

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held January 18, 2010

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, Wydajewski

Members absent: None

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator
Andrew Masura, Head of Adult Services
Linda Conrath, Reference II Librarian

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

Minutes

Mr. Masura spoke in regards to the Material Complaint Form submitted by a patron and their spouse in regards to the DVD "*Hostel*", a horror genre film. The board members had been sent copies of this correspondence prior to the meeting to be informed of the discussion. The film, "*Hostel*", directed by Quentin Tarantino and released to the public three years ago was quoted by the patron as "abnormal, included torture of a human being; licentious, no morals and the title was misleading". The patron also wrote additional comments that it was evil. The patrons were concerned that the unrated listing was pornography and was it available to young patrons.

Introduction of Visitors

Following the procedures on material complaints, the film was reviewed and researched. Mr. Masura said the Orland Park Public Library collects materials based on the Collection Development Policy, which states "censorship is purely an individual matter," and that "while anyone is free to reject for him/herself materials which he/she does not approve of, he/she cannot exercise the right of censorship to restrict the freedom of other patrons". He continued to state the library also subscribes to the American Library Association Council's Freedom to View Statement.

Non-print materials are purchased based on reviews available and/or patron demand. Due to director Tarantino's popularity as a filmmaker, his movies are in demand by patrons. There were several holds placed on this film before it was released and was purchased for the collection for this reason. Many other libraries purchased this version since three years ago the R rated movie was not available to the public. Also there is very little difference between the unrated and the R versions. They are not rated "X". The adult movies are shelved upstairs and are clearly marked with genre labels to guide patrons as to what type of film it is. The library has a collection of horror films and they are marked appropriately. The case for "*Hostel*" states "sick, twisted, disgusting and absolutely brilliant", which the librarians felt was clearly visible and did not see the confusion as to its genre or content.

Mr. Masura recommends the movie remain in the adult collection and the Board was in agreement. The Director was instructed to write the patron a letter explaining their position on censorship based on the Collection Development Policy and thank them for their comments.

Letter to the Board of Library Trustees from Sheila V. Robinson, Director, Horizon Therapy LLC located in Tinley Park, IL. Ms. Robinson is asking the Board to provide library service to a family in economic hardship who are non-residents.

Correspondence

President Jennings was sent a copy of the letter prior to the meeting and inquired about legal issues

related to this situation. Director Weimar explained the Illinois Statute regarding library service to nonresidents and also to the resolution passed by the Board last spring. After discussion as to the legality of the request, the President instructed the Director to respond to Ms. Robinson's request with their regrets based on the law.

The Director informed the Board that we are a financially sound library and it is possible we will be in the black approximately \$464,000 for this past year. The Director has asked Tony Scott of Hearne & Associates to produce a final financial sheet for the Board when the audit is complete. Hillman made a motion to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Lebert. Motion passed with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye.

Treasurer's Report

Wydajewski moved to approve the Accounts Payable for the second half of December, 2009 in the amount of \$130,208.46 and the first half of January, 2010 in the amount of \$115,980.55 and was seconded by Hillman with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye, Lebert – aye; Jennings – aye; Ahl – aye. Motion passed. All ayes, no nays.

Trustee Healy inquired as to the expense for the library to have a booth at the Senior Expo. Discussion followed.

Finances

- Chris McClure from Inserra & Co. has already begun the audit. He met with us on January 12 and we have scheduled two other dates. We have signed a letter of engagement with Hearne, our accountants for \$800 to compile the information needed for the auditor.
- A letter was sent to PMA Financials to open the Debt Service Fund and deposit \$227,331 per the auditor's loss and cost report. Each year we will deposit the appropriate amount after the audit is finished.
- Illinois Funds returned our wire service agreements so that the Contract Signer name was also one of the signers. Trustee Healy rectified the matter. Kimberly Brayboy, an Illinois Funds Representative came for a visit on the 15th of January.
- Annmarie Mampe, the Finance Director for the Village of Orland Park informed us that they are going to refinance the bond. The sale date is February 1; closing on February 15th and Speer Financial are their advisors. It could be a savings of \$598,000 over 12 years. We will be receiving a new debt service schedule.
- We transferred another \$450,000 to PMA for investing on January 13th.
- The new fiscal salary schedule is now in place.
- Marquette Bank will be meeting with Wagner and Director Weimar on the 19th of January to discuss changing the types of accounts our money is currently in to accounts that yield a higher interest. Karen Mikan from Marquette is our representative and assisted in opening the new checking account.
- The Director met with Tony Scott from Hearne & Associates and gave him the 2010 budget. He was told about the new Debt Service Fund established with PMA, the refunded bond issue, and the new checking account. We will be scheduling a meeting to speak about the 2010 financials.

Librarian's Report

Continuing Education

- The Management Team will attend the third leadership workshop at Tinley Park Public Library this week.
- Robin Wagner and Director Weimar will be attending the FOIA workshop at Prairie Trails Public Library District to gain a better understanding of the law changes. The online training for the designated FOIA officer is now available on the Attorney General's website. It must be completed by June. At this time, Director Weimar informed the Board that she has named Assistant Director Wagner as the second designated FOIA officer.

Grants

- The Bobby Rush grant report was sent and received in December, 2009. MLS expects the reimbursement check in the amount of \$10,500 to come in February.

SWAN

- We returned the digital signature pads to SWAN and are creating our own database in which digital signatures will be stored on our server. The responsibility statement did not work with our thin client and serial pad. Weimar attended the Governance Group C meeting and explained about the problem and disappointment we had with the product and stated that SWAN needs to do a library by library assessment of their technology before they roll out a product untested on all systems.
- **SWAN** is looking for library representatives to join a planning committee to make SWAN a separate entity.

MLS

- Alice Calabrese, the Executive Director of MLS announced her retirement for October, 2010.
- They are looking to create a planning committee for systems. MLS has not received any money from Illinois since July and has secured a loan from a Hinsdale bank.

Personnel

- Howard Griffin, Head of Circulation, will be out for over three months with a broken ankle. The Director is working with Pat Neubauer, the Assistant Head of Circulation, on workflow.
- Maureen George, Adult Services Assistant, will be out for six weeks beginning January 29.
- Reference Librarian 1, Carol Gianoli, will be on a special leave of absence for 4-6 weeks.
- A staff member fell outside of the staff entrance on 1/15/10. The employee is fine and returned to work 1/18/10. An insurance report was filed. Assistant Director Wagner will address this issue in her report.

Legal Matters

- The Library Director is now registered as the designated FOIA Officer. Online training is available now.
- The Illinois Public Library Annual Report email came on the 15th of January. It is due within 30 days of this date.
- The Treasurer's Report for fiscal year 2008-09 will be compiled in March.
- Sheila Robinson from Horizon Therapy LLC located in Tinley Park called in regards to a family located in unincorporated Orland Park looking for library service, but are unable to afford the cost.

Benjamin Franklin Reception

- The author visit with the seven schools went very well last week. Authors Dennis and Judy Fradin were very complimentary on both the library and how the visit was organized. Thanks to Marilyn Heintz, School Liaison, and Mary Adamowski, Head of Youth Service, for a job well done.
- Our first visit from our Benjamin Franklin scholar was rescheduled from the 7th to the 17th of this month due to weather. Thank you to Kelly Cuci and Cathy DiGiorgio for a very nice program.

Sound Vision

Sound Vision was out last week for Room 104; the projector was not lowering from the ceiling. This was a mechanical issue which Steve Newman observed the repair. In the future, he should be able to assess this type of problem and perhaps fix it himself without having to call Sound Vision. They also will be coming back out to fix the projector in the Youth Services program room as that

Other Staff Reports

projector is not working. Both these calls are already covered by the 30 hours of service we purchased in October at \$94.56/hour. At this time, Wagner does not know how many service hours both these visits have and will use.

Security Cameras

Three outside security cameras are not working – above the drive-up book drop, above the SE corner staff entrance, and above the north-facing garage door. We are looking to replace these cameras with new units due to the poor picture quality and difficulty in repairing. Two vendors are coming out next week to meet with Mary Weimar, Peter Kuczynski, Steve Newman and Robin Wagner to demonstrate the cameras they are recommending for purchase. We hope to have these cameras purchased in place within the next month.

Computer Task Chairs for Public Workstations

Just before the holidays, several computer task chairs were brought out to the library by KI (Krueger International), a company we had seen at the ILA conference. Members of the management team gave their opinions on which chairs they felt were most comfortable and Steve Newman looked at them in regards to how well-made they seemed to be. Wagner will be contacting two other companies to review their products. We hope to have this project completed by the end of the first fiscal quarter.

Orland Park Area Chamber of Commerce

Wagner’s term as president of the Chamber will conclude on January 28 when the new president is sworn in and Wagner becomes past-president. Wagner’s interaction with the Chamber will be reduced to attending monthly board meetings which the incoming president has requested Wagner continue to do. Robin Wagner thanked Director Weimar and the Board for their support over the years as she has worked closely with the Chamber on behalf of the library.

Wagner informed the Board that in regards to one of our staff falling outside the staff entrance, this was due to the black ice and the yellow paint. A sawhorse was put over the area immediately. Steve Newman is grinding the paint off. This should help a lot. Wagner suggested we could purchase paint this spring that has granules in it so that it will not be slippery or use sand in the paint.

See Staff Reports.

- a. Approve Fund Transfer to Pay Bills
- b. Update signature cards for Marquette Bank Accounts
- c. Approve General Account for Online Purchases

No report at this time.

No report at this time.

No report at this time.

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Automation

Long Term Planning

No report at this time.

Building Committee

No report at this time.

Capital Campaign Committee

Unfinished Business

1. Motion to approve fund transfers to pay bills. Wydajewski made a motion to authorize Administration/Director to transfer sufficient funds from the Illinois Funds to Marquette Bank to pay the approved bills during the 12 month current fiscal year. Lebert seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
2. Update the Signature Cards for two current Marquette Bank accounts. Director Weimar requested that Trustees Jennings, Lebert, Healy, Ahl and Hillman sign off on the two accounts. Sims made a motion to approve the new signatures for the two Marquette Bank accounts, seconded by Ahl with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
3. Ahl made a motion to approve the opening of a new General Account for online purchases. Hillman seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

New Business

Trustee Mary Ann Ahl received an Illinois House of Representatives Resolution in regards to her Trustee Citation presented from State Representative Kevin A. McCarthy's office. Trustee Ahl was very honored. President Jennings read the Resolution from the Illinois House of Representatives honoring 2009 Illinois Library Trustee Award winner Mary Ann Ahl.

Announcements

Ahl informed the Board that the ILA will be held in Chicago in 2010. The dates are September 28, 2010 – October 1, 2010.

None.

Executive Session

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

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan