

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held December 17, 2007

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

Call To Order

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

Members absent: None

Librarians present: Wsol, Weimar

Guests: Robin Wagner, Public Information Coordinator

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

Minutes

At this time President Sims stated that the approval of the closed session minutes will take place later in this meeting.

None.

Introduction of Visitors

Note from Cindy Sullivan thanking the library board and Administration for the invitation to the library's annual holiday party. She enjoyed the lovely dinner and a chance to see all the dedicated library people.

Correspondence

Thank you note from Sue Smith, Adult Services, thanking the Board and Administration for the lovely Christmas party.

Christmas card from our auditors, Mulcahy, Pauritsch, Salvador & Company.

Note to the Director from Megan and Sue of Moraine Valley Community College thanking her for the library's continued support of the Moraine Valley Community College Literacy Program

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

Treasurer's Report

Muntner moved to approve the Accounts Payable for the second half of November, 2007 in the amount of \$105,974.55 and the first half of December, 2007 in the amount of \$114,110.89 and was seconded by Ahl with a roll call vote as follows: Wydajewski – aye; Sims – aye; Muntner – aye; Jennings – aye; Healy – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

The Director stated that at the November, 2007 meeting the Board approved giving authority to the Director/Administration to close the Marquette Money Market and Settlement Fund accounts and transfer both to the Operating Fund. However, Marquette Bank gave us some difficulty because we did not have a wire transfer agreement on file. As Treasurer, Trustee Muntner, went to Marquette Bank and signed a one-time transfer agreement. At this time the Director requested signatures from Sims, Wydajewski, Muntner and Ahl on a wire transfer agreement to be held on file at Marquette Bank. On the second page the signers are Wsol, Weimar, Muntner and Sims. All documents will be forwarded to Marquette Bank.

Due to technical difficulties the statistics are not currently available.

Librarian's Report

The Director was very pleased to report to the Board that the library has won the prestigious 2007 Brick in Architecture award. This is a national award program.

Wsol and Weimar attended the Zone 7 meeting at William A. Leonard on November 29. One topic for discussion was the MLS budget and its effect on the SWAN budget. Several Zone 7 administrators had attended the SWAN Council meeting to bring concerns about the SWAN budget. Other administrators had attended the MLS Finance Committee meeting and brought up the same issues to the MLS Board. It was suggested by the SWAN Council Co-chair that concerns be sent in writing to the MLS Board so Zone 7 sent a letter to each board member and the MLS Executive Director identifying the following points: (1) If SWAN is assuming the costs for all SWAN staff from MLS, SWAN needs to have some control over performance reviews, salaries and benefit costs. (2) The position of Director of Automation and Technology is currently shared between MLS and SWAN. It is possible SWAN would consider assuming the costs of a SWAN Services Director. (3) The MLS budget shortfall so far is being made up by SWAN. What attempts are being made to share this problem with libraries of other types? (4) With a budget shortfall projected to be almost \$400,000 next year, doesn't it make economic sense to leave open positions unfilled?

Wsol and Weimar attended the SWAN and MLS quarterly administrators' meetings on December 6, 2007. At the SWAN meeting, the budget for year 08-09 was presented. Our costs will rise slightly, but not more than we planned. The SWAN budget is in good shape. We are looking at several issues, including charging an impact fee to libraries joining SWAN that would cover SWAN costs to bring the library on. The contract with Innovative has been renewed for five years with no changes. At the end of the MLS meeting the Executive Director announced that the Director of Automation and Technology position would become totally SWAN, effective immediately.

Representative Kevin McCarthy received the MLS award for Legislator of the Year – Continual Support. He was nominated by Orland Park, Tinley Park, Orland Hills, Frankfort and Acorn. Because he was unable to attend the award ceremony, we took him to lunch and gave him the award.

Courtney Rios and Tim Matthew from PMA met with Weimar, Healy and the Director to present the new investment plan. Portions of it were sent in your packets and we will discuss it further under new business.

During 2008 we will conduct a review of our policies. Except for the Homebound Policy all have been written or revised since 2005. Our goal is to review every policy every two years to make sure they stay up-to-date. Mary Weimar has compiled all our policies into a new manual and devised a system that allows for easy up-dates and inclusion of new policies. She has done an excellent job putting this together.

The auditor was here last week to conduct the annual audit. He will be finishing up in the next few weeks.

Trustee Healy asked for an explanation of the term "loan rules." Wsol explained these are parameters governing the circulation of materials, which include length of checkout period, ability to be renewed, ability to be placed on hold and amount of fines.

Trustee Healy also commended Peter Kuczynski for the tremendous amount of work accomplished to improve network operations.

Building Maintenance

- Steve has been busy fixing ballasts (20) and changing light bulbs (30) all over the building.
- Steve has checked with a local fireplace business for an estimate on changing the mechanism to light our current fireplace system. Southwest Fireplace located in Palos Park has given an estimate for a remote control mechanism which automatically closes the gas valve if working improperly. The cost is \$848.14.
- Cain Millwork has received a signed proposal for fixing the doors in Room 104. The project will take at least two months to completion.
- We experienced another glycol leak on the second floor near the Information

Other Staff Reports

Commons area. Arctic was called and they fixed a badly soldered pipe. Arctic came out two consecutive days because the first time, the leak wasn't fixed properly. Steve plans on contacting Birk Plumbing, a local plumbing company in Chicago Ridge, to fix it next time. We have determined that the system has periodic shut off valves to control the glycol flow.

- We will now include the sidewalk along Ravinia Avenue and 149th Street as a regular part of our snow removal plan. The tractor worked well for most of the day on Sunday, but a part malfunctioned near the end of the job and Steve will need to replace it. A discussion took place between Healy and Wydajewski regarding snow removal liability. Weimar will research their concerns.

Personnel

- All background checks were conducted and results have been sent by the Illinois State Police.

Projects

- The Policy and Procedure Manual has been completed and will be distributed to all departments this week. It now includes all governance statements, such as the Mission Statement, the Library Bill of Rights, etc.; all policies approved by the Board of Library Trustees, all current job descriptions and the personnel policy. As the policies are revised and updated, the Board will be given replacement sheets for this manual.

At this time, Weimar distributed the Orland Park Public Library Policy and Procedure Manual to each Library Trustee.

See Staff Reports.

Building and Maintenance

None.

Finance

The Service and Policy committee has updated the Collection Development Policy and has produced a new Position Description – Web Developer. The Collection Development Policy is required to be updated every two years. The last time it was updated was October, 2005. These two policies will be presented for action under New Business.

Service & Policy

Also, the Homebound Policy needs to be looked at again.

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

Strategic Plan – Year 2. The Director went over the plan with the Board stating that our goals

Unfinished

cannot change. Under each goal there are three to four objectives; some were adjusted from year one and some are new. Examples of new activities are the Marketing Committee and Technology Committee. Each will consist of staff from many departments. Muntner made a motion to accept the Strategic Plan – year 2. Ahl seconded the motion.

Business

1. Investment Plan. As stated in the Director’s report, Courtney Rios and Tim Matthew from PMA met with us to present the new investment Plan. Tim Matthew will be working directly with us. Selected pages were sent to the Board in their packets which show analyses and historical data from PMA. This Investment Plan covers the period of December 2007 – January 2009. The Director stated that we are satisfied with the work PMA has done for us. Wydajewski moved to adopt the Investment Plan. Lebert seconded the motion with a roll call vote as follows: Wydajewski – aye; Sims – aye; Healy – aye; Muntner – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

New Business

2. Web Developer – Job Description. Muntner made a motion to accept the Web Development Job Description. Wydajewski seconded the motion. Motion carried. All ayes, no nays.

3. Collection Development Policy. Ahl moved to accept the Collection Development Policy as revised and was seconded by Jennings. Motion carried. All ayes, no nays.

4. Consideration of release of Closed Session Minutes. Wydajewski made a motion not to release Closed Session Minutes and was seconded by Ahl. Motion carried. All ayes, no nays.

5. Approval of Closed Session Minutes. Jennings made a motion to approve Closed Session minutes. Lebert seconded the motion. Motion passed. All ayes, no nays.

None.

Announcements

None

Executive Session

Muntner moved to adjourn at 8:48 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan