

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held April 21, 2008**

The meeting was officially called to order by President Sims at 7:32 p.m.

**Call To Order**

Members present: Muntner, Healy, Ahl, Sims, Jennings, Wydajewski (arrival 8:06 p.m.)

Members absent: Lebert

Librarians present: Wsol, Weimar

Guests: Robin Wagner, Public Information Coordinator

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

**Minutes**

None

**Introduction of Visitors**

On April 2, 2008, Julie Pryor wrote a short note to the Director regarding a patron who told Julie that she had such an enjoyable day at the library and she will be back. The patron said she loves this library.

**Correspondence**

Letter to the Board of Trustees from Marianne L. Dawson and Amy K. Najewski, Youth Services Assistants, expressing their appreciation to the Board for allowing them to attend the 28<sup>th</sup> annual Children's Literature Conference on March 14<sup>th</sup> and 15<sup>th</sup> at Northern Illinois University.

Letter to Kelly Laszczak, Assistant Head of Youth Services, from Edward Vega, Sr., Executive Director of the Crisis Center for South Suburbia, thanking her for the 14 boxes of cell phones for the residents of this emergency shelter.

Using our feedback form, Mary Ellen Brown commented that she found our staff to be pleasant and helpful and she wants the people in charge to know how awesome our staff is.

Thank you note from Andrew Masura to the Board for allowing him the opportunity to attend the PLA Conference in Minneapolis.

Muntner moved to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Ahl. Motion passed with a roll call vote as follows: Sims – 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 March, 2008 in the amount of \$101,654.22 and the first half of April, 2008 in the amount of \$115,443.16 and was seconded by Jennings with a roll call vote as follows: Muntner – aye; Jennings – aye; Healy – aye; Ahl – aye; Sims – aye. Motion passed. All ayes, no nays.

Director Wsol distributed the second quarter Budget Analysis FY 07-08 to the Board. These figures go through March which is the halfway point of the fiscal year. No issues here. Electronic databases, periodicals are front loaded expenses and paid early in the fiscal year. The audit is also a one-time expense that has been paid. Director Wsol stated that most of the lines look very good halfway through the year and she will make an amendment to the Operating Budget next month to move the funds around. We are expecting the Rush and Kosel grants soon so the funds should be moved around probably in June.

Per the request of Trustee Ahl, the Picasso art from the "Arts Alive" program was viewed at the meeting.

## **Librarian's Report**

Mary Weimar, Mary Adamowski and Director Wsol attended PLA in Minneapolis during the last week of March. As usual, we found the programs interesting and challenging and spoke to many vendors about products and services. Andy was particularly interested in new ways to offer reference services using online resources. He and Mary are already considering changes in the reference collection. I attended programs such as “how to achieve excellence in 5 easy steps; what is a public library and do they still matter” and “reinventing 5 – the library test: questions from your customers in 2008.” All of these relate to service questions – how to provide the best service and stay relevant to our customers. The new words are customer convenience, customer-based technology and connecting to the community. Weimar and Wsol attended several seminars on marketing and branding. We have many ideas, including a new logo based on the mural.

We have submitted our request for the Bobby Rush grant. The LCD unit, self-check out station and peek-a-books product relate directly to the ideas of customer convenience and customer-based technology.

We have been contacted by the Illinois Department of Commerce to proceed with the grant provided by Representative Kosel. This is a \$25,000 grant that must be used for “facility improvements”. We are looking into cable access, wiring the building for cable and upgrading and restructuring the network server to allow a thin-client technology.

We have completed the benchmarking study with the Management Association of Illinois and plan to have Eric VanCleven at the May board meeting to present the results to you.

On April 8<sup>th</sup>, Mary Ann Ahl and I received an award on behalf of the library presented by Cook County Treasurer Maria Pappas. Orland Park Public Library was one of 8 libraries in Cook County chosen for the honor.

On April 17<sup>th</sup> Wsol attended a workshop at the Horton Group. The topic was the fiduciary responsibilities of employers offering retirement plans. Unfortunately, they did not discuss 457 (b) Plans.

Also on April 17<sup>th</sup> Weimar and Wsol met with Michael Gleason of the Horton Group to review the insurance proposal for next year. It is on the agenda for approval.

On April 11<sup>th</sup>, we hosted the LACONI Administrators section for a program presented by Michael Stephens, the library technology guru. Dr. Stephens, who teaches at Dominican, was the keynote speaker at last year's ILA Conference and is always full of exciting and interesting ideas about wikis, blogs, web pages and social networking sites. Mary Weimar, Robin, Peter Cassandra and Wsol attended. Our front page now highlights the new IT blog and promotes our existing Teen blogs.

On April 18<sup>th</sup>, Dr. Fred Schliff, from the University of Illinois Champaign, brought his class of library school students on their annual visit. Weimar and Wsol talked to them about building and then gave them a tour. They also saw the University of Chicago libraries, and the Chicago Ridge, Tinley Park and Palos Heights libraries.

We are starting a Green campaign. Mary Weimar will be leading the efforts to become greener in our operation, especially in product selection.

### **Building Maintenance**

- Steve has fixed another glycol leak about the same place on the second floor near the IT Commons area. Shawn discovered it on her shift early in the evening and no damage was done to the carpet. We did have damage to the ceiling tiles. Steve will have to order more because the attic stock has been depleted.
- The chiller has been troublesome. Trane came and fixed the first unit's seal, and the second developed a refrigerant leak. Trane will have the second unit fixed by next week.
- Steve was able to fix the hot water pump for under \$50 instead of replacing the motor.
- Steve replaced the HVAC 1 motor.

## **Other Staff Reports**

- The meeting room doors were installed and look very nice. They are a much better quality than the old ones.
- Armor Security has installed all of the viewfinders for the designated doors in compliance with the Emergency Response Plan. All but one lock was installed and will have the Administration door done by early next week.
- ADT was able to install all of the eight silent alarms at the designated service desks. They are being monitored at the Central Monitoring Station.

#### **ILA Awards Committee**

Weimar has been asked to be the ILA Awards Committee Chair for 2008-2009.

#### **Benjamin Franklin Grant**

We have booked the Benjamin Franklin scholar required by the grant for two visits in January, 2010 speaking on his role in the American Revolution and his Civic Vision.

#### **Technology Committee**

The committee met on April 17<sup>th</sup> to get to know each other since the members do not work in the same departments. We discussed our strengths and various popular social networking sites to use for marketing the library. We will meet again in late May. Assignments were given for various members on investigating other library's websites and joining LibraryThing.

#### **Public Library Association Conference**

Weimar attended some wonderful programs on marketing and technology. Michael Stephens, one of the presenters gave some excellent social networking sites and this information was given to the Technology Committee prior to meeting.

#### **Library Advocacy Day**

Robin Wagner, Diane Srebro and Weimar attended the Library Legislative Day to promote the libraries and encourage legislators to fund all libraries. DuPage Library System held a dinner the evening before so we could listen to lobbyist Kip Kolkmeier highlight some important talking points to tell our legislators. At the Legislative breakfast sponsored by ILA we were able to speak directly to some of our representatives in an informal setting. Jesse White made a special appearance at both the breakfast and the rally later in the day. We were able to see Senators Maloney, Crotty and Radogno. Senator Maloney gave us a special tour of the Senate and was very encouraging in his support of education and libraries. We also had a brief encounter with House Representative Kevin Joyce. We also were introduced to House Speaker Michael Madigan. Although we went to every office of our Senators and House Representatives, they were not all available to us.

#### **Recycling**

Several staff members have approached the Director and Weimar on recycling our paper and using better products in-house. Steve is investigating the use of paper products over Styrofoam. Steve also investigated the paper recycling program used throughout the south suburbs which can earn money for the library. We need to find a location for the retriever bin which is very large. The plan is still in the investigation stage.

#### **Vehicle**

Wsol and Weimar visited some local car dealerships to gather information on purchasing a vehicle which may be used by both Outreach and the Maintenance Departments.

At this time, Weimar distributed Public Policy Collection Development Plans for Adult Services Department, Outreach Services Department and Youth Services Department to the Board of Trustees for their Policy and Procedure Manuals.

Also distributed to the Trustees by Weimar was a pin created by our Youth Department to kick off the "Get in the Game - READ" Summer Program. On line registration begins May 15, 2008 and in house registration begins June 2<sup>nd</sup>, 2008.

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. Insurance Package Renewal. The Director stated that we began with the Horton Group in 2005. Wsol and Weimar met with Mike Gleason, of the Horton Group, to review the insurance package renewal proposal for next year. Mike Gleason put our package out to three different companies – Hartford, Indiana and Travelers. Although the deductible for Indiana is \$1,000.00, with Travelers coming in at \$2,500.00, Horton recommends that we switch to Travelers. They are a highly rated company and provide the best value and economy. Wydajewski made a motion to accept the Insurance Package Renewal. Muntner seconded with a roll call vote as follows: Wydajewski – aye; Sims – aye; Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

**New Business**

2. Vehicle Purchase. Wsol and Weimar went to several local car dealerships to gather information for the purchase of a new vehicle. The vehicle will be used primarily by the Outreach and Maintenance Departments. Wsol and Weimar have narrowed it down to two vehicles; Dodge Grand Caravan and Toyota Sienna. Weimar distributed information packets for both vehicles regarding safety features and price to the Board. Wsol told the Board that we will put out bids in Sunday’s paper, send letters to local car dealerships such as Thomas, Bettenhausen, etc., and move quickly to purchase at the best price so that we could finalize at the May meeting. Muntner made a motion that, based on Weimar’s analysis, we should go for the Dodge Caravan. Ahl seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

3. 457 (b) Plan. The Director requested the Board to again table the 457 (b) Plan. The Board agreed to table this item. Muntner made a motion to table the 457 (b) Plan. Ahl seconded. Motion carried. All ayes. No nays.

4. Library Director Job Description. Director Wsol informed the Board that she needs to revise the Library Director Job Description. Language originally in the description was accidentally omitted in the last revision. Wsol would like to add “The administrative experience shall be recent.” on the last page, which will be the last sentence. Healy also indicated two typos to be corrected. Muntner made a motion to accept the revised Library Director job description. Ahl

seconded. Motion carried. All ayes, no nays.

LACONI Annual Trustee Dinner. Director Wsol informed the Board that the LACONI Annual Trustee Dinner is set for Friday, May 16, 2008 at the Oak Brook Bath and Tennis Club at 6:15 p.m. The keynote speaker will be Rick Kogan. Director Wsol needs to know who will attend by Friday, May 2, 2008 because of the dinner menu choices. The trustees will let Wsol know.

Trustee Healy asked the Director if there has been any payout of the TIF Funds. The Director has not heard any information regarding those funds.

Ahl moved to move into Closed Session at 8:50 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Jennings seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

At 9:04 p.m. Muntner made a recommendation to return to Open Session. Wydajewski seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye. Motion carried. All ayes, no nays.

**Announcements**

None

**Executive Session**

Muntner moved to adjourn at 9:09 p.m.

**Adjournment**

Catherine Morrissey Lebert, Secretary

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

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

Minutes prepared by Dorothy Phelan