

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 21, 2011

The meeting was officially called to order by President Lebert at 7:00 p.m.

Call To Order

Members present: Catherine Lebert, Nancy Healy, Mary Ann Ahl, Carole Hillman, Diane Jennings,

Members absent: Denis Ryan, Julie Ann Craig

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator; Shelly Cruz, Business Office Assistant

Trustee Hillman made a motion to approve the October Board minutes. Trustee Jennings seconded the motion. Motion passed. All ayes, no nays.

Minutes

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

**Introduction
Of Visitors**

A letter to the Director Weimar and the Board of Library Trustees from Peter Kuczynski, Head of Information Technology expressing thanks for being able to attend the ILA annual conference.

Correspondence

A card to the Board of Library Trustees and Director Weimar from Diane Srebro, Assistant Head of Adult Services expressing appreciation for the opportunity to attend the ILA annual conference.

A letter to Director Weimar and the Board of Library Trustees from Diane Norris-Kuczynski and Lora Van Marel of Youth Services expressing appreciation for the opportunity to attend the ILA Annual Conference. Attending the conference was motivational and inspirational for them both.

A card from Laura Larson of Circulation thanking the Board of Library Trustees for the opportunity to attend the ILA annual conference.

A card to Director Weimar and the Board of Library Trustees from Diane Norris-Kuczynski, Assistant Head of Youth Services expressing gratitude for the FY2012 salary increase. Diane also made note she is proud to be part of such a well-respected library and staff.

A card to Director Weimar and the Board of Library Trustees from Becky McCormack, School Liaison expressing thanks for the salary increase approved by the Board for FY2012. Becky states it was great news to hear of the salary increase, and is also grateful for the other benefits library staff receives.

A card to the Board of Library Trustees from Nancy Heuser and Jennifer McQuinn of Youth Services thanking the Board of Library Trustees for the opportunity to attend the Anderson's Young Adult Conference.

Trustee Ahl thanked Board members for the opportunity to attend the ILA annual conference. She found the conference motivational and the speaker Paula Poundstone very enjoyable.

Scott Remmenga explained the financials are in line and the library is within percentages as expected. He stated the debt payment was made without borrowing from the general fund.

Treasurer's Report

Trustee Jennings moved to accept the Treasurer's Report. The motion was seconded by Trustee Hillman with a roll call vote as follows: Healy – aye; Ahl – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Hillman moved to approve the Accounts Payable for October 17, 2011 through November 20, 2011 and was seconded by Trustee Healy with a roll call vote as follows: Jennings – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

Personnel

Over the last year, the library has been purchasing duplicate copies of AV and print materials to satisfy patron's requests. Also this year, the departments have been weeding their collection. In an effort to help the Technical Services Department, staff from Adult and Youth agreed to assist with deletions of magazines and other materials. This was only a temporary solution and it is clear that this department needs an additional clerk to perform these functions. There are sufficient funds in this budget and in the 2012 budget to accommodate another Technical Services Clerk. The Technical Services workroom also has a work station available for this position having allowed for expansion as the library grew larger. Director Weimar would like to add a third clerk position to accommodate the growing collection.

New Illinois legislation related to the Open Meetings Act and IMRF was passed (Public Act 97-0609) which requires the library to post benefit compensation packages for all staff if the amount exceeds \$75,000. It further states that if the package is over \$150,000, it must be posted at least six days before the budget is approved. The library is in compliance on the website on a separate financial page which will include the 2010 Audit.

SWAN/RAILS

A special meeting was held on November 9th to present a draft of the 2012-2013 SWAN budget which will be up for vote on December 1, 2011. SWAN Council would like to take on the complete expense of the SWAN staff for the following reasons: the salary schedules which are currently being discussed at the State level have significant lower salaries not adjusted to the cost of living up north, the benefits are dictated by the system and are not negotiated by SWAN members, staff evaluations have no monetary significance, and the uncertainty of the State finances. With these changes, the annual cost for all libraries increased. Orland Park's fees increased by 6%. The cost will be \$61,268.

Financial

McClure Inserra sent their engagement letter for auditing the library's 2011 financials. It has been signed and sent.

The Orland Fire Protection District has decided not to sign an Intergovernmental Agreement with the library and the Village to share the expenses for 2009 PTABs. This alters the cost distribution considerably and we are in contact with the Village as to how to proceed with our future PTABs and whether intervention is cost effective. Director Weimar has contacted Klein Thorpe and Jenkins to have the library's portion of the current PTABs broken out from the Village. Will County has sent the library several commercial PTABs which are in the process of being filed.

The Village has scheduled the annual meeting of the Joint Review Board for the Metra Street Triangle (TIF) on November 30 at 9:30AM. Director Weimar will attend.

The 2011 bond payment was sent November 15th in the amount of \$1,390,196.25.

Lighting

Assistant Director Wagner is waiting for the conversion ballasts to come in before we can schedule Linear Electric to install the lighting in the main staircase.

Lobby Book Drop Panels

Tom Horbacz will meet with Assistant Director Wagner on Wednesday afternoon to talk about the laminate surround for the book drop area in the lobby.

Librarian's Report

Other Staff Reports

Compact Disc Shelving

The moving of shelving and installation of a new row of compact disc shelving has been completed. Hallett Movers made quick work in moving the 6 rows of shelving to make room for the new piece and were done in less than 2 ½ hours.

Holiday Lights

Bright Ideas will be out this week to install the library’s holiday lights outside and the interior garland above the Circulation desk.

Café Tables and Chairs

Tables and chairs have been chosen for the lobby to create a café-type seating area. Two tables (height 30” x 24” diameter) and four chairs in standard height and two tables (height 42” x 24” diameter) and four chairs (height 45”) in bar height will be ordered. The approximate cost once tabletop laminates and chair finishes are chosen will be approximately \$7,000.

Friends

The Friends annual meeting was very successful and had a good attendance. There was a meeting on November 14 with the new board members and it looks to be a very exciting year.

See Staff Reports.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

Director Weimar asked that the Personnel Committee meeting be scheduled for December. Committee members Lebert, Ahl and Hillman agreed to meet December 5th at 9:30 a.m.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

1. FY2012-2013 Budget, Levy and appropriation – For Action. Trustee Hillman moved to approve the FY2012-2013 Budget, Levy and Appropriation. Director Weimar explained some slight changes were made from the first draft, but total amounts were not changed. Remmenga added that the Levy is at 2.92%. Director Weimar stated original forms will be given to the village on November 22nd. Trustee Ahl seconded the motion with a roll call vote as follows: Healy – aye; Jennings – aye; Lebert – aye; Hillman – aye; Ahl – aye. Motion passed. All ayes, no nays.

Unfinished Business

1. Investment Policy Revision – For Action. Trustee Hillman made a motion to approve the Investment Policy Revision with mentioned grammatical changes. Trustee Jennings seconded the motion. Motion passed. All ayes, no nays.
2. Marquette Bank Corporate Resolution – For Action. Trustee Healy made a motion to approve the Marquette Bank Corporate Resolution in order to access the safety deposit box. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.
3. Closed Session Minutes for Approval – For Action. Trustee Ahl made a motion to approve October’s Closed Session Minutes. Ahl stated her notes from the ILA conference indicate only one subject may be discussed at closed meetings. Remmenga responded if discussions are all related to Personnel it is acceptable to discuss more than one issue. Ahl specified closed session minutes can be destroyed after 18 months. Remmenga replied the library follows the 18 month protocol of destroying closed session minutes. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.
4. Resolution to approve a repetitive code with Illinois Funds for the purpose of transferring monies to the Village of Orland Park’s account for the payment of the bond. Trustee Hillman made a motion to approve the resolution of a repetitive code with Illinois Funds. Trustee Healy inquired if Remmenga has considered having payroll done in-house. Remmenga responded he currently does not have the software to do payroll. He has researched other options in payroll processing, and discovered software and maintenance fee costs are nearly the same to what the library currently pays for payroll processing. Trustee Healy seconded the motion. Motion passed. All ayes, no nays.

New Business

Director Weimar announced the publication of Dr. Carole Hillman’s book *Finger Plays for Optimum Brain Development in the Young Child*. All present at the meeting congratulated Trustee Hillman on her wonderful achievement.

Announcements

None

Executive Session

President Lebert moved to adjourn the meeting at 8:02 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz