

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

The meeting was officially called to order by President Jennings at 7:29 p.m.

Call To Order

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

Members absent: Wydajewski

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

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

Minutes

None.

Introduction of Visitors Correspondence

Thank you note to the Board of Trustees and staff of the Orland Park Public Library from Sharon Rohan, past president of the Friends of the Orland Park Public Library. Ms. Rohan thanked all for donating two books in memory of her mother.

Thank you note to the Board of Trustees and Director Weimar from Marilyn Heintz, Diane Norris and Lora Van Marel of the Youth Department. They thanked the Board and Director for allowing them to attend the Children's Literature Conference at Northern Illinois University.

The Director informed the Board that in the Treasurer's Report they will see that in the revenue report impact fees were down, which was expected. Copy machine income was slightly down. In regards to automation equipment the computer hardware is getting old and must be replaced. Some of the costs over the next few months will effect the overage on monthly automation line items. Hillman made a motion to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Lebert. Motion passed with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Treasurer's Report

Sims moved to approve the Accounts Payable for the second half of February, 2010 in the amount of \$102,177.44 and the first half of March, 2010 in the amount of \$122,498.01 and was seconded by Hillman with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye; Ahl – aye. Motion passed. All ayes, no nays.

Finances

Librarian's Report

- The Village of Orland Park sent the library the final documents relating to the refinancing of the library bond. The bonds were refunded and finalized on February 15, 2010 through Speer Financial. The auditor has been sent the new bond refinancing schedule and documents for their files. The Village passed an ordinance abating the taxes levied to pay the interest and principal. The Ordinance No. 4540 abated \$600,917.50 producing a net levy in the amount of \$1,060,875 for 2009. Using the new 2010 debt service schedule, we add \$505,378.49 to the net levy for 2009 and the library must pay \$1,566,253.49 in debt service for this year. According to the old debt service schedule, we were to pay \$1,661,792.50. The refinancing cost saving for this year is \$95,539.01.
- The money belonging in the Debt Service Fund was transferred.
- We have received \$1,380,263 in tax distribution monies to date. We will be sending the Village their payment prior to the June 1, 2010 deadline.

- We are in the process of gathering proposals from different banking institutions in regards to the checking accounts.
- PMA Financial has sent a letter regarding the incident with the \$450,000 transfer in January sent to them from the 2009 tax distribution. They have reimbursed the library for interest lost and have invested the funds.

Personnel

- Howard Griffin, Head of Circulation, is still out and gives weekly reports. His return date is still pending.
- Maureen George, Adult Services, returned March 15 to full-time status.
- Millie Olds, Assistant Head of Technical Services, injured her left leg/foot over the weekend and is out on FMLA leave.
- Kay Momsen, Head of Technical Services, is out on FMLA leave.
- Due to the staffing in Technical Services, additional hours will be given to staff and Kelly Cuci, Head of Outreach will be their direct supervisor for the next few weeks.
- The Medicare information for eligible employees must now be done online. This has been completed.

Legal

- Some of our Property Tax Appeals encompass District 140 Kirby School and Klein Thorpe & Jenkins is requesting an intergovernmental agreement be signed to add them to our PTAB appeals.
- We have a PTAB that is just under our \$10,000 threshold which we should consider intervention.
- Horton Insurance needs the Board Treasurer's signature on the Treasurer's Bond due to expire April 1, 2010.
- The South Suburban Mayors and Managers Association asked for a letter of support to be faxed March 10 in regards to broadband use across the communities. This was sent March 1, 2010.

Grants

- The Benjamin Franklin Grant final report is due March 19. It will be sent FedEx on Thursday. Additional copies will be made for key departments.
- The Bobby Rush Grant final federal report is due by April 1, 2010. We are awaiting statistics from the roving reference note pad use.

Quarterly Meeting/SWAN - MLS

- Several of the ILSDO (library systems in Illinois) are meeting to discuss remodeling themselves. Mergers are a possibility.
- SWAN will vote on whether all members will let their materials "roam" which means sending them on to the next requesting library before going back to the home library.
- Clear Hold Shelf is being initialized this week for SWAN members.

Staff Meetings

- The Library hosted a Person In Charge meeting on March 13 to discuss the changes in the Sunshine Law – FOIA.
- The Person In Charge staff who had not renewed their CPR accreditation met on Sunday, March 14 for recertification.
- The Prairie Trails Library District is hosting their Little Trivia on the Prairie games on April 10. We hope to have a team entered. Trivia experts needed...Board members are welcome.

Building

- The proposal for decorating the columns on the second floor was revised after the staff met with Jean Fitzgerald about color schemes and column design. The cost would be \$4,000 to paint the 14 columns. In keeping with the existing theme, each painted area/wall/column will depict prairie grass and wildlife. These areas include the Young Adult/Teen area, the Senior section, the Non-Fiction area and the computer lab. As to the painting of the walls on the second floor, we will recommend Anderson's Painting at a cost of \$3,275.00

Green Initiative

- Melissa Piano and Director Weimar attended the Smart Living meeting at the Village on February 17. We shared information on our green initiatives. We are contacting them to see if they wish us to perform some stories at a designated time on Being Green at their Green Tent Fair on April 24.
- We will also consider taking part in the 20x20 gardens at Discovery Park through the Teen Inc.

Programs

We have had two well attended adult programs this month. The Marshall Field program had about 50 attendees and author Mary Pat Kelly spoke to an audience of over 90.

Before giving her report to the Board, Wagner distributed a pink double sided sheet A11.1 entitled Officer's Request for Confidential Library Information to be placed in the Trustees' Policy Manuals.

Other Staff Reports

Sound Vision

Sound Vision has sent Wagner an update on the number of block hours which have been used over the last three months. We have used seven (7) pre-paid block hours at a total cost of \$661.92 (\$94.56/hr.) in labor costs. We have 21 hours remaining with no expiration date on use.

Security Cameras

Heritage Technology will be out tomorrow morning to replace three (3) inoperable exterior cameras and upgrade one (1) interior camera in the small main entry foyer. These cameras will provide better picture quality and tie-in with our existing system.

Furniture

We are continuing to look at computer task chairs for the public workstations and lounge seating for the senior area. We have narrowed down our selections and hope to make a final decision to bring to the Board next month.

While making plans to rearrange the seating in the Teen Area, we discovered that many of the study tables with computer and power outlets are sitting on top of steel beams which have the power and computer cables coming through the concrete flooring. These cannot be moved. Fortunately, they are of a low height and we are looking to cover them with an existing hollow round table we currently have. If this is successful, we will do the same in the senior area which has one of these beams also.

Building

Steve Newman has been scrubbing the basement floor in preparation of sealing it. After that, we will be reorganizing so each department has its own area with shelves.

A HVAC motor and fan had to be replaced by Steve with a cost of \$441.08 for parts. The Tracer Summit system (computerized control of the HVAC system) had some kind of malfunction which Steve could not fix. Trane came out this morning and fixed the problem for a cost of \$355.

Painting

We have a revised proposal from Anderson Painting for painting specified areas of the 2nd floor with Sherwin Williams ProGreen 200 Low VOC interior latex. This paint has a reduced odor and meets with various LEEDS requirements. The revised proposal includes an additional area of wall adjacent to the audio-visual collection. Anderson Painting has done previous work in the library and has shown the ability to maintain a safe and clean area while working during library hours.

We are recommending the Board accept Anderson Painting's proposal for patching all cracks and holes on the walls that are to be painted, sanding and priming each patch, and painting the designated areas on the 2nd floor in designated colors for a total cost of \$3,275.00.

Wagner told the Board that regarding the poor lighting for our recycled reads and Lucky Day books area, Steve Newman has made a thorough investigation and feels he can flip lights down or possibly extend the wiring to have more lighting on these areas.

Trustee Ahl asked about the book drop area. It is becoming frayed and Ahl suggested some type of tile which could be well maintained. Wagner will look into this

See Staff Reports.

Building and Maintenance

Finance

a. Service and Policy Committee Minutes Approval – For Action. This action is required by OMA (Open Meeting Act). Ahl moved to approve the Service and Policy Committee Minutes which was seconded by Healy with a roll call vote as follows: Ahl – aye; Healy – aye; Jennings – aye. Motion passed. All ayes, no nays.

Service & Policy

b. Report. Members were in agreement that the Meeting Room Policy reflects electronic registration. Meeting Room Rules and Regulations was discussed and the members determined that fees for businesses to use Room 104 be increased to \$75 and keeping Rooms 102, 105 at the current rate of \$50. Also it was determined that any audiovisual equipment used in the rooms would have an additional charge of \$25 per hour. Room set ups will be restricted to theater style set-up due to staff time for setting up rooms All food delivery for outside groups will be made through the south west meeting room door entrance. Use of any of our coffee pots, etc. will be prohibited due to the liability issue of using electronic appliances. All changes to the Meeting Room Rules and Regulations will take effect March 15, 2010.

The FOIA Act. The Library has a written Resolution and a practice document to be in compliance with the Freedom of Information Act. We will place these documents on our Website. Trustee Hillman was given the necessary web address to complete her training on the Open Meetings Act changes to become a designated OMA officer. The Program Policy revisions combined the adult programming and computer use rules.

a. Personnel Policy Committee Minutes Approval – For Action. Ahl made a motion to approve the Personnel Policy minutes which was seconded by Lebert with a roll call vote as follows: Ahl – aye; Hillman – aye; Lebert – aye. Motion passed. All ayes, no nays.

Personnel

b. Report. After discussion took place on Section 501 "Vacation", it was determined that the word "vacation" would need to be replaced with Paid Time Off (PTO) to accurately reflect how the time was used. The Employee Exit Checklist was accepted with changes of using "his/her" instead of *their*. It was accepted by the members that upon returning from Medical leave the additional phrase "by the attending physician" will be added to Section J. Return to work letter must be signed by the attending physician. It was accepted that the first names would be on all employees' badges with

their title and last names would be on the name badges of the Person In Charge Staff but the last name would use a smaller font for staff comfort level. Eighteen staff will have first and last names on the badges.

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**

1. Library building wall painting. Trustee Hillman made a motion to accept Anderson's Painting's proposal at a total cost of \$3,275.00, seconded by Lebert with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

**Unfinished
Business**

2. Column design. Ahl moved to accept the proposal put forth by Jean Fitzgerald, a muralist and artist, to decorate the columns on the second floor at a cost of \$4,000.00. Sims seconded the motion with a roll call vote as follows: Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays. Trustee Healy recused herself from the voting.

1. Freedom of Information Act Resolution. Hillman moved to approve the Freedom of Information Act Resolution. Lebert seconded the motion with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
2. Freedom of Information Act Practices. Sims made a motion to adopt the Freedom of Information Act Practices and Procedures. Hillman seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes; no nays.
3. Meeting Room Policy Revision. Ahl moved to accept the Meeting Room Policy as written seconded by Lebert with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
4. Meeting Room Rules and Regulations revisions. Ahl moved to accept the Meeting Room Rules and Regulations revisions seconded by Sims with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
5. Program Attendance Policy revision. Healy moved to approve the Program Attendance Policy revision seconded by Hillman with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – Aye. Motion passed. All ayes, no nays.
6. Personnel Policy revisions. Ahl made a motion to accept the Personnel Policy revisions and replacing vacation/annual leave to PTO (paid time off) which was seconded by

New Business

Lebert with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Ahl - aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

7. Intergovernmental Agreement for PTAB Intervention Cost-Sharing. Sims made a Motion to approve Intergovernmental Agreement for PTAB Intervention Cost-Sharing seconded by Hillman with a roll call vote as follows: Healy – aye; Sims - aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustees Ahl and Hillman attended the Trustee Forum in Lisle, Illinois on February 27, 2010. Ahl commented that in attendance was approximately 100 people. Ahl stated that meeting other Trustees throughout Illinois was beneficial. Ahl hopes more would attend functions like this. Hillman was in agreement.

Announcements

None.

Executive Session

Adjournment

Hillman moved to adjourn at 9:02 p.m.

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan