

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held February 15, 2010

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

Call To Order

Members present: Healy, Jennings, Hillman, Ahl, Lebert, Wydajewski (arrival 7:32 p.m.)

Members absent: Sims

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator
Andrew Masura, Head of Adult Services
Diane Srebro, Assistant Head of Adult Services
Nancy Heuser, Teen Librarian
Mary Adamowski, Head of Youth Services
Diane Norris, Assistant Head of Youth Services

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

Minutes

Marti Doherty, owner of the interior design company Hopkins Place, presented color options for painting designated areas of the library to enhance appeal and define collections and areas.

Introduction of Visitors

On direction from the Director, Ms. Doherty had come to the library to take pictures of the existing facility in January. She returned in early February with color suggestions for specific areas. Muralist and artist Jean Fitzgerald accompanied Ms. Doherty as a consultant to look at designing specific artwork for the columns and other specified areas. The Director asked that Ms. Fitzgerald present a proposal for designing the columns at the February board meeting. Ms. Fitzgerald was not able to attend, but Ms. Doherty presented her nature sketches. The areas discussed were primarily located on the second floor. Painting designated areas would not only enhance the visual appeal, but serve as focal points for patrons to be used as guides and signage. The artist's proposal included conceptual design, painting of the design and sealants. Assistant Director Wagner presented proposals from various companies for painting the walls. The current budget would be used for the painting of the walls. Using other monies for the column designs was discussed. The department heads and staff offered their opinions and suggestions at this time to the board and Ms. Doherty.

Thank you note to the Board of Trustees from Denise Liptack, thanking the Board for the memorial book donation made in her mother's name.

Correspondence

Thank you note from Ruth Faklis, Prairie Trails Public Library District Director, to the Board for the gift in congratulations on 20 years as Director and being named IMRF President. It was greatly appreciated.

The Director informed the Board that some line items are over; databases and machine rental. These figures will adjust themselves as we go through the budget year. Healy made a motion to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Ahl. Motion passed with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye.

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of January, 2010 in the amount of \$122,416.13 and the first half of February, 2010 in the amount of \$167,355.78 and was seconded by Hillman with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Lebert

– aye; Jennings – aye; Ahl – aye. Motion passed. All a yes, no nays.

Finances

- Chris McClure from McClure Inserra & Co. and his assistant, Ellen Kobylewski, came February 11th to work on our audit. Ms. Kobylewski will be here on the 16th of February.
- We have not received the new bond schedule from the Village of Orland Park. We are awaiting information from the Finance Director.
- The Director informed the Board that Marquette Bank will be adjusting charges and fees for our current account. Trustee Wydajewski suggested getting bids from other banks, regional or otherwise. The Director will contact other banks.
- In order to deposit the exact funds into a separate Debt Service Fund, the money will be transferred February 16th. Tony Scott will adjust the February financials to show this new fund. Treasurer Healy signed the Illinois Funds form authorizing the wire transfer.

Librarian's Report

Grants

- We received the \$10,500 from the completion of the Bobby Rush Grant. The final two reports for the grant will be filed by the end of the month.
- Secretary of State Jessie White sent the 2010 Per Capita Grant Award letter stating we will be receiving \$60,591.05 this year. Understanding the strain libraries are under, he is using Library Services and Technology Act monies to fund the Per Capita this year.

Personnel

- Howard Griffin, Head of Circulation, is still out with his ankle injury. His last report shows he is healing well, but he is not ambulatory.
- The Personnel Committee will need to schedule a meeting to discuss some changes needed to the policy. At this time Trustees Hillman, Lebert and Ahl agreed to meet on Wednesday, February 24, 2010. Following that meeting Trustees Healy, Jennings and Ahl of the Service and Policy committee will meet. The Director stated that they will have to review FOIA Policy and Procedures.

Legal Matters

- OSHA report for 2009 has been posted in the Business Manager's Office.
- The Illinois Public Library Annual Report has been computed for the 15 month fiscal year October 08 – December 09. Our statistics were strong, but because of the 15 months, the Illinois State Library will have difficulty comparing it to previous 12 month reports.
- We need to designate Open Meetings Act officers. The Library Director and Assistant Director are two. It was recommended that the Secretary of the Library Board also be a designated OMA officer. Trustee Hillman agreed and the Director will give her a website which will have a substantial amount of information and procedures.

Benjamin Franklin Exhibit

- The Benjamin Franklin exhibit will be dismantled on Friday, February 19, 2010 in anticipation of its pickup for the next library. The last program is Saturday the 20th and we will have a final report for the March meeting.

Public Relations

- The Orland Park Public Library hosted "Snapshot for a Day" sponsored by the Illinois Library Association to show legislators that funding is necessary for libraries. We served coffee and tea all day and a light snack in the morning as the patrons came in. Surveys were distributed and we are in the midst of compiling them. In the questionnaire we asked the question "why are you here today and do you have a comment about the library?" Many photos were taken since we hosted over five programs that day. At this time, Melissa Panio reported to the Board that because of the bad/snow weather we did not expect to see as many patrons as we did. Adult Services had 2 programs with 35 adults

combined. It was a success.

Green Initiative

- The library has been asked to join the Village of Orland Park's bi-monthly meeting of departments to discuss the Green Initiative. Melissa Panio and the Director will attend the meeting on the 17th of February to discuss what we have done and our future plans. We will continue to meet with them whenever our schedule permits.

At this time, Mary Adamowski, Head of Youth Services, gave a brief report to the Board on children's furniture which is a "for action" item under New Business this evening. Ms. Adamowski is requesting the Board to approve the purchase of 2 Caterpillar Activity Benches with 8 stools. In addition, we would like to purchase 3 Toad Stools. The described furniture will be of great use in the Youth Services Department for all the young patrons. The furniture comes with a ten year warranty. This is just a few of the pieces that were designated in the 2010 budget.

Sound Vision

Sound Vision has been out three times in the last two weeks to fix the picture alignment on the TVs and a humming in the sound system in Room 104. We discovered that picture alignment on the TV screens is controlled by the resolution on the laptop plugged into the system. Outreach staff will make sure a presenter's laptop is set at the correct resolution for proper alignment on the screens.

While the technician was out to fix that problem, a humming developed in the sound system. It was determined a media presentation switcher was not working properly and wiring in the podium had loosened up, probably due to the podium being moved. Due to this past Sunday's movie, a switcher was overnighted and installed on Friday. When there were still problems, the technician who actually installed our system came out Saturday to troubleshoot and got everything working.

The cost of the switcher was \$510. We also agreed to an additional charge of \$225 to fix the faulty switcher to have on hand as a backup as there are two switchers in Room 104 (total \$735). At this time Wagner does not know how many service hours these visits have used, but Sound Vision will send Wagner an update on block hour usage this week. Also at that time, Wagner will find out if we will be charged the overtime rate for Saturday.

Security Cameras

We have received two proposals for replacement of three broken outside cameras and an upgrade to the camera in the main door entryway for better picture quality. Both companies came in and brought the actual camera they were recommending for a live demonstration of picture quality. ADT's (Oak Brook) proposal came to \$4,402.15 while Heritage Technology Solution's (Crestwood) was \$1,790.

After discussion with Peter Kuczynski, Steve Newman and Mary Weimar; and based on cost and references, Wagner is recommending to the Board we accept Heritage Technology Solution's proposal for four security cameras, installation, 1 year warranty and 1 year of adjustments for a cost of \$1,790.

Irrigation System

It is time to sign a contract for maintenance of our irrigation (sprinkler) system for 2010. After discussion with Maintenance Superintendent Steve Newman, we called three companies for proposals in addition to the contract sent from last year's company Call the Underground.

While doing our research in this matter, we learned that the Village of Orland Park this year is starting a new program with consultants BSI to facilitate testing of backflow valves (RPZ testing). As Wagner understands it, non-residential properties need to submit online for RPZ testing to BSI who will contact our irrigation company to do the testing. The company will be charged \$10 by the village for each RPZ valve, for a total charge of \$30. This fee is in addition to what the RPZ testing

Other Staff Reports

will cost us. Some of the companies we contacted for proposals knew of this plan, some did not.

Listed below is a table of the proposals. Costs include spring turn-on; mid-summer check; fall turn-off and RPZ testing, unless otherwise noted.

<u>Company</u>	<u>Cost</u>
Call the Underground (current), Lisle	\$747.00
Aquamist Plumbing & Lawn Sprinkler, Dolton	665.00
B&R Irrigation Systems, Blue Island	990.00 (no mid-summer check)
Wingren Landscape, Romeoville	587.50 (no RPZ testing)

Wagner is recommending to the Board, based on cost, services offered and references, we accept Aquamist Plumbing & Lawn Sprinkler to maintain the library's irrigation system in 2010 for \$665.

Furniture

We are continuing to look at computer task chairs for the public workstations and lounge seating for the senior area. OEC Business Interiors will be dropping off several examples of both types of seating this week. KI has a computer task chair which is reasonably priced and they are working on getting to us a few lounge chairs to look at.

Mission Signs

John Marquenski from Mission Signs came out last week to look at the lobby and develop a proposal for signage to designate Recycled Reads, the Lucky Day collection, and the Internet Kiosks. We are looking at some kind of silver brushed metal looking letters either mounted directly on the wall or with some kind of colored backing to make them more noticeable.

Building

In mid-January, Steve Newman had to replace the sump pump in the basement. Cost of the new pump was \$619.51 and Steve did the removal and install himself.

The dishwasher pump failed two weeks ago. Replacement of the part was approximately half of what it would cost for a new dishwasher. A Sears Kenmore Model #13462 was purchased on Friday for a total cost of \$439.48 which included delivery and hauling away the old dishwasher. The new dishwasher will be delivered on Wednesday and Steve will be installing it.

Trane was in today to do the quarterly HVAC system preventive maintenance check.

Painting

We have received estimates to do painting of certain areas of the library on both the first and second floors. Thee estimates include patching, sanding and priming as needed and the cost of the paint.

Vintage Painting & Contracting, Tinley Park - Cost \$2,300 (1st); \$3,800 (2nd); \$6,100 (Total)
Anderson's Painting, Oak Lawn - \$2,845 (1st); \$3,400 (2nd); \$6,245 (Total)
Joseph's Painting Service, Orland Park - \$3,300 (1st); \$4,100 (2nd); \$7,400 (Total)
NanTom Decorating & Const. Orland Park - \$2,215 (1st); \$3,725 (2nd); \$5,850 (Total)

See Staff Reports.

**Building and
Maintenance**

Finance

No report at this time.

Service & Policy

Personnel

No report at this time.

Law

No report at this time.

Automation

Long Term Planning

No report at this time.

Building Committee

No report at this time.

**Capital Campaign
Committee**

**Unfinished
Business**

New Business

1. Illinois Public Library Annual Report 2008-2009. Wydajewski made a motion to accept the IPLAR report as written. Hillman seconded. Motion passed. All ayes, no nays. The Director secured Trustees Jennings and Hillman's signatures.
2. Irrigation Maintenance Agreement proposal. Hillman made a motion to approve the Aquamist Plumbing & Lawn Sprinkler proposal to maintain the library's irrigation system in 2010 for \$665.00. Lebert seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
3. Security Camera Replacement proposal. Ahl moved to accept the Heritage Technology Solution's proposal for four security cameras, installation, 1 year warranty and 1 year of adjustments for a cost of \$1,790.00. Hillman seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
4. Purchase of furniture for Youth Services Preschool area. Ahl moved to approve the purchase of 2 Caterpillar Activity benches with 8 stools from LFI and 3 Toadstools from Midwest Library Systems for the Youth Services Preschool area which are not to exceed \$6,000.00. Hillman seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
5. Wall painting proposal. The Board agreed to table this item.
6. Redecorating proposal. The Board agreed to table this item.

Trustees Ahl and Hillman will be attending the Trustee Forum on February 27, 2010 in Lisle, Illinois.

Announcements

Ahl moved to adjourn at 9:15 p.m.

Executive Session

Carole Hillman, Secretary

Approved: _____

Date: _____

Adjournment

Minutes prepared by Dorothy Phelan