

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held November 16, 2009

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

Call To Order

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

Members absent: Wydajewski

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Healy moved to approve the October Board minutes. Hillman seconded the approval of the minutes. Motion passed. All ayes, no nays.

Minutes

Bernard Kopera visited the Board meeting as an observer.

Introduction of Visitors

Thank you note to the Board from Nancy Heuser and Jennifer McQuinn for allowing them the opportunity to attend Andersen's Annual Adult Literature Conference. They found the discussions with authors very enlightening. They are hoping to implement these new thoughts and ideas into our teen programming, literature selection and community science projects.

Correspondence

Note from Garnet Suhs to the Board and Staff thanking them for remembering Bob with book donations.

The Director informed the Board that impact fees are still down but interest income is not as down as we had thought. In the Treasurer's Report the Director called attention to the \$10,000 gift from the Friends of the Orland Park Public Library that was erroneously put in the program line item and it should have been under gifts as revenue. The Director will have Hearne & Associates correct these items. Hillman made a motion to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Ahl. Motion passed with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye.

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of October, 2009 in the amount of \$140,918.37 and the first half of November, 2009 in the amount of \$127,723.75 and was seconded by Sims with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye, Lebert – aye; Jennings – aye; Ahl – aye. Motion passed. All ayes, no nays.

Finances

Librarian's Report

- Cook County has just started to send tax distribution funds to us. At this time, the amount coming in is not enough to pay the debt service payment, but waiting a week might bring better news. The Director has anticipated the need to use our operating funds to pay the 2009 payment.
- We received a reimbursement check in the amount of \$4,623.28 for the employee protest case with the Illinois Department of Employment Securities.
- PMA will be scheduling a meeting soon about the 2010 investment plan.
- McClure Inserra sent an agreement letter to be signed to begin the audit of the 2008-2009 Fiscal Year. As reported last month, the fifteen month audit will cost more and the estimated cost will be \$8,500.
- The Annual Treasurer's Report which is to be published within six months of the end of

the fiscal year was accidentally discontinued in 2005. Klein Thorpe & Jenkins informed the Director to compile a belated report for fiscal year 07-08. The information was sent to Hearne & Associates for compilation last week and will be ready in a couple of weeks. We will publish it in the Orland Park Prairie as instructed by Ken Friker in early December. We will go forth and compile the Treasurer's Report annually as instructed.

- We have not completely spent the Bobby Rush grant monies but expect it to be done within the month.
- The Illinois Funds somehow defaulted to having an online bank statement only. We discovered it, and a letter will need to be signed by President Jennings to revert back to a mailed hard copy. The Director stated that we have the Special Reserve and Operating Fund accounts with the Illinois Funds. In addition, we are also updating the signatures required in Illinois Funds which are President Jennings, Vice-President Lebert, Secretary Hillman and Treasurer Healy. At this time, the Director presented the letter to the President for her signature to revert back to a mailed hard copy. Also, the updated signatures were obtained and will be sent to the Illinois Funds.

Legal Matters

- We received official word that our population is 59,339. This will have a small impact on our Per Capita Grant monies.
- We passed our fire drill which included the staff and the public scheduled on October 20, 2009 with the Orland Fire Protection District.
- Klein Thorpe and Jenkins sent a letter stating that they will not be adjusting their hourly rate for legal services.

Resolutions

- The Metropolitan Library System will be charging for coordinating the costs of interlibrary loan overdue/loss costs. After speaking with Howard Griffin, the Head of Circulation, we agreed to maintain the existing reciprocal borrowing service.
- The Reciprocal Borrowing agreement has created an Intergovernmental agreement/resolution stating that the Board will engage in this agreement. This also is on the agenda for approval.
- The annual certification of the Public Library Agreement we sign each year, stating that we have met the minimum requirements of a public library for MLS, is to be approved this meeting.
- The Special Reserve Fund Resolution adopted in 2001 needed to have a Special Reserve Plan resolution passed to accompany it showing what purchases would be eligible under the Special Reserve Fund resolution. KTJ has approved the plan and it is on the agenda for approval.

Stationery

The library needs to order letter size stationery, envelopes and business cards reflecting the new logo. The Graphics Department has the samples to recommend. Melissa Panio, Public Information Coordinator, distributed a packet of selections. After discussion the Board made their choice.

Internet Kiosks

Cain Millwork is installing the kiosks on Tuesday, November 17th.

Strategic Plan

Strategic Planning Committee (consisting of Robin Wagner, Melissa Panio, Barbara Gilbreth, Andrew Masura, Diane Srebro, Mary Adamowski, Diane Norris, Peter Kuczynski, Kay Momsen, Kelly Cuci Millie Olds, Howard Griffin, Patricia Neubauer and Mary Weimar; (and Stephen Newman was at the initial meeting) met last week to finalize the draft which will be on the agenda for approval at the December meeting.

Christmas Party 2009

Some new changes have been made for this year's Christmas Party at Silver Lake Country Club.

Person-In-Charge

The 18 staff designated as PICs met on November 7th to discuss closing procedures, the Internet policy and law enforcement visit procedures.

Floor Innovations

It is time to renew the contract with Floor Innovations, Inc. to provide carpet cleaning services from 12/09 thru 11/10. Floor Innovations is again keeping the cost of the cleanings at the 2007/2008 level. After meeting with Michael Galliani to discuss how to keep the heaviest used areas of the carpet clean on the 1st and 2nd floors, it was decided to add two more cleanings of just these areas in February and November at \$515 each for a total of \$1,030. Therefore, the new contract will increase by this amount – from \$12,875 to \$13,905. We ask the Board to approve the 2009/2010 Carpet Maintenance contract with Floor Innovations for \$13,905.

We are investigating replacing the area of lobby carpet right in front of the main entrance up to the interior book drops with walk-off carpet tiles. The walk-off area in the small foyer is just not enough to get the dirt and water off people's shoes. Providing a larger walk-off area should reduce the carpet dirt in the rest of the building, especially in the areas indicated above. If we go with the larger walk-off area, and it reduces the carpet dirt, we have the option of cancelling the November cleaning added to the contract.

Holiday Lights

Bright Ideas has already been out and installed holiday lights on all parkway trees from 149th Street to the sound parking lot entrance. They will be in this week to install the garland at the Circulation Desk.

Working the Web

Working the Web, the library's self-guided introduction to new technologies, debuted November 2nd on a strictly voluntary basis. Currently 15 staff members are participating. Board members can also access *Working the Web* from home. With your permission, Wagner will send you an invitation via email to join *Working the Web* that will include a link to the site and instructions.

See Staff Reports.

- a. Public Access to Electronic Information Networks Policy. This policy will be presented for approval under new business. Very few changes were made to the policy. We are wireless throughout the building and our policy had to reflect that. In addition we also spoke about responsibility of patrons.
- b. Jury Duty Procedures for the Library Procedure Manual.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Automation

No report at this time.

Long Term Planning

No report at this time.

Building Committee

None

Capital Campaign Committee

1. Strategic Plan 2010-2013. The Director distributed draft copies of the Orland Park Public Library Strategic Plan to the Board. The library Management Team followed four goals in completing this draft: 1. The community will have current information on popular cultural and social trends. 2. Residents of all ages will have access to information on a wide range of topics related to work, school and personal life. 3. Community members will have information and services necessary for self-directed personal growth and development. 4. Students in the community will have informational resources and educational tools to help support their educational goals. The Director asked the Board to review the draft. The Strategic Plan 2010-2013 will be on the December agenda for approval.

Unfinished Business

1. Special Reserve Plan Resolution. Ahl moved to adopt the Special Reserve Plan Resolution. Hillman seconded the motion with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

New Business

2. Public Library Agreement. The Director stated that this agreement states that we are in compliance with the MLS. Sims moved to approve the Public Library Agreement. Lebert seconded. Motion passed. All ayes, no nays.

3. Resolution Approving Intergovernmental Agreement with Metropolitan Library System. Hillman made a motion to approve the Resolution Approving Intergovernmental Agreement with the Metropolitan Library System. Ahl seconded the motion. Motion passed. All ayes, no nays.

4. Intergovernmental Agreement for Reciprocal Borrowing Services. Healy moved to approve the Intergovernmental Agreement for Reciprocal Borrowing Services. Hillman seconded. Motion passed. All ayes, no nays.

5. Carpet Cleaning Contract. Ahl made a motion to approve the 2009/2010 Carpet Maintenance contract with Floor Innovations, Inc. for \$13,905.00. Lebert seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

6. Public Access to Electronic Information Networks Policy Revision. Hillman moved to accept the Public Access to Electronic Information Networks Policy Revision. Sims seconded. Motion passed. All ayes, no nays.

7. Christmas Party 2010. After discussion Sims moved to approve the Orland Park Library Christmas Party 2010 to be held at the Silver Lake Country Club. Ahl seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Ahl stated that the inside lobby book drop she requested be cleaned last year is beginning to look soiled again. Ahl suggested some type of tile. The Director will look into purchasing washable tiles.

Announcements

None.

Executive Session

Adjournment

Sims moved to adjourn at 8:45 p.m.

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan