

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held May 19, 2008

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

Call To Order

Members present: Muntner, Healy, Ahl, Sims, Jennings, Lebert, Wydajewski (arrival 7:36 p.m.)

Members absent: None

Librarians present: Wsol, Weimar

Guests: None

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

Minutes

1) George Mohammed. Mr. Mohammed asked Director Wsol and the Board about the coin boxes not having dollar bill slots. The Director assured him this was a mistake and they would be replaced. Also asked about the "mobile" and Wsol said all had been settled.

Introduction of Visitors

2) Eric Van Clevan from The Management Association of Illinois distributed a copy of the final report of the Orland Park Public Library benchmarking study requested by Director Wsol and the Board.

The library received a note from Laura Ahuett of Orland Park who came to our library requesting assistance to track down the original of a picture drawn in 1944-45. Three staff members helped her search the internet with a successful outcome. Ms. Ahuett was very grateful, however, she does not know our employees' names. Susan Smith, Maureen George and Joy McFadden were our staff who gave assistance.

Correspondence

Letter to Director Wsol and the Library Board from Diane Norris, PreSchool Services Coordinator, informing them of her completion of the eleventh graduate level course at Dominican University for which she received a grade of "A". Beginning May 12, 2008, Ms. Norris will begin her final class, Public Relations. Ms. Norris thanked the Board and the Director for this opportunity.

A thank you note to the Library Board from Sharon Wsol and Sue Mosel, thanking them for the lovely floral arrangement, cards and kind words on the passing of their mother, Eleanor Mosel.

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

Treasurer's Report

Ahl moved to approve the Accounts Payable for the second half of April, 2008 in the amount of \$129,121.48 and the first half of May, 2008 in the amount of \$127,657.06 and was seconded by Wydajewski with a roll call vote as follows: Muntner – aye, Jennings – aye; Healy – aye; Ahl – aye; Sims – aye, Lebert – aye; Wydajewski – aye. Motion passed. All ayes, no nays..

We have submitted our grant applications for the federal grant from Congressman Bobby Rush and the state grant from Renee Kosel. For the Rush grant, we applied for funds for an LCD unit for the lobby, another self-checkout unit and a peek-a-books station for Youth Services. For the Kosel grant, we asked for funds to install cable access throughout the building and integrate it into the library's audio visual system, purchase software and hardware to manage internet access through cable; install the silent alarm system and transmitters, install deadbolts and viewers to selected doors and purchase and spread mulch on the landscaping. In putting this grant together, we got very good news-running cable installation to our demark room will cost us nothing. Also, the dates for grant expenditures are such that we charged back the costs of the silent alarm system and lock installation. Our grant manager in Springfield says the application

Librarian's Report

has been sent to the legal department to draw up contracts.

We have been approached by ADT to change our dedicated phone line to a radio transmitter for the fire alarm. I have verified with the Orland Fire District that this is legitimate. They highly recommend that we proceed with it.

We held a demo on May 1st to learn about a product called Media Bank that we saw at PLA. This equipment holds and dispenses up to 3,000 cds and dvds and we were very excited about the opportunity it would provide to make these items available 24/7. However, it is not to be. At the demo we learned that, contrary to what we were told in Minneapolis, the unit can not be installed completely outside. It is designed to have the main storage section inside a building with exterior access, similar to an ATM machine. While we considered putting it in the lobby, in the end we decided that we could as easily put the cds and dvds on the Lucky Day shelf and save \$50,000.

Zone 7 will meet at Orland Park on Thursday for its regular meeting. Jim Deiters is the new director at Blue Island and Detlev Pansch from Frankfort is the new director at the Barrington Library.

Building Maintenance

- Trane has finished with the chiller and the mechanical units are working well. Steve attended a training workshop from Trane and discovered we had not had the "ServicePak" upgrades installed on our Tracer system for at least a year. These upgrades don't necessarily get upgraded each year, but we are definitely behind on the latest ServicePak. Steve will also speak to David Ross who has sent us next year's proposal (June Board meeting) about being more proactive on these upgrades.
- Schindler Elevator has scheduled a preventive maintenance visit and will be doing some warranty upgrades.
- Reliable Fire Equipment Company has performed their yearly inspections and this report had been faxed to Horton Insurance.

Other Staff Reports

Vehicle

- Thomas Dodge has confirmed their bid and will have the vehicle available very soon pending Board approval.
- Kelly Cuci has developed a Mileage log form to be used by Outreach Services and Steve Newman. Steve will use this to keep track of the vehicle maintenance schedule.
- Steve has contacted the Village of Orland Park's Public works and has spoken to the Superintendent about use of the gasoline facilities. He anticipates no problem using their gas tanks.
- We will contact Horton Insurance as soon as the vehicle is approved for insurance protection.

Landscape and Pond Maintenance

- Steve went to Antioch, Illinois to purchase two triploid carp, the grass eating carp which don't procreate. Two fish were purchased from Keystone Hatcheries and are now in the pond.
- Steve will be distributing the environmentally safe chemicals to kill pond weeds this week.
- The aerator will be installed this week in the pond.
- Steve planted begonias in the courtyard area as he did last year. These plants flourished the best and were much less expensive than the Black-eyed Susan's or coreopsis which never lasted from season to season.
- Wingren landscape walked with Steve last Friday to see which plants survived the winter. At least two dwarf lilac and a few low-grow sumacs will need to be replaced. Most of the perennials came back. There are some bare spots and Wingren will give us an estimate this week for replacement plants.
- A Blue-spruce died at the south end of our parking lot in a fairly prominent area. The cost Wingren gave was quite high. Steve contacted Mark at the Prairie House Nursery here in Orland Park and for a little over half the cost, will replace the spruce.
- Steve will replace some of the nearly wild rose bushes located on the east end of the

- parking lot near the building.
- Wingren had sent us a letter stating that rising fuel prices was going to cost our library another 2.5% each month in addition to the \$1,260 we already pay. I had Steve contact them and explain our contract which was binding. Understandably the fuel costs will affect all of our contracts next year, we offered to pay an additional 1% to alleviate the cost.
- Wingren has given us two proposals to fix two parking lot island areas which have been adversely affected by salt each year. One is just south of the staff parking area near the wild roses. The other two areas are on the same parking lot strip just south of the building along the book drop driveway. They will plant hardy day lilies and get rid of the clay/grass replacing it with dirt and mulch.
- Call Underground came to turn on the outside sprinkler system. About 8 – 10 broken heads were discovered which Steve will replace. Two sections did not turn on, and Steve will look at them, but expects Call Underground to repair them

Parking Lot

- All-American Sealcoating is the recommended company to resurface our parking lot. The weather has caused them to be backlogged, so we will not have the lot asphalted until June 14th and 15th. Steve will contact the Public Works Department to obtain six or seven wooden sawhorses to prevent the cars from entering the driveway. We will be notifying the patrons at the Circulation Desk with flyers announcing this resurfacing plan and telling them the driveways will be closed to car and foot traffic. The Graphics Department will also be making laminated posters to be hung from these sawhorses stating *Fresh Oil*.
- The Library wishes to Go Green and we will be hosting a paper recycle bin from Abitibi Paper Retriever at the northeast end of the patron lot which will fill two parking spaces. There will be rectangular mesh waste baskets in key areas to put paper, catalogs, etc., for recycling. The staff will continue to shred certain documents, but use this program to week old catalogs and newspapers. Steve has also begun purchasing more paper goods and less Styrofoam.

SWAN

- Weimar attended the SWAN Group C Governance Group meeting at MLS. They announced the resignation of the current Director of Automation and technology, Dean Bryan, who is leaving for New York. The group was asked to share some of their recommendations for qualifications for this position.
- Our new web-based catalog is still in beta stage. The new ENCORE server will be set-up next month. They are looking for patron focus groups to be part of a survey of the ENCORE product. They will be looking for some libraries to have patrons try out some of the features.
- SWAN Council explained that ENCORE will host five databases on ResearchPro of Innovative's choosing, but SWAN members must choose another 25 5o host on ResearchPro. There are about 1,200 to choose from and the Council will be contacting RASSL (the Adult reference group) and CLASS and NWYS (Children's groups) to get recommendations.
- The anticipated cost to OCLC was as expected; no additional charges.
- SWAN Council will present their new By-laws at the June quarterly meeting. An additional handbook of accompanying documents will also be completed.
- Libraries were instructed to look over the minimum computer hardware standards necessary to run ENCORE which was distributed at the March quarterly.

VOLUNTEERS

We now have eight adult volunteers working in various departments on a weekly basis.

Lauren Peltiers, an intern fulfilling her hours to earn a Library Technical Assistant certification from Joliet Junior College, started here last week and will work straight through until the first week of July. She is an Orland resident.

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

1. Vehicle Purchase. Trustee Muntner moved to accept the bid proposal from Thomas Dodge in the amount of \$22,527 and moved to transfer \$25,000 from the Special Reserve Fund to the Operating Fund to cover the purchase, licensing and other costs. Wydajewski seconded the motion with a roll call vote as follows: Jennings – aye; Lebert – aye; Ahl – aye; Muntner – aye; Sims – aye; Healy – aye, Wydajewski – aye. Motion carried. All ayes, no nays.

Unfinished Business

2. 457(b) Plan. Director Wsol asked the Board to table this item again.

1. Proposal for parking lot resurfacing. Ahl made a motion to accept the proposal from All-American Sealcoating in the amount of \$7,200 to resurface the library parking lot. Muntner seconded the motion with a roll call vote as follows: Jennings – aye; Lebert – aye; Ahl – aye; Muntner – aye; Sims – aye; Healy – aye; Wydajewski – aye. Motion carried all ayes, no nays.

New Business

2. Wingren Landscape Proposals. Jennings moved to accept Wingren Landscaping’s two proposals to replant the parking lot islands which have been damaged by harsh weather, in the amount of \$870.00 and \$500.50. Ahl seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye, Lebert – aye. Motion carried. All ayes, no nays.

3. Resolution to change Fiscal Year. Wydajewski made the motion to approve Resolution 2008-1 changing the Orland Park Public Library fiscal year to January 1 – December 31^s. The next year will run fifteen months, October 1, 2008 to December 31, 2009 in order to make the change. After that, the library’s fiscal year will run from January to December, corresponding with that of the Village of Orland Park. Muntner seconded the motion with a roll call vote as follows: Jennings – aye; Lebert – aye; Ahl – aye; Muntner – aye; Sims – aye; Healy – aye; Wydajewski – aye. Motion carried. All ayes. No nays.

4. Compensation and benchmarking study. Muntner moved for the library to make the commitment to move all staff to the minimum salary stated in the Benchmarking Study done by The Management Association of Illinois, beginning October 1, 2008 and progress toward the midpoint for a percentage of other employees. Healy seconded the motion with a roll call vote as follows: Lebert – aye; Jennings – aye; Ahl – aye; Muntner – aye; Sims – aye; Healy – aye;

Wydajewski – aye. Motion carried. All ayes, no nays.

5. Service to Non-Residents 08-09. Muntner moved to issue Orland Park Public Library cards to non-residents in 2008-09, using the current tax bill method to calculate the fee for such cards. Ahl seconded the motion with a roll call vote as follows: Jennings – aye; Lebert – aye; Ahl – aye; Muntner – aye; Sims – aye; Healy – aye; Wydajewski – aye. Motion carried. All ayes, no nays.

6. Library closing for staff in-service. Ahl moved to have the Orland Park Public Library close August 1, 2008 for a staff in-service day. Jennings seconded. Motion carried. All ayes, no nays.

7. Fund for Illinois Libraries participation agreement. Wydajewski moved that the Orland Park Public Library continue to participate in the Fund for Illinois Libraries and sign their participation agreement. Muntner seconded with a roll call vote as follows: Jennings – aye; Lebert – aye; Ahl – aye; Muntner – aye; Sims – aye; Healy – aye; Wydajewski – aye. Motion carried. All ayes, no nays.

8. Annual Report. Wydajewski moved that the Board certify the Annual Report for the year that ended September, 2007. Lebert seconded the motion. Motion passed. All ayes, no nays.

Healy moved to move into Closed Session at 8:58 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Public Body. Ahl seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye; Lebert – aye. Motion carried. All ayes, no nays.

At 9:48 p.m. Ahl made a recommendation to return to Open Session. Muntner seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye; Lebert – aye. Motion carried. All ayes, no nays.

Announcements

None

Executive Session

Jennings moved to adjourn at 9:50 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan