

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 17, 2011

The meeting was officially called to order by President Diane Jennings at 7:30 p.m.

Call To Order

Members present: Nancy Healy, George Sims, Mary Ann Ahl, Catherine Lebert, Diane Jennings, Brian Wydajewski

Members absent: Carole Hillman

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

Guests: Scott Remmenga, Finance Manager; Melissa Panio, Public Information Coordinator

Jennings moved to approve the December 20, 2010 Board minutes with corrections given by Healy. Lebert seconded the approval of the minutes. 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

Ben Feldheim, Orlandpatch.com

Remmenga reported that the library is well under budget for the year. E-commerce fines will be recorded as revenue in 2011 and not as credit to the library.

Treasurer's Report

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

Lebert moved to approve the Accounts Payable for the second half of December, 2010 and the first half of January, 2011 and was seconded by Wydajewski with a roll call vote as follows: Sims-aye; Healy-aye; Ahl-aye; Lebert-aye; Jennings-aye; Wydajewski-aye. Motion passed; all ayes, no nays

Legal

The updated list of employees and trustees was filed online with the Cook County Clerk's office last week. Please look for an email from the Cook County Clerk's Office for updating your ethics statement this year instead of a mailing. President Jennings requested that her new email be submitted. Director Weimar will update all necessary documents.

Librarian's Report

Klein Thorpe and Jenkins have two new partners: Jacob H. Karaca and Donald Renner III. Mr. Renner is the attorney who handles our PTAB interventions.

Commissioner Dan Patlak from the Office of the Board of Review of Cook County has asked the library to participate in a study to gather information on timely tax billing. The Library Director has put forward a reply

Freedom of Information Act officers must renew their certification for 2011. Open Meetings Act designated officers must also renew. This may be a good time for another trustee to replace the existing OMA officer on the Board. At this time, the new 2011 renewal has not been posted on the Attorney General's website.

The Service and Policy Committee will meet later this month to discuss two governance policies which will be on the February agenda for approval. The first is the 2011 requirement that the

library agenda permits the public to make comments or ask questions of the Board subject to reasonable constraints. There must be a separate policy or language in the Board By-Laws in this regards. The second is a policy regarding the collection, use and disclosure of individual's social security numbers.

The Illinois Public Library Annual Report is due to the State Library by February 5, 2011. The Management Team and Administration will have it completed by the end of this month.

The Village of Orland Park's Director of Public Works has contacted the library about signing an Intergovernmental Agreement to provide fuel for our vehicle. This IGA might be on the February agenda. It looks to incorporate expenses associated with the fuel island operation to be shared between the Village, library and Fire Protection District. This will add an additional surcharge to our costs. Trustee Healy suggested that the cost difference of obtaining fuel through the Public Works, as to obtaining our own fuel for library vehicles be compared.

The Village of Orland Park sent the library a legal notice of a Public Hearing on January 17th in regards to the annexation of property located on the north side of 135th Street, east of Wolf Road.

Village of Orland Park held a TIF meeting on December 17th. They sent Director Weimar a certified letter containing the information on December 2. It was received January 10, 2011. Weimar has had a discussion with the Post Office. The Development office at the Village will send another copy in the future by regular mail along with the certified because they are required by law to send it certified. The Orland Park Place TIF is over; and the Main Street Triangle TIF is ongoing. No revenue has come in, but they are hoping a new developer who had shown interest in the project is forthcoming. They are renegotiating the redevelopment agreement. They hope to see some construction at the end of this year.

Metropolitan Library System/SWAN

MLS received its first of seven payments from their per capita grant monies for 2011. This means they have the funding to support current delivery service. The MLS Board voted at their January meeting to dissolve MLS effective July 1, 2011 to allow for a merger of the five systems at the urging of the State Library. Many of the directors were disappointed with the MLS board for passing this resolution without more information from the State Library. Zone 7 update: Acorn Public Library has hired a new director, Paul Mills, and he comes from the PALS System. SWAN is still going forward as a separate entity by looking at staffing and benefits. It sees that MLS has received money for 2011 and will slow down the move out of Burr Ridge until closer to the merger time.

Insurance

The library has given The Horton Group the information on risk management needed to put the 2011 proposal together. The library will be asking additional insurance companies to give proposals to keep competitive.

In-Service Half Day

The Technology Committee of Lora Van Marel, Joy McFadden, Kassandra Spence, David Hardy, Vanessa Liptak, Melissa Tikalsky and Robin Wagner provided workshops on SWAN and our Axigen email accounts. A one hour customer service attitude workshop was provided by Richard Oberbrunner. Favorable comments were received from the staff on the half day of continuing education. (Melissa Panio, Scott Remmenga and Shelly Cruz helped also).

Grants

Kelly Cuci, the Head of Outreach Services will be applying for a traveling exhibit celebrating Jewish artists. We have chosen to focus the grant application on Jewish songwriters, American songs, 1910-1965. We will also be applying for the Abraham Lincoln, Civil War year's grant. This application is due in May. The 2012 Per Capita Grant requirements are out and we will be working on Chapter 2 of *Serving our Public 2.0: Standards for Illinois Public Libraries, 2009*.

Lobby

Cain Millwork came out the first week of January and installed the wood surrounds on the shelving of the Lucky Day and Express Reserves collections. It looks very nice and really finishes off the lobby.

Mission Signs came out and put together a proposal for lobby signage. The cost of this project is \$2,500 including installation.

Wagner has touched base with Becki Jecka at OEC about lighting. She is waiting for final pricing so she can put together her proposal.

Reported Incident

Between December 16 and 21, four stainless steel shelves were stolen from the men’s bathroom in the meeting room hallway, the boy’s bathroom in Youth Services and the men’s and family bathrooms on the 2nd floor. A police report was filed for documentation. Wagner viewed two days of security video and could not find anything suspicious going out the front door. Steve Newman has installed tamper-proof screws in the remaining units and so far nothing else has been stolen.

Power Outage

On Wednesday, January 12, the power went out at the library a little after 1 p.m. and turned back on around 2:30 p.m. Since this is the first real outage during business hours, we learned a lot about our building. We will be working on changes to some of the building facilities (the electronic flush mechanisms to the toilets, back-up power to the elevators to bring them down to the lowest level, etc.) and procedures so next time we are better prepared.

Recording Meetings and Conferences

Wagner reported the library received a Philips digital voice recorder with two table microphones for recording of meetings, conferences and workshops. This unit will pick-up conversations at both ends of the conference table. Recordings can be digitally uploaded for transcription.

No report at this time.

There is no unfinished business.

1. Motion to approve funds transfer to pay bills. Ahl 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. Wydajewski seconded with a roll call vote as follows: Ahl – aye; Lebert – aye; Healy – aye; Sims – aye; Wydajewski – aye; Jennings – aye. Motion passed. 6 ayes, no nays.

2. Weimar and Wagner have started reviewing and planning the next steps for the library’s Green Plan as specified in the Strategic Plan 2010-2013. The steps will include implementing the energy cost reduction measures (ECRMs), applying for grants and incentives to offset the costs of these ECRMS and contacting the Department of Commerce and Economic Opportunity (DCEO) for assistance with a HVAC recommissioning of our system.

Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Unfinished Business

New Business

Wagner has met with a representative from Genesis Energy. This lighting consulting firm will recommend upgrades to the lighting system to reduce maintenance and energy costs and consumption at no charge to the library. Wagner also met with a representative from Paper Retriever who presented ideas for promoting the paper recycling bins to the community. In 2010, the bins collected 30.82 tons of paper for recycling.

Ahl complimented Joy McFadden, of Adult Services on the great job she is doing explaining to patrons how to use and download e-books on the Barnes & Noble Book Nook e-reader device. She also stated that as a Board member and having a Book Nook, she has been able to answer questions about the device and our downloadable service.

Announcements

Healy stated Orland Township is now offering computer workshops.

None.

Executive Session

Lebert moved to adjourn the meeting at 8:35 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz