

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held January 19, 2009

The meeting was officially called to order by President Sims at 7:33 p.m.

Call To Order

Members present: Sims, Ahl, Jennings, Lebert, Hillman, Wydajewski (arrival 7:40 p.m.)

Members absent: Healy

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

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

Minutes

None.

Introduction of Visitors

Letter from former Trustee Jay Parker to the Library Director thanking us for the picture of the new library.

Correspondence

The Director informed the Board that regarding the Financial Statements, the postage machine purchase/rental will be moved to the new equipment line. The Director will ask Hearne & Associates to transfer this bill on the next financials for the next meeting which should make this balance.

Treasurer's Report

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

Hillman moved to approve the Accounts Payable for the second half of December, 2008 in the amount of \$106,649.00 and the first half of January, 2009 in the amount of \$118,359.09 and was seconded by Ahl 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.

Economic Interest Statements

The library has sent in the corrected list of staff and Board names that will be sent Economic Interest Statements each year.

Librarian's Report

Bobby Rush Grant

The final narrative and expense report for the Bobby Rush monies was sent before Christmas and are awaiting the reimbursement check.

Three Week Loan

For the most part, patrons are very happy about the three week check-out time. We have received a couple of complaints on whether DVDs need to be checked out for that length of time and one patron who does not like three weeks at all.

Klein, Thorpe and Jenkins

We have received notification from Klein, Thorpe and Jenkins that there has been an appeal from 2003-2004 with a court date set. They indicated that they would be handling other taxing agencies in this regards and will handle representation. They sent us a letter indicating that their legal fees would stay the same as last year. Ken Fricker has been contacted in regards to our audit.

Technology

Our Head of IT has informed us that we will need to purchase a new server because the virtual server that houses our infrastructure has brown outs and has become unreliable. The cost may be about \$7,000. Due to the nature of the replacement cost, we will use the Special Reserve Fund as a capital expense. This server houses the PC reservation, print release, domain authentication, database relays, the Intranet and Help Desk tickets. Trustee Wydajewski asked if there was a warranty on the server in question. The Director said she would look into it. Also, Wydajewski suggested that the purchase of a new server should be made with the future in mind, even at a higher cost. Do once – do well.

Also, although we are investigating the Open Office software, the servers are having difficulty handling and we may have to purchase Microsoft office for the staff. This issue is still pending.

Accounting

We asked Hearne and Associates to give a proposal for delivery of the payroll and financials each month and their annual cost would be \$576.

Village Manager

The Village Manager, Paul Grimes, had his staff member send me a link for a cooperative grant with libraries and villages through their organization ICMA (International City/County Management Association). We replied we were unable to apply for such a grant at this time, but would like to be considered in future endeavors.

Personnel

Due to the illness of an employee who had just been recently hired in the fall and his inability to return to work in a timely manner, we terminated James Coules who was a Technical Services Assistant. The job was posted, interviewed and filled.

We are looking to revise a few parts of the Personnel Policy in regards to vacation leave.

Policies

We will have two new policies for consideration of the Board Policy Committee this week. We have written a Media Photographing/Videotaping in the library policy and we will have a policy regarding the use of patron pictures taken at programs for marketing purposes. These both will be on the February agenda.

Trane

The 2nd floor air handler has been having issues. It is being repaired by Trane at a cost of \$1,544.55 to remove and replace the low temp limiter and 1 return/outside air actuator.

Other Staff Reports

Floor Innovations

Due to a snowstorm in December, Floor Innovations came on January 8 to clean the high-traffic areas and perform spot cleaning under Steve Newman's direction.

Wingren Landscape

We received the 2009 contract for Wingren Landscape to continue as our service provider for the coming season. Steve Newman, the Director and I are very happy with their work. There is no increase in costs over 2008. We will pay \$1,260/month, April through November for a total 2009 cost of \$10,080. Trustee Hillman asked if we could request the contract for 3 years. Assistant Director Wagner said she would speak to Wingren Landscape.

Sound Vision

The large LCD projector developed red and green lines in December. Sound Vision removed it to take in for repair and it should be returned the week of January 26th. The cost of repair will be \$1,988.50.

Orland Park Area Chamber of Commerce

I will be installed as the 2009 President on Thursday. I would like to thank the Board and the Library Director for their support – past, present and future – in my work with the Chamber which Sharon Wsol encouraged in my role as Public Information Coordinator. My job this year as President includes attendance at monthly meetings, networking events before and after regular

business hours, attendance at monthly meetings, networking events before and after regular business hours, ribbon cuttings which are usually scheduled at the beginning of the day but may be at other times, and the Chamber's larger events such as the June golf outing and October Community Expo.

I will do my best to balance my role as both Assistant Library Director and Chamber President. I do know that over the years, the Library has become more well-known to Chamber members and the business community as a whole. This has been a positive for us in regards to sponsorships and good-will.

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

Unfinished Business

1. Wingren Landscape Contract. Ahl moved to approve the Wingren Landscape contract with the stipulation that we ask them for an option for 3 years. Hillman 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

New Business

2. 2007- 2008 Library Audit. Discussion was held regarding the library audit. Due to this being the first year with the new audit firm of McClure, Inserra and Company, the Director will invite Chris McClure to the February Board meeting to answer any and all questions of the Board.

3. McClure, Inserra and Co. Chartered Representation Letter. Wydajewski moved that we accept the Representation Letter as written and submitted by McClure, Inserra and Company. Jennings seconded. Motion passed. All ayes, no nays. President Sims signed the Representation Letter.

4. Christmas Party Attendees. Director Weimar and the Board discussed the invitation list to the Library Christmas Party. Wydajewski suggested limiting the Christmas Party to current staff,

Board members, previous Board members and former Directors/Assistant Directors of the Library. Public funds used to finance this event is the issue. Wydajewski moved to extend invitations to our annual Christmas party to current staff and Board members, former trustees and former Directors/Assistant Directors of the Library. Lebert seconded. Motion passed. Five ayes, one nay. Wydajewski – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – nay.

5. Review of First Quarter Budget Expenditures. Director Weimar asked the Board that we table this issue until the February, 2009 Board meeting. The Board was in agreement.

None

Announcements
Executive
Session

Lebert moved to adjourn at 9:07 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan