

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held April 19, 2010

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

Call To Order

Members present: Healy, Jennings, Hillman, Ahl, Lebert, Wydajewski (arrival: 7:41 p.m.)

Members absent: Sims

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

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

Minutes

None.

Thank you note to the Board of Trustees from Andrew Masura, Department Head of Adult Services. Mr. Masura thanked the Board for the opportunity to attend the PLA in Portland, Oregon. He came back with a renewed passion for the library profession.

Introduction of Visitors Correspondence

Julie Pryor, Circulation, wrote a thank you note to the Board of Trustees and Director Weimar thanking them for the thoughtful gift of Easter tulips. Also a special thank you to Mary Weimar for her understanding and support of the Circulation Department during Howard's absence.

Thank you note to the Director and Board from Pat Neubauer, Circulation Department, for the beautiful plant and also the encouragement and support.

The Director informed the Board that in the Financials they will see that certain line items are over their monthly allocation which was expected. Impact fees and replacement taxes are down. Director Weimar stated that she is not sure we will receive the Per Capita Grant monies. Hillman 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: Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of March, 2010 in the amount of \$114,581.94 and the first half of April, 2010 in the amount of \$118,676.12 and was seconded by Hillman with a roll call vote as follows: Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye; Ahl – aye; Wydajewski – aye. Motion passed. All ayes, no nays.

Finances

- A comparison study of six banks was done over the last two months to ensure that our checking account is getting a good rate of interest and service. Comparing interest rate, collateralization availability, number of transactions per month, maintenance fees and the cost effectiveness of changing accounts/banks, it is recommended by the Director that we remain with Marquette Bank and switch to their Sweep account to take advantage of the best rates. After discussion Trustee Healy asked the Director to get specific information from the auditor on the collateralizing of our accounts and how they are insured. Also, Trustee Wydajewski requested the Director talk to the auditor to see if we could pay bills electronically and still have control.
- The library will be giving Hearne and Associates 2008-2009 fiscal year financial

Librarian's Report

information in order to publish the Treasurer's report in the Orland Park Prairie.

- The audit should be ready for review very soon. A copy will go to the Finance Committee members and will be on the May agenda for approval.
- Commonwealth Edison sent the library a letter in regards to our status. We have exceeded 100 KW for at least two monthly billing periods and therefore ComEd, by recent legislation, will bill the account on an hourly supply rate beginning with the June billing period. We are still under the franchise agreement with the Village.
- \$1,200,000 has been sent to PMA last week for investing in the operating fund. \$859,507.04 was transferred to the Village to make a payment on the debt service.
- After much discussion with a representative from Illinois Funds, we have agreed to set up two repetitive code accounts so money may be transferred to PMA and the Village more expediently.

Grant Reports

- The Final Narrative and Report was sent to the Metropolitan Library System on March 31 for the Bobby Rush Grant 2009.
- The *Benjamin Franklin: In Search of a Better World* Grant was due March 19 and was sent. The receipt came the next day acknowledging it with an added note saying personally they thought that it was a "wonderful report." Thanks to Melissa Panio, Melissa Tikalsky, Kassandra Spence and Janet Carr for its content and completion.
- The Per Capita Grant for 2011 has several components and one requirement is for the Library Board to review Chapter 3 of Serving our Public 2.0 on Personnel policies. The Director has prepared a review that highlights the checklist of this chapter and shows that the library is in compliance with all of the recommendations set forth in this document. A copy was given to each Board member. The Personnel Committee has just recently met and updated the policy to comply with FMLA and adjusted the benefits portion.
- The Per Capita Grant has also required the Board to review its current Bylaws and make recommendations for changes. A copy was sent in the Board packet and using the Administrative Ready Reference from webjunction. Two changes are recommended. One change involves putting a cap on the number of terms one board member may serve as President without unanimous vote of the Board. The other recommended language which spells out the necessity of filling an unexpired term of an officer that resigns/retires at the next Board meeting. We currently practice these procedures, but it defines it in the Bylaws.

Trustee Healy stated that we may need to update our "Disaster Plan" and change the Village of Orland Park as the closest building to Orland Park Public Library to Orland Township. Director Weimar stated that we will research this issue. The "Disaster Plan" needs other minor updates.

Insurance

- The Director met with Mike Gleason and David Bresnahan from Horton Insurance to discuss the 2010-2011 library policy. The package will cost about \$300 more than last year because the appraisal on our building went up \$2,000,000 and personal property went up several \$100,000. The coverage will remain the same at a premium of \$54,785.

Library Closing(s) and In-Service Day

- The Taste of Orland Park will be held on August 6, 7 and 8 of this year. In the past we have closed on Friday for In-Service Day and last year we closed the library on the Sunday for the Taste of OP. We are not hosting an In-Service Day this year. Closing in the summer is very inconvenient to the patrons and we have instituted some technology training classes within library hours (performed by the Technology Committee); and the Information Technology staff will be upgrading the email server and providing training on this over the next month. We feel these individual training sessions are less costly than trying to find a training model that fits the needs of a variety of staff positions. Therefore,

we must decide what hours to accommodate the parking for the Village's event. The - Director would like to recommend closing Sunday, August 8th.

Legal

- We have received more Property Tax Appeal submissions and have sent them to Klein Thorpe and Jenkins. They are currently under review.
- A recent PTAB involves Palos School District 118, the Village of OP and the library. KTJ has requested an intergovernmental agreement on this one be approved.

Public Library Association

Thank you for the opportunity to attend the PLA Conference in Portland this year. Many of the workshops concentrated on marketing and green initiatives. The Director was particularly taken with San Jose Public Library's signage and how it attracts patrons and is people-friendly compared to many libraries. Another workshop that the Director enjoyed was marketing the library using your website. Weimar thought some ideas were good but she wished to say that our website is very good using Instant Messaging with the librarians, great design and navigating; and the Technology Committee and Adult Services is currently looking at marketing our databases in a more visible manner.

Personnel

- Our Head of Circulation returned April 5th after a twelve week medical leave. The Circulation staff did a wonderful job of maintaining a high level of service and the Board has signed three letters of commendation for Assistant Head of Circulation Services, Patricia Neubauer, Senior Clerk Laura Larson, and Senior Clerk Julie Prior for a job well done.
- Our Assistant Head of Technical Services returned April 14th after a month medical leave. The Head of Technical Services is currently out on FMLA leave and the Head of Outreach Services, Kelly Cuci, has been named temporary head of Technical Services to keep the department workflow going. The Board signed a letter of commendation for Ms. Cuci for a job well done in reorganizing the department.

National Library Week

- The library celebrated NLSW everyday last week. The Youth Services staff dressed up as storybook characters every day.
- Outreach Services and Technical Services presented behind the scenes looks at their departments. Kudos to Technical Services Clerk, Matt Potempa, for his two hour demonstration of how books and materials get processed.
- Kelly Cuci and Cathy DiGiorgio highlighted Homebound Services on the same day (Friday).
- Coffee and candy were provided on Monday and lollipops were offered to those who wish to celebrate NLW Library Worker's Day by signing a poster in the lobby.
- The Friends thanked the staff with cheese and crackers and cake on Tuesday afternoon.
- Wednesday was a big day when we celebrated Banned Books and the staff all wore black; and a display and raffle was put in the lobby. Winners of all of our raffles will be announced this week.

Furniture

The Teen Area has rearranged its existing furniture by moving one of the study tables just east of the Teen Desk out and replacing it with a few of the lounge chairs and an ottoman from the Teen window bay area. The round granite-topped table is sitting over the electrical post which means there is still electric and computer access to that area for future needs. The Teen window bay area is now less crowded and more inviting to our patrons.

Other Staff Reports

The final proposals in regards to computer task chairs for patrons at public access computers and

lounge chairs for the new older adult area are in. Two proposals for the Strive task chairs were submitted. This chair will have a black height-adjustable pedestal base with carpet casters, molded plastic chairs with a flex back, and an upholstered seat in a Pallas grade 2 fabric. The two price quotes for 44 chairs, delivery and installation are: OEC Business Interiors price is \$9,364.68, while KI, the actual manufacturer of the chair, quoted \$8,276.40.

We ask the Board to approve purchasing 44 Strive task chairs from KI for a total cost of \$8,276.40.

The staff tested two lounge chairs, one from OEC and one from KI. The Reno chair made by National from OEC was preferred. The eight lounge chairs and one 2.5 seat sofa for the older adult area have a seat height of 19" with firm seat, back and arms which make it easier to rise out of the chair. Wagner distributed photographs to the Board. Each piece will be upholstered with faux leather and have a black thermofoil tablet on either the left or right side and satin nickel legs. The total price for these pieces, including delivery, is \$8,017.96.

Trustee Healy inquired if we have a marking on each piece of our furniture. Wagner responded no, however, every budget year she does a written inventory of all of our furniture. Wagner stated the library could have a marking on all of its furniture which would be similar to a bar code. Wagner will look into this.

Painting

Anderson Painting will be here the week of May 3rd to paint the designated areas and columns on the 2nd floor. They expect to finish the project in four days. Plans are underway for the moving of book shelves, online catalog kiosks, artwork, etc. Photographs were distributed to the Board.

Kill-a-Watt Meters

ComEd has donated two Kill-a-Watt meters to circulate to our patrons. Each meter is an energy monitoring device that accurately measures the electricity needed to operate a variety of household items, including refrigerators, space heaters, lights, video game systems, and televisions. Each meter will circulate to Orland Park Public Library cardholders for 1 week. They will be available beginning May 1st and will be publicized in the library's May/June *Connection*.

Building

The fire extinguishers were tested and recharged this month as well as backflow RPZA testing on the irrigation system, fire protection and domestic (building) water valves.

Steve Newman has finished cleaning and sealing the concrete basement floor. The next step is to organize areas for each department.

PLA

Wagner thanked the Board for allowing her to attend the Public Library Association conference in Portland. Wagner attended several interesting sessions and visited many exhibits for ideas and new products. Of particular interest were the sessions on social software policies for both employees and the public; using open source software for circulation and catalog systems; and greening your library. Portland is a very green city, and sustainability seemed to be the undercurrent of several products at the exhibits. Wagner also picked up many signed books for the lucky readers of the upcoming summer reading program.

Friends of the Orland Park Public Library

The Friends at their March 12th Board meeting generously agreed to again support the library's summer reading program by paying for this year's t-shirts for a cost of \$6,203. They are also making slow but steady progress in receiving their 501(c) designation which will make them eligible to participate in fundraisers held by Carson's, etc.

Policy Updates

Each Board member received several new policy and procedure updates for their manuals, including a new table of contents, a new copy of the personnel policy with previously approved revisions and correct pagination, and the new OOIA policy and procedures.

See Staff Reports.

Building and Maintenance

Finance

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

None.

Unfinished Business

At 9:05 p.m., Trustee Wydajewski was called out of the meeting and authorized Trustee Healy to cast his vote by proxy.

1. Horton Insurance Proposal. Lebert moved to accept the Horton Insurance proposal at a premium of \$54,785.00 for the 2010-2011 library policy. Ahl seconded the motion with a roll call vote as follows: Healy – aye; Healy for Wydajewski – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
2. Illinois Funds Repetitive Code Wire Transfer(s). Ahl moved to approve the Illinois Funds Repetitive Code Wire Transfer(s) and was seconded by Hillman with a roll call vote as follows: Healy – aye; Healy for Wydajewski – aye; Hillman – aye; Ahl – aye; Lebert - aye; Jennings – aye. Motion passed. All ayes, no nays. The appropriate trustee signatures were secured and will be mailed.
3. Board Bylaws. Discussion was held regarding the Board review of its current Bylaws and make recommendations for change. Director Weimar stated the Board needs to review all staff services available to the Board which includes discount purchasing and fee payments.
4. Review of Chapter 3: Personnel of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*. Discussion was held. Director Weimar stated that Orland Park Public Library meets all of these standards set forth in this document.

New Business

5. Furniture proposal for Senior Area 2nd floor. Ahl moved to accept the OEC proposal for eight lounge chairs and one 2.5 seat sofa at a total cost of \$8,017.96. Hillman seconded the motion with a roll call vote as follows: Healy – aye; Healy for Wydajewski – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
6. Computer chair furniture proposal. Hillman made a motion to accept the computer Chair furniture proposal from KI for 44 Strive task chairs, delivery and installation, at a total cost of \$8,276.40. Ahl seconded the motion with a roll call vote as follows: Healy – aye; Healy for Wydajewski – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
7. Intergovernmental Agreement for PTAB Intervention Cost-Sharing. Jennings made a Motion to approve Intergovernmental Agreement for PTAB Intervention Cost-Sharing seconded by Hillman with a roll call vote as follows: Healy – aye; Healy for Wydajewski - aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.
8. Board attendees for LACONI Annual Trustee Banquet/Author Dinner. Board members Ahl, Hillman, Lebert, Jennings and Healy will attend the LACONI Banquet.
9. Library Closing to accommodate Taste of Orland. Ahl made a motion to keep the Library open on Friday, August 6th and close the Library on Sunday, August 8th. Hillman seconded. Motion passed. All ayes, no nays.
10. Appointment of a secondary Open Meetings Act Officer. After discussion, President Jennings volunteered to act as secondary Open Meetings Act Officer. Lebert moved to accept the appointment of Jennings as secondary Open Meetings Act Officer. Ahl seconded. Motion passed.

Trustee Hillman informed the Board that Al Popowitz has been appointed by the Governor to be responsible for overseeing strict rules regarding elevators. Stretchers will be required to fit in elevators. Director Weimar stated that we are in compliance as we use the freight elevator which can accommodate a stretcher.

Announcements

Director Weimar told the Board that the OPPL team won the “Little Trivia on the Prairie” game at Prairie Trails Public Library District on Saturday, April 10, 2010 and beat out 7 teams for 1st place. Winning participants received individual trophies and a plaque for the library.

None.

Executive Session

Adjournment

Hillman moved to adjourn at 9:21 p.m.

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan