

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held March 17, 2008

Due to President Sims' absence this evening, the meeting was officially called to order by Vice-President Jennings at 7:30 p.m.

Call To Order

Members present: Muntner, Healy, Ahl, Lebert, Jennings

Members absent: Sims, Wydajewski

Librarians present: Wsol, Weimar

Guests: None

Ahl moved to approve the minutes as printed, seconded by Jennings. Motion passed. All ayes, no nays.

Minutes

None

Introduction of Visitors

Akemi Nakano Cohn was the artist in January, 2008 at our Library where Japanese materials were exhibited. Ms. Cohn was in close contact with Kelly Cuci of Outreach. After the exhibit Ms. Cohn wrote an article on the Worldwide Internet describing the Orland Park Public Library and how it functions as a cultural center for the Community. Ms. Cohn wrote the article in Japanese and translated into English. Ms. Cohn sent both the Japanese and English versions to Kelly Cuci. The article was most complementary.

Correspondence

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

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of February, 2008 in the amount of \$119,587.70 and the first half of March, 2008 in the amount of \$134,695.04 and was seconded by Jennings with a roll call vote as follows: Muntner – aye; Jennings – aye; Healy – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays.

Director Wsol informed the Board that tax money is coming in. Because the larger amounts will come after March 1st, we will show the tax revenue at next month's meeting

On February 26th and 27th, SWAN Computer staff completed an upgrade and new release of Millennium. We were down on Tuesday afternoon and evening and Wednesday morning, but the upgrade went smoothly.

Librarian's Report

On Saturday, March 1st, we held an 8:00 a.m. meeting for all PICs. We reviewed the changes in the Patron Behavior Policy, presented the draft of the Library Confidentiality Policy and reviewed procedures for visits by law enforcement officers. We also discussed the steps being taken for the Emergency Response Plan and demonstrated the VIPER system.

On Sunday, March 2nd, Chris Smith from the Orland Fire District conducted a CPR/AED training class. Chris and his assistant Larry generously donate their time every year for our benefit.

Mary Adamowski, Mary Weimar, Andy Masura and I will be in Minneapolis next week for the biennial PLA conference. We are looking forward to interesting and informative programs. Diane Srebro, Assistant Head of Adult Services, while not going to Minneapolis, will attend the

Virtual Conference.

Josh Phillips, our graphic artist, has taken a full-time job beginning April 1st. We are sorry to see him go.

Building Maintenance

Steve had been noticing a lower level of glycol and discovered a leak in our chiller located on the roof of the Receiving Room. Trane has ordered a collar (valve) to fix the leak and is waiting for better weather to repair it. Trane owes us some service hours, so we might break even for labor. The HVAC 1 unit has a motor problem. The cost for a new motor is about \$800. Steve is waiting for Trane to come out and confirm that it needs replacing when they come to fix the chiller. They will also be looking at the hot water pump motor which went bad this weekend. The motor will cost about the same as the HVAC unit one. Steve can install them, but will need help from Trane. They weigh over 200 pounds.

Other Staff Reports

Personnel

Shawn Siemens is our new custodian. Steve spent a week training her during the day and she resumed evening hours on March 10th.

Volunteers

I have sent four volunteers letters thanking them for their service. They have been sporadic in attendance and some have been replaced. We have an Easter Seal student who is 15 years old volunteering in the Youth Services department until late May, 2008.

ILA Awards Committee

The committee is starting its tasks according to the time line set by ILA. We are searching for nomination submissions for a variety of awards.

Benjamin Franklin Grant

The Benjamin Franklin committee has been lining up some of our authors and our scholar to ensure their commitment to this grant even though it is over a year away. We need to schedule authors for the schools before Orland Park schools plan their calendars. Weimar stated that we are considering two authors from Illinois.

At this time the Director passed out the audit results from Mulcahy, Pauritsch, Salvador and Company for the Trustees to review. The copy of their letter states we had a clean audit. Director Wsol informed the Board that if they had any questions she could arrange to have the auditor present at the April meeting.

Weimar then distributed the revised job descriptions and various policies that the Board approved at the February meeting to be placed in the Board's Policy and Procedure Manual.

See Staff Reports.

Building and Maintenance

None.

Finance

None.

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. Food Policy. Weimar stated that the Warren-Newport Library had a patron concerned about the service of food at library programs. The policy states that patrons who have restricted diets and allergies are responsible for monitoring their own dietary needs. Parents should monitor the needs of their children. The library will endeavor to post a proposed menu of refreshments forty-eight hours prior to a program. Our library will attempt to avoid serving food with nuts, but cannot guarantee that products with nuts will never be present. Nuts can be served separately but never with fruit, i.e., raisins, etc. No homemade food will be served to the public. Weimar stated we are being pro-active. Healy made a motion to adopt the Food Policy. Lebert seconded the motion. Motion carried. All ayes, no nays.

New Business

2. Policy on Privacy and Confidentiality. Wsol stated that patron registration and circulation records are considered confidential in nature and may not be released to the public or to any agency of federal, state, or local government without a Court Order. P.A. 95-0040 makes an exception to this rule provided a sworn law enforcement officer represents to the Library that there is probable cause there is imminent danger of physical harm. However, the officer is limited to information identifying the suspect, witness or victim of a crime without a court order. The library will require the officer to sign a statement acknowledging the receipt of this information. Director Wsol informed the Board that procedures are in place to assist our staff. Jennings moved to approve the Policy on Confidentiality of Library Records. Healy seconded. Motion carried. All ayes, no nays.

3. Emergency Response Plan.. The Director stated that we worked on this Plan last summer. The library was in touch with the Chief McCarthy of the Orland Park Police. Our entire staff viewed a movie regarding a school lockdown at last August's in-service. About a month ago we sent another version of the Plan to the Orland Park Police. The Director stated she received an e-mail from Jerry Hughes, Deputy Chief of Orland Park Police Department, saying he and the Chief would like to talk with us about our Plan. Chief McCarthy and Deputy Chief Hughes walked through the building with Wsol and Weimar and made excellent suggestions. McCarthy and Hughes met with Mary Weimar, Mary Adamowski, Andy Masura, Peter Kuczynski, Robin Wagner and Wsol to discuss the plan and answer staff questions. The Emergency Response Plan in your packets is a review of our principal plan incorporating those items suggested by the Orland Park Police.

Trustee Healy made a suggestion for signage for the meeting rooms with phones. The signs should indicate how to dial 911 using the outgoing button. Wsol and Weimar will have the current phone signs reworded. Additionally, Healy suggested that the Civic Center phone number should be the main number of 403-6200 to use in a time of crisis.

The Director stated that Chief McCarthy made two suggestions. Because ADT is monitoring our library we could use silent alarms that would tap into our ADT alarms. Wsol and Weimar identified places to put these silent alarms. These devices are designed to be squeezed instead of pressed to minimize false alarms. There are two programs available for these silent alarms. Vista, at a cost of \$5,518.00 and Innovonix, at a cost of \$6,354.00.

Muntner made a motion to authorize a \$6,500.00 spending limit with the understanding that we will see if the less expensive system is functional. Ahl seconded the motion. Motion passed with a roll call vote as follows: Healy – aye; Muntner – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Chief McCarthy's second suggestion was deadbolt locks and peep holes for the doors of areas identified as secure. Weimar stated that Armour Security was recommended because of the manner of installation at a cost of \$1,150.00. Wsol stated that the caveat is to have a sign off from the Fire District on the deadbolt locks. Ahl made a motion to authorize not to exceed \$1,200.00 for the Armour Security system with the approval of the Fire District. Jennings seconded. Motion passed with a roll call vote as follows: Healy – aye; Muntner – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Muntner moved to approve the Emergency Response Plan. Ahl seconded. Motion carried. All ayes, no nays.

4. 457 (b) Plan. At this time, Director Wsol asked the Board to table this issue. Muntner moved to table the 407 (b) Plan. Jennings seconded. Motion carried. All ayes, no nays.

Ahl asked about the purchase of a new vehicle. Director Wsol is still working on this. Also, Ahl inquired about Arts Alive and if the Board could view the Frank Stella and Picasso art at the April Board meeting. The Director stated she will bring them. Lastly, Ahl asked about the background checks. Weimar said currently all background checks are complete.

Announcements

Director Wsol informed the Board that as of October 1, 2008, she will be retiring. Director Wsol said it has been a very great privilege for her to work with the Board. She thanked them for their encouragement, support and commitment to excellence.

None

Executive Session

Muntner moved to adjourn at 8:49 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan