

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held February 16, 2009**

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

**Call To Order**

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

Members absent: None

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**

Mr. Chris McClure, McClure Inserra & Company Chartered, Accountants and Consultants. Mr. David Evers, 14331 Country Club Lane, Orland Park, IL. Mr. Evers is in a masters' program at Governor State University and requested to be present at our meeting for school purposes.

**Introduction of Visitors**

At this time Mr. McClure gave an overview of the audit his company performed of the Orland Park Public Library to the Board of Directors. The auditor elaborated on the 5% loss and cost on the bond levy and made reference to the debt service fund. Discussion was held.

Note from Ann Finnegan of Youth Services thanking the Board of Library Trustees for the gift of a book dedicated to her late mom, Ann Hill. Ann stated that her mother loved both the old and new library and the family of Ann Hill is deeply grateful.

**Correspondence**

Thank you note from Kelly Laszczak, Youth Services, to the Director and Board for allowing her to attend the ALA Midwinter in Denver, Colorado. It was productive and gave her new ideas for our teen programming.

The Director stated that the Financials in the Treasurer's Report look healthy.

**Treasurer's Report**

Wydajewski moved 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; Jennings – aye; Lebert – aye; Ahl – aye; Wydajewski – aye. Motion passed. All ayes, no nays.

Ahl moved to approve the Accounts Payable for the second half of January, 2009 in the amount of \$129,683.32 and the first half of February, 2009 in the amount of \$134,188.84 and was seconded by Jennings with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Jennings – aye; Lebert – aye; Ahl – aye. Motion passed. All ayes, no nays.

Trustee Ahl remarked that she does not see the Illinois Funds amount and the Marquette Checking Account funds listed. The Director stated that since the absence of the Business Manager, Barbara Gilbreth, due to an ankle injury, we could not determine where she took these figures from. These figures will resume on the Accounts Payable list upon her return.

**Grants**

- The Bobby Rush Grant monies were received and deposited.
- The Kosel Grant Final report is finished and ready to be signed and mailed. The check for this amount was received in 2007-2008 fiscal year. We did have to spend about \$2,700 from automation equipment for this grant because IT did not spend the money on filters as written because our current filter software worked with Comcast. When the grant was written, it was thought this would not be compatible. Peter Kuczynski, Head of Information Technology, purchased wireless equipment and access points to further enhance Internet service throughout the building. We felt this was within the scope of

**Librarian's Report**

the grant.

### **Personnel**

- Millie Olds, the Assistant Head of Technical Services informed us she will be returning to work March 2, 2009. Millie broke her ankle last December.
- Steve Newman, Maintenance Superintendent, injured himself on the job and we have filed a workman's compensation claim. Steve is receiving physical therapy but is still working daily.
- Barbara Gilbreth, Business Manager, will contact us later this week to give us an update.
- Kelly Laszczak, Assistant Head of Youth Services resigned her position to take another job opportunity. Although we will miss Kelly very much, this is a very good opportunity for job advancement and growth.

### **Property Tax Appeals**

We sent all Board members a copy of the letter Klein Thorpe and Jenkins sent regarding interventions on property tax appeals. In speaking with Don Renner from KTJ, he says we should expect to see more of these coming in with the current economic climate. One objection needs to be in to the Cook County Board of Review by March 6<sup>th</sup> and is on the agenda tonight. KTJ sent a follow-up letter in regards to cost-sharing these interventions with the Orland Fire Protection District and the Village of Orland Park. Our portion would be proportionate to our tax rate.

The other correspondence from KTJ was in regards to 2003 and 2004 tax objections which required additional financial information for fiscal years 2002, 2003 and 2004. The Director gave copies of the audits from the last five years to Hearne & Associates. We need this information by the end of the month for Klein Thorpe and Jenkins.

### **Special Reserve Monies**

Per last month's meeting, Peter Kuczynski, Head of Information Technology, purchased a new server to replace the one that crashed and a SAN (Storage Area Network) to use as a back-up for the new server. The total price for both is \$8,326.05. Our infrastructure for technology is quite sound now and competitive among the other libraries.

The Director stated that she would like to schedule each of the Department Heads individually to meet the Board briefly over the next 6 to 9 months' time.

### **Review Files**

The Director ordered two review files at a one-time cost of \$300 each with a maintenance cost of \$6.00 per month from SWAN. These review files will enable us to create our own reports without having to borrow the generic files. They can hold up to 125,000 items which is about 65,000 more items than a generic file. All of the larger libraries own their own files. Reports may be done on patron cardholders, particular scat numbers that show the circulation of a collection type. Many of these reports are necessary for the IPLAR Report, etc.

### **Legislation**

- The library sent Senators Richard Durbin and Roland Burris a letter asking them to include public libraries in the economic stimulus package. School libraries were mentioned, but not public libraries specifically, so we sent a letter to have them support libraries.
- Melissa Panio and the Director attended the MLS Legislative Day this morning. Legislators from all of our libraries were invited to attend. Representative Kevin Joyce and Senator Edward Maloney were there. Notes of thanks were sent today for their attendance and support.
- Melissa Panio and the Director will be attending Library Legislative Day on April 23. They will attend the DLS sponsored dinner on the 22<sup>nd</sup> with ILA Legislative Consultant Kip Kolkmeier for legislation updates.
- We have also sent letters to the legislators that sent support letters for the Benjamin Franklin exhibit. They had expressed interest in being part of a panel discussion on rights with an ACLU representative and Phil Kadner.

### **MLS and ILL**

The Metropolitan Library System will be discontinuing out-of-state interlibrary loan service to all of its libraries beginning in April. Photocopying service will end in May. They explained budgeting as a main reason, but also because no other system provides this service. They also laid off two employees serving in the MLS/ILL Dept. Kate Boyle from MLS will attend the Zone 7 meeting on Thursday to provide a further explanation.

### **IMRF**

At the system meeting today, an IMRF representative came to speak about the status of funds in IMRF. Over the last year they went from having \$24 billion in net assets to \$18 billion. The statutes do not allow IMRF to charge the employee portion more than 4.5% so the employer will see an increase of 79%. Rates will be phased in.

### **Policies**

The Personnel Policy Committee has seen the two policies up for action. The one is a waiver-type policy giving the library permission to utilize pictures/images taken at library-sponsored programs. The other was a policy for newspapers, etc., to follow when interacting with us.

### **Logo**

The library has been in the building for almost five years and we wish to celebrate this occasion with a logo change. Although the logo designed five years ago was nice, it did not tell anyone who we are. So we have decided to use the mural and going green as an image.

Melissa Panio continued on this same subject by passing out our suggested new logo ***Orland Park Public Library - A Natural Connection***. In addition a discussion was held on using the logo for our reading program for Youth Services and also on T-Shirts. This matter will be put on the March agenda for action.

### **ALA Conference in Chicago**

The ALA Conference will be held in Chicago this July from the 9<sup>th</sup> through the 15<sup>th</sup>. If any Board members wish to attend either the conference or exhibits, please let Mary Weimar know. There are one-day and exhibit passes available. Trustee Ahl showed interest in attending.

### **Budget**

We have completed four months of our fiscal year and our expenditures for the most part do not exceed our monthly allotment.

Lastly, Director Weimar informed the Board that temporary Obama license plates are now on sale beginning February 17, 2009 at [www.ila.org](http://www.ila.org) for \$50.00. These plates expire April 30, 2009. After this date, they go on sale nationwide. ILA will receive the proceeds from this sale.

### **Wingren Landscape**

Upon the Board's direction, Robin Wagner received a revised contract for services with Wingren Landscape for the next three years instead of the usual one year. The fees are paid in eight equal installments billed in April-November of each year. The fees are:

2008 - \$1,260/month; \$10,080 year total  
2009 - \$1,260/month; \$10,080 year total (\$0)  
2010 - \$1,297/month; \$10,376 year total (+\$296)  
2011 - \$1,335/month; \$10,680 year total (+\$304)

Trustee Hillman inquired if this was what we approved at January's Board meeting. Wagner stated that we will put on the March agenda to approve the revised contract with new figures.

### **Call the Underground Corp.**

We received the 2009 contract for Call the Underground Corp. to continue as our service provider for the underground irrigation system during the coming season. The cost between 2008 (\$378) and 2009 has not increased. The 2009 contract accurately reflects the library's actual costs. The cost of the 2009 annual contract will total \$729.00.

We ask that the Board approve the Call contract for 2009 at the cost of \$729.00

### **Other Staff Reports**

**Reliable Fire Equipment Company**

The March 2009/February 2010 contract from Reliable Fire Equipment Company will remain the same as last year’s contract at \$2,340.80. This includes inspections of the portable fire extinguishers, the exhaust system in the kitchen, the fire alarm system, the fire suppression sprinklers and the fire pump.

We ask that the Board approve the Reliable contract for the March 2009/February 2010 year at the cost of \$2,340.80.

**Shelving Project**

Maintenance Superintendent Steve Newman installed new shelving modules and moved older modules to new locations in the Youth Services, Teen and Adult Services areas over a 6-week period in January and February.

**Desktop Replacements**

Midwest Office Interiors, Inc. and Allsteel settled the issue of poor glue performance on the edges of the library’s laminate desktops of the modular staff workstations. This settlement required replacement of all 174 pieces that had not been replaced previously regardless of whether they were in good shape or not.

After a meeting with Midwest Office representative Jason Rose, the Management Team and the Maintenance Superintendent, a plan of action and detailed schedule was put in place for the week of February 9. Desktops and workstation panels and shelves had to be emptied, drawers cleared and computer and telephone equipment moved and then replaced after the work was done. After five days of chaos, the work was finished on February 13. A thank you goes to the staff who had to pack and unpack their workstations, to Peter Kuczynski and the IT staff for moving the computer equipment back and forth and to the staff members from each department who were assigned to assist them.

**Pump Replacement**

Steve Newman replaced the pump on the Meefog system and it is working great. Unfortunately, as he was lifting the pump, he pulled muscles in his back that has resulted in medical care, physical therapy through mid-March and a workmen’s comp claim.

See Staff Reports.

**Building and Maintenance**

**Finance**

Director Weimar stated that the Board will be voting on two policies, Media Photographing and Videotaping Policy and Program Participant’s Consent Policy. The Service and Policy Committee had input and approved both policies.

**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**

1. 2007-2008 Audit. The Library accepts the 2007-2008 fiscal year audit performed by McClure Inserra & Company Chartered. Wydajewski moved to accept the 2007-2008 fiscal year audit and was seconded by Hillman 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.

**Unfinished  
Business**

2. Appointment of two Assistant Treasurers. Wydajewski made a motion to appoint Trustee Ahl and Trustee Hillman as the two assistant Treasurers of the Orland Park Public Library. Jennings seconded. Motion passed. All ayes, no nays.

3. Special Reserve for capital expense for computer equipment. Wydajewski moved to approve spending money from Special Reserve for capital expense for computer equipment. Healy 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.

1. Kosel Grant Final Report. The Director referenced her Board report earlier this evening where she stated that this report is finished and ready to be signed and mailed. Hillman moved to approve the Kosel Grant Final Report. Jennings seconded. Motion passed. All ayes, no nays.

**New Business**

2. Call the Underground Contract. Wydajewski moved to approve the Call the Underground contract for 2009 at the cost of \$729.00. 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.

3. Media Photographing and Videotaping Policy. Jennings moved to adopt the Media Photographing and Videotaping Policy. Lebert seconded. Motion passed. All ayes, no nays.

4. Program Participant's Consent Policy. Ahl moved to accept the Program Participant's Consent Policy. Hillman seconded. Motion passed. All ayes, no nays.

5. Klein Thorpe and Jenkins PTAB Appeal Intervention. Ahl made a motion to accept the Klein Thorpe and Jenkins PTAB Appeal Intervention. Hillman seconded. Motion passed. All ayes, no nays.

6. Klein Thorpe and Jenkins PTAB Appeal Intervention Cost Sharing Agreement. Ahl moved to approve the Klein Thorpe and Jenkins PTAB Appeal Intervention Cost Sharing agreement seconded by Lebert 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.

7. Reliable Fire Equipment Contract. Hillman moved to approve the Reliable Fire Equipment Company contract from March 2009 to February 2010 at a cost of \$2,340.80. Ahl 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.

Trustee Sims announced his bagpipe group will be performing at Orchestra Hall and the Chicago Symphony Orchestra. Trustee Hillman announced that she was named Professor Emeritus at Elmhurst College.

**Announcements**

Trustee Ahl asked about a LACONI meeting in the spring which features adult authors. Director Weimar said no information was available at this time.

None

**Executive  
Session**

Hillman moved to adjourn at 9:19 p.m.

**Adjournment**

Catherine Morrissey Lebert, Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Dorothy Phelan