

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

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

Minutes

None.

Introduction of Visitors

Note to Director Weimar from Ruth Vogel, Circulation Department, thanking her for the wonderful Christmas party. Ruth also thought the food for troops was a wonderful idea.

Correspondence

Christmas Card to the Board of Directors from the entire Youth Department.

Christmas Card to the Orland Park Public Library from Metropolitan Library System wishing us a happy Christmas and also thanking the library for allowing them to use space, equipment and staff for some of their events.

Thank you card to the Board of Trustees and Director Weimar from Arleen Manning, expressing her gratitude for the invitation to the Christmas party. She greatly enjoyed the Christmas party. Ms. Manning wishes us continued success with all the programs and services.

The Director informed the Board that we are a financially sound library. The taxes will show up in the Financials at the end of December. The Director turned the Board's attention to page 8 where it shows us to be in the black on almost every line item. We have had large payments on periodicals. Also, the gift of \$10,000 from the Friends of the Orland Park Public Library has been placed correctly under gifts as revenue. 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 November, 2009 in the amount of \$143,545.95 and the first half of December, 2009 in the amount of \$116,710.53 and was seconded by Hillman 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

- McClure Inserra & Co. has contacted us for documents needed for the 2008-09 fiscal year. We have sent the necessary documents and have scheduled several dates in 2010 for the auditing to take place. It is expected to be completed in time for the May Board meeting.
- PMA met with the Board Treasurer, Nancy Healy, Robin Wagner and the Director in regards to the library's investment plan for 2010. We inquired if our two local banks (Standard and Marquette) were utilized when going out for bids on the CDs. Courtney

Librarian's Report

Rios investigated and determined that Standard was in their system and Marquette, although not in their system, was financially comparable. We feel that the investment plan is sound and similar to the past several years. We will be opening a sub-fund account for the Debt Service monies in January so as to not be included in this fiscal year audit.

- The Illinois State Treasurer's Illinois Funds office in partnership with U.S. Bank have been tightening their security and have requested that our wire transfers for each account have a Wire Transfer Service Agreement signed before January 22. Without this form, we will not be able to transfer funds after January 21, 2010.
- The Annual Treasurer's report for 2007-08 fiscal year was published in The Orland Park Prairie last week.
- The final debt service payment was sent to the Village in late November.
- The levy was passed at the Village meeting on December 7th.
- We will transfer monies from Illinois Funds for both the Operating and Special Reserve accounts for investing on December 22, 2009.

Continuing Education

- Mary Ann Ahl and Carole Hillman have been registered for the ILA Trustee Forum Workshop in February. The Director stated that if any other Trustee would like to attend there is enough time to do so.
- Robin Wagner and Director Weimar have registered for a series of workshops intended for Administration staff presented by The Management Association in 2010. These workshops are being held at Tinley Park Public Library.

SWAN

- We purchased two digital signature pads from SWAN and have found that the USB feature is not compatible with our thin clients. We asked to have them switched to serial ports. Peter is having difficulty with them and is in contact with Versatile to rectify the problem. He is of the opinion that SWAN does not test these out to be compatible with terminal servers. He purchased a serial digital signature pad for less cost from CDW for authenticating patron's compliance with our Internet Policy.
- Online patron library card registration will be authenticated through Research Pro and it does not look like we will have this capability through SWAN. The Swan staff has not indicated they are pursuing solutions to our problem of authenticating since we do not contract with SWAN for ResearchPro.

MLS

- Calumet City Public Library has not hired a Director and is in violation of the MLS agreement. They are in danger of losing not only their membership in MLS, but they will lose SWAN services as well. Circulation staff are aware of the situation if we have any of their patrons use our facility.
- The LACONI salary survey was released, but it contained some input errors and will be revised as soon as some of the libraries update their information.
- Alice Calabrese, Executive Director of MLS, sent everyone a letter indicating that the State will not send their first payments to the systems until January and so they will be using their reserves which will last through March. They will keep us updated. They are confident that funding will be resumed and they are looking at other funding options.

Legal Matters

- The new Freedom of Information Act revisions are in effect as of January 1, 2010. The Attorney General's office is requiring the FOIA Officer to attend training but no workshops have been scheduled. Wagner and the Director will be attending an informational meeting at Prairie Trails Public Library District on January 30th. Although this meeting does not meet the Attorney General's requirement, we feel it should be quite useful. The Library Director as stated in a previous meeting will be the designated FOIA Officer and handle all requests.

- Klein Thorpe and Jenkins have sent us the 2010 calendar for public libraries legal deadline dates.
- The Exempt Status for the library was filed with the Cook County Assessor's Office in November.
- The Statement of Economic Interests list was sent to David Orr's office. Please be on the look out in late February or early March for your letter. The Director will need to know the exact date of the filing for each Board member for the IPLAR Report.

Benjamin Franklin Reception

- Thank you very much to the following staff members who made the Opening Reception for the Benjamin Franklin exhibit possible: Melissa Piano, Melissa Tikalsky, Kelly Cuci, Andrew Masura, Joy McFadden, Mary Adamowski, Marilyn Heintz, Robin Wagner, Cassandra Spence, Mark Murray and Matthew Potempa.
- We had over 770 patrons come through the lobby and enjoy the Heavenly Harps performance, the Colonial dancing by the Orland Park Parks and Recreation Dancing Troupe, under the direction of Colleen Panega, Mickey Anderson of Grau Mill who demonstrated spinning of wool, and Terry Lynch for his impersonation of Ben Franklin.
- The Orland Park Prairie was present to cover the program.
- The Friends are selling some Ben Franklin items for the program.

Strategic Plan

The Board has all received the revised plan in their packets. We feel it is a very ambitious plan for the next three years, but we incorporated some Per Capita requirements on a green initiative, and further updates of the Building Plan required in 2009. A defined marketing strategy will be developed and implemented.

Announcements

Mary Ann Ahl's picture made the December issue of the ILA Reporter for the Trustee Citation Award.

Power Outage

Just before 11 p.m. on Tuesday, December 1, there was a full power outage in the library. Peter Kuczynski, Steve Newman and Robin Wagner came in that night to do such things as reset the alarm system, shut down the servers, call ComEd and start to troubleshoot the problem. The main breaker had tripped and tripped a few more times that night as Steve Newman tried to get the power back up. The next day, with the help of a Trane technician who was here to check out problems with the HVAC unit in the basement, Steve Newman found out the problem was in the electrical wiring for the HVAC unit under the concrete basement floor. Water had gotten into the conduit and shorted the wires. Every time the unit tried to start up, the main breaker would trip. The HVAC unit was taken offline and Linear Electric was called to fix the problem. On Thursday, December 3, the electrician ran new wiring and conduit along the wall to the HVAC unit, therefore bypassing the flooded section. The cost of this outage, beside library staff time, was \$1,451.65 to Linear (a discount because instead of sending two electricians out, Steve Newman assisted a single electrician) and \$779.00 to ADT because the security system hard drive was fried as well as a couple of swipe card units. In addition, ADT did some maintenance on the system as they had not been out for over a year. Trane did not charge us for their time because it fell under the maintenance contract we have with them. Total cost was \$2,230.65 for this outage.

On a positive note, the new uninterruptible power supply (UPS) battery for the servers did last for about an hour as expected which gave Peter enough time to shut down the servers and save the network.

Internet Kiosks

The Internet kiosks in the lobby will be installed by Cain Millwork this Wednesday morning. Peter

Other Staff Reports

Kuczynski has driven out to their workshop to look at the kiosks and verify the monitors will fit and work being mounted on an angle.

Furniture Maintenance Agreement

Robin Wagner has tabled investigating a furniture maintenance agreement for the library until planning for 2011. Since we are purchasing new furniture for several areas of the library in 2010 and therefore will be able to put some current pieces away as attic stock, we will not have a clear idea of our furniture maintenance needs until midway through 2010.

Thank You

Assistant Library Director Wagner thanked the Board for the very nice Christmas party this year. She enjoyed the excellent company and food and all the extras put on by the library's Social Committee.

Village Meeting

Director Weimar and Wagner attended the Village of Orland Park's LaGrange Road Transportation Corridor Plan Public Meeting and Open House on December 8th. Planners presented their vision for LaGrange Road from 131st Street to 179th Street. Director Weimar was particularly interested in the effect it may have on Ravinia Avenue which seems to be very little at this point.

See Staff Reports.

- a. Investment Plan
- b. Wire Transfer Services Agreements

None.

No report at this time.

No report at this time.

2010 – 2013 Strategic Plan

No report at this time.

None

1. Strategic Plan 2010-2013. The completed copies of the Orland Park Public Library Strategic Plan were distributed to the Board. After discussion, Ahl moved to approve the 2010-2013 Strategic Plan. Hillman seconded. Motion passed. All ayes, no nays.

- 1. Investment Plan. The Director informed the Board that PMA Financial Network has drawn up the planned projection for 2010 which looks sound and doable. Sims moved to adopt the Investment Plan for 2010, seconded by Hillman with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings –

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Automation

Long Term Planning

Building Committee

Capital Campaign Committee

Unfinished Business

New Business

aye. Motion passed. All ayes, no nays.

2. Wire Transfer Services Agreements (Illinois Funds). The Director informed the Board that the Illinois State Treasurer's Illinois Funds office and U.S. Bank has requested wire transfers for each of our accounts. This is mandatory and will include the Operating Fund and the Special Reserve Fund. Hillman moved to authorize approving the Wire Transfer Service Agreements, seconded by Sims 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. At this time, Director Weimar had President Jennings, Vice-President Lebert and Treasurer Healy sign the agreements for both accounts. Said agreements will be mailed.
3. Semi Annual Review of Closed Session Minutes. President Jennings requested a motion to approve the Closed Session Minutes. Sims made a motion to approve the Closed Session Minutes, seconded by Healy. President Jennings then requested a motion be made if the Board approves the release of these minutes to the public. Ahl made a motion not to release the minutes to the public. Lebert seconded. Motions passed. All ayes, no nays.

Trustee Hillman wished everyone a lovely holiday.

Announcements

None.

Executive Session

Hillman moved to adjourn at 8:37 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan

