the Board discussed the viability of having the Lion's Club use the fireplace mantel and agreed that no flag would be allowed. Using the mantel in this manner could have liability implications. The Board does not wish to set a precedent in this case and believes the Director must decline but offer the Lion's Club another option, possibly the glass cases at the entrance of the Library or one of our rooms for one month.

### **Committee Changes**

With the retirement of Dan Muntner, we need to rearrange some committee members to be more equitable.

Suggestion:

Finance: Sims, Healy

Building and Maintenance: Sims, Wydajewski

Personnel: Jennings, Lebert, Ahl

Service and Policy: Hillman, Ahl, Jennings  
Law: Wydajewski

### **Encore/SWAN**

The update for Release 2007 went smoothly with Peter and Howard taking care of the process. We now have Encore available on the web for patrons.

### **Paver Guide**

Melissa Tikalsky has finished the Paver Guides that were in your packet. The donators will receive this in the mail this week.

### **Christmas Party**

We would like approval to host the Christmas party for 2009 on December 6, 2009 at Silver Lakes Country Club. We will book the room next month.

### **Statistics**

Self-Checkout is working great in the Youth Department. Our total circulation is up 5% from last year.

### **Going Green**

Michael Barnes brought a small contingency from the Chicago Public Library here on Friday for a tour. He e-mailed me today to see if we would like to engage Lohan Anderson to do a LEED-EB (LEED certification for existing building) study which would evaluate us and our building would get a LEED rating to add to our accomplishments. He knows that although the building was not entirely green, it did have aspects and he feels with policies and procedures adjustments we might get enough credits to attain this certification. The Board discussed this issue and because of the uncertain economy feels it would be best to wait on this because of financial constraints and the budget.

### **Landscaping & Grounds**

Steve has removed the aerator from the pond. It will need a new cord in the spring. Wingren cut down the grasses surrounding the pond.

### **Other Staff Reports**

### **Building and Maintenance**

The boilers have been repaired and are working. Steve has gotten the snow blower, etc., ready for the winter season.

### **Floor Innovations**

It is time to renew the contract with Floor Innovations, Inc., to provide carpet cleaning services from 12/08 thru 11/09. Steve and I met with Michael Galliani a few weeks ago to discuss the difficulty in keeping our 4 ½ year old-carpeting, that has had over 2.5 million people walk on it, clean. We switched out the two spot cleanings (-\$800) for two more cleanings (+\$2,250) of the areas with the heaviest traffic, i.e., the lobby, etc. These areas will now get cleaned eight times a year instead of six. The prices for the other visits on the service schedule remained the same for 2009. Overall, the contract increased by \$1,450 to a total of \$12,875. Steve and I would like to recommend the Board accept their proposal.

### **Policies & Procedures**

Robin has the Display Policy Procedures developed by the Outreach Services staff for you. This piece is already listed on the Table of Contents.

### **3-Week Loan Period**

Wagner met with Howard Griffin (Circulation), Andrew Masura (Adult Services), Mary Adamowski (Youth Services), Kelly Cuci (Outreach Services), and Kay Momsen (Technical Services) in regards to the 3-week loan period which will start at 9 a.m. on January 2, 2009. All items will circulate for 3 weeks with 1 renewal and 10 cents per day fines except for:

Video games – 2 weeks; 1 renewal; \$1/day fine

Lucky Day items:

Books – 5 days; no renewal; \$2/day fine

DVDs – 3 days; no renewal; \$2/day fine  
 Magazines – 7 days; no renewal; \$2/day fine  
 CDs – 3 days; no renewal; \$2/day fine  
 Outreach items – 3 weeks; 1 renewal; no fines (these have always  
 Been this way)  
 Brookfield Zoo passes – 2 days; no renewal; \$2/day fine

We are very pleased that almost all our items will have the same loan period to make it easier on our patrons. The next step is to forward this information to MLS for processing.

Our new 3-week loan period will be in the January/February newsletter. Melissa Panio and Melissa Tikalsky have come up with a very eye-catching “50% more time” detergent box theme to be used on small announcements given at checkout; signs and posters throughout the building. These will be up the first week of December. A press release will be sent for publication during the first full week of January.

See Staff Reports.

**Building and Maintenance**

**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**

1. Revised Working Budget for FY 07-08. The Director referenced her remarks in her report to the Board and asked for approval of the revised working budget for FY 07-08. The motion would be to transfer \$36,000 from the Salary line and put \$20,300 in electronic databases; \$11,200 in books; and \$4,500 in Library furniture. Ahl moved to adopt the revised working budget for FY 07-08 as described by Director Weimar. Wydajewski seconded the motion with a roll call vote as follows: Wydajewski – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

**Unfinished Business**

1. Proposal for Carpet Cleaning Contract. Hillman moved to accept the carpet cleaning contract with Floor Innovations, Inc. which was seconded by Lebert with a roll call vote as follows: Wydajewski – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

**New Business**

2. Motion to approve fund transfers to pay bills. Ahl made a motion to authorize

Administration/Director Weimar to transfer sufficient funds from the Illinois Funds to Marquette Bank to pay the approved bills during the 15 month current fiscal year. Wydajewski seconded with a roll call vote as follows: Wydajewski – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

3. Board committee appointments. The Board agrees to the following: Finance: Sims, Healy; Building and Maintenance: Sims, Wydajewski; Personnel: Jennings, Lebert, Ahl; Service and Policy: Hillman, Ahl, Jennings; Law: Wydajewski. Wydajewski moved to accept the new committee assignments. Jennings seconded. Motion passed. All ayes, no nays.

4. Strategic Plan – Year 3. Director Weimar began the discussion stating that we have had an aggressive Strategic Plan which more recently produced the 3-week loan period which will begin January 2, 2009 at 9 a.m. Director Weimar believes that so much hard work has gone into this Strategic Plan that it is now time to step back and evaluate. The Board was in agreement with the Director.

5. Christmas Party – 2009. The Director informed the Board that we are planning the 2009 Christmas Party at Silver Lakes Country Club for December 6, 2009. The Director will put on the agenda next month to get approval from the Board.

None

**Announcements**  
**Executive**  
**Session**

Ahl moved to adjourn at 8:24 p.m.

**Adjournment**

Catherine Morrissey Lebert, Secretary

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

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

Minutes prepared by Dorothy Phelan