

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held February 18, 2008

The meeting was officially called to order by President Sims at 7:35 p.m.

Call To Order

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

Members absent: Muntner

Librarians present: Wsol, Weimar

Guests: None

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

Minutes

None

Introduction of Visitors

Thank you note from Kelly Laszczak to the Director and Library Board for allowing her to attend the ALA midwinter program in January. Kelly stated that it was a very valuable meeting.

Correspondence

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

Treasurer's Report

Wydajewski moved to approve the Accounts Payable for the second half of January, 2008 in the amount of \$110,038.03 and the first half of February, 2008 in the amount of \$121,672.08 and was seconded by Ahl with a roll call vote as follows: Wydajewski – aye; Sims – aye; Jennings – aye; Healy – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

Director Wsol informed the Board that tax money is now coming in and more to be expected.

Trustee Healy inquired as to what is the 457 Plan. Director Wsol responded that this plan is a voluntary employee participation plan.

The Management Team Building Initiative is almost completed. We are finishing Conflict Resolution this week and moving on to Commitment. We have one, possibly two more meetings. The group has approached the process positively and has given us good feedback about its progress so far.

Librarian's Report

On Tuesday, February 26 and 27, SWAN will be installing a major upgrade. We expect to be down starting at noon on Tuesday and will come up some time during the day on Wednesday.

We have begun advertising Art on a Cart and have our first sponsor, Marquette Bank.

Weimar and Wsol attended the MLS Legislative Breakfast this morning. Two of our legislators were there – Senators Christine Radogno and Ed Maloney. There was a small turnout of legislators due to the federal holiday and three day weekend. All predicted an unpredictable year.

Wsol is very pleased to announce that Congressman Bobby Rush of the 1st Congressional District has awarded a grant in the amount of \$234,000 to the libraries in his district. Most of the libraries, including Orland Park, will receive \$15,000 and the Evergreen Park and William Leonard libraries will receive a little more. MLS will receive funds to administer the grant.

From what we know, the funds can be used for building renovation, expansion of hours, or funding of after-school programs. Once we receive the official letter, we will have a better idea how to proceed.

Director Wsol is also pleased to announce that Diane Srebro, Assistant Head of Adult Services, has been selected to this year's class of Synergy. Synergy is an Illinois State Library program to develop and encourage emerging leaders in our profession. Thirty participants are selected each year from a state-wide pool and we are honored to say that Diane is the second Orland Park Public Library staff member to be chosen. Mary Adamowski was a Synergist in 2006.

In March Mary Weimar, Mary Adamowski, Andy Masura and the Director will be attending the biennial Public Library Association conference in Minneapolis. We look forward to this conference because it focuses solely on public libraries.

In April, Mary Weimar, Robin Wagner and Diane Srebro will attend the annual Illinois Legislative Day in Springfield. Hundreds of librarians travel to Springfield to bring library issues to the attention of our legislators. The connections we have made through this activity and through our regular contact with them back in their districts have strengthened relationships with our legislators. ILA's strategy consists of two points: 1) Libraries are not asking for funding for new programs, but instead want Per Capita Grants to be funded at the current statutory levels and, 2) IMRF costs should be removed from the tax cap.

On February 27th the Mayor will give the State of the Village address to the Chamber of Commerce. Robin Wagner, Mary Weimar and the Director plan to attend.

We have scheduled our annual CPR/AED training for staff on Sunday, March 2nd. Chris Smith from the Orland Fire Protection District will provide the training

Building Maintenance

- Cain Millwork was scheduled to install the five doors which were to replace the existing doors in Room 104. These doors were to have wood throughout them in which to secure the hardware. Although the doors were very well made, the coloring did not match the existing doors. The carpenters used one door (which more closely resembled the doors) and replaced the broken closet door. They took the broken door back with them so the colors could be matched better. Cain Millwork will remake all five doors.
- Sears Roebuck came out to fix the dishwasher in the staff lounge.
- Soundvision repaired the video projection unit in Room 104 and reinstalled it on February 5, 2008.
- Floor Innovations came last week to clean the carpets.

Other Staff Reports

Personnel

- Horton Insurance performed the DMV reports for the staff that will be driving on library business. The cost for forty-four staff members is about \$567, but they are splitting the cost with us.
- Chuck Snyder, Custodian, is no longer an employee.
- We have sent the next group of background checks to the Illinois State Police. The same problem with the e-mail trans file occurred. Weimar is awaiting a response for assistance.

Projects

- A spreadsheet was created for the volunteers scheduled in the various departments. It was saved on the mars server so all staff could access it.
- Our web developer, Cassandra Spence, has put our governance and public policies in a PDF format on our website for our patrons. An MLS consultant who was working on the policy portion of Web Junction Illinois picked these up and now Orland Park Public Library's policies can be viewed from this website for many librarians to access.
- The Benjamin Franklin committee has already scheduled the opening reception and is busy scheduling other speakers. We will host the opening on Sunday, December 20, 2009 with a Colonial Christmas theme.

Trustee Healy pointed out that the new format for Department Board Reports refers to some staff by their first name. The Director will suggest to the Department Heads that they write in third person and identify all staff by their full names. Mary Weimar will create a staff list for the Trustees to help identify names.

Trustee Healy inquired as to the manner in which we communicate with the Benjamin Franklin committee and program speakers. Weimar stated that formal letters were sent out to all participants some time ago but several parties wish to be reached by e-mail only.

See Staff Reports.

Building and Maintenance

None.

Finance

Director Wsol informed the Board that the Service & Policy Committee did meet to look at the revisions to Job Descriptions and policies that are on this evening's agenda.

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

None.

Unfinished Business

1. Resolution 2008-1 "Governance Policy Resolution Implementing the Provisions of the State Officials and Employees Ethics Act". After review, Ahl made a motion to accept Resolution 2008-1 seconded by Healy. Motion carried. All ayes, no nays.

New Business

2. Revision of job descriptions. The Board reviewed all revisions to the job descriptions. The Board agreed with Administration that good grammar and consistency throughout the job descriptions is essential. Healy suggested the Director's description be reorganized in the same format as the others. Wydajewski made a motion to adopt the revision of job descriptions as prepared and presented by the Director and that the Board cedes authority to the Library Director and Assistant Library Director to modify any boilerplate language as they deem necessary or appropriate. Ahl seconded the motion. Motion carried. All ayes, no nays.

3. Revision of Meeting Room Policy. The Director stated that the Service and Policy Committee went through this policy. Wydajewski made a motion to adopt the revision of the Meeting Room Policy as presented by the Director. Ahl seconded. Motion carried. All ayes, no nays.

4. Revision of Patron Behavior Policy. This policy was reviewed and updated from the 2004 version. Jennings made a motion to adopt the revision of Patron Behavior Policy. Lebert seconded. Motion carried. All ayes, no nays.

None.

Announcements

None

Executive Session

Wydajewski moved to adjourn at 9:12 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan