

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held May 17, 2010

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

Call To Order

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

Members absent: None

Librarians present: Weimar, Wagner

Guests: None

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

Minutes

Rick Danciu, 167607 Tudor Lane, Tinley Park, is a student at Dominican University and attended this evening's meeting as an observer.

Introduction of Visitors

Thank you note to the Board of Trustees and Director Weimar from Patricia Neubauer, Assistant Head of Circulation. She truly appreciated the letter of acknowledgement from the Board stating that she made a difference.

Correspondence

Julie Pryor, Circulation, wrote a thank you note to the Board of Trustees and Director Weimar thanking them for the letter of commendation recognizing her performance. Ms. Pryor stated that the Board devotes much time and energy and this enables the library to be a great resource to our community.

Letter to the Board and Director from Marilyn J. Heintz, Youth Services, announcing her retirement effective August 31, 2010. Marilyn thanked the Board and Director for the opportunity to develop creative connections with local schools thereby being partners in educating the children. She also stated that she would be available in the hiring process or training of her replacement during the next few months.

Letter from Kelly Cuci, Head of Outreach Services, to the Board of Trustees and Director Weimar, thanking them for the commendation as well as the personal thank you notes and flowers from the Director. Kelly loves this library and the community it serves and her commitment is to help in any way.

The Director informed the Board that in the financials they will see impact fees are a little higher than last year. We have a very good tax collection. Director Weimar stated she has heard nothing regarding State grant money and because of this she is trying to find other grants available for the Library. Hillman suggested the McArthur Grant and Healy added that Channel 11 is funded by the McArthur Grant. Sims 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: Wydajewski - aye; Healy - aye; Sims - 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 April, 2010 in the amount of \$168,114.48 and the first half of May, 2010 in the amount of \$131,162.78 and was seconded by Lebert with a roll call vote as follows: Wydajewski - aye; Healy - aye; Sims - aye; Hillman - aye; Lebert - aye; Jennings - aye; Ahl - aye. Motion passed. All ayes, no nays.

Finances

Librarian's Report

- Illinois Funds has sent us the repetitive codes for wire transfers and we will initiate this process at the end of the month.
- The Fiscal year 2008-09 Treasurer's Report was published in the Orland Prairie on Thursday, May 13, 2010. The first 17 lines were accidentally missing, so the Orland Prairie must republish it next week.
- PMA Financials will help us investigate another bank that holds our PMA wire transfers because they may be less costly and we will have the ability to observe online when the monies are moved as recommended by the auditor.
- We have consulted with the Management Association of Illinois who provided our salary benchmarking analysis in 2008. We have had to adjust the schedule based on the percentages from 2009 and 2010. We are currently studying the scales to make adjustments in the 2011 budget. The minimum raise moves to \$8.25 on July 1. This increase must be accounted for in the benchmarking
- The auditor has given us a revised figure for the Debt Service Fund. The difference will be transferred this month. We will also add a percentage from the last tax distribution to this fund.

SWAN and MLS

- The seven day clear hold shelf vote was held last week. The five day hold shelf was unpopular with patrons. We will hold materials 7 days for patron pick up.
- SWAN had voted to limit the number of holds placed by patrons to 75. We set our limit last year at 50.
- The BIZCOM Committee is currently investigating how SWAN is to become a separate legal entity in response to the threat of the systems going under.
- Patrons may now cancel and manage their own holds. The application became available several weeks ago and we have advertised it in the newsletter. We are now proceeding with purchasing shelving and woodwork to house the Patron Pick Up Shelves and expand the Lucky Day shelving to accommodate the number of materials housed in the lobby.
- Online registration for a library card is now in beta testing. There will be several templates which libraries may customize or offer to their patrons. The database will authenticate using a p code which is the only way to get to the databases whether you are on Research Pro or not. This presents a difficulty for non-Research Pro libraries, but we will ask the IT staff to research how our patrons may access the databases remotely with a temporary library card until they can come into the building and complete the process.
- A new price list and updated database list was distributed to libraries as the new contract comes up for Research Pro. The formula of cost is based on the community's EAV and population. Once again, OPPL would pay the highest cost if we joined. The number of databases was reduced dramatically (43%) due to the cost and EBSCO's bid being too high, so they used Gale databases instead. Our cost would be a little over \$30,000 plus the cost of the databases we provide for our patrons which are not part of Research Pro. Department Heads met and our sense is to not join and customize our own services based on population alone. We are currently looking at next year's budget and what databases we wish to continue offering. SWAN has demanded an Intergovernmental Agreement be signed this year if a library joins because of a library pulling out and MLS having to pay their portion. The due date was April 29.
- The SWAN Council's subdivision *Circ Advisory* feels that Circulation Managers need to be certified with SWAN applications in the future. They are currently looking at how to enforce this certification.
- The North Suburban Library System is cutting their programs, staff and services down drastically due to the lack of funding from the State. The Executive Director is stepping down.

Paver Order

The spring paver order was sent in last week. The installation of the pavers should be in June.

Personnel

- Marilyn Heintz, our School Liaison has announced her retirement effective August 31, 2010
- The Personnel Committee will be asked to meet in regards to updating position descriptions for the next Board meeting.
- The Board has donated books in memory of Christine Anderson, a former staff member who passed away this month and Peter Kuczynski's father.

Statistics

- Our author visit with Elizabeth Berg was a great success. Thanks to Diane Srebro for a very nice evening.
- Our circulation figures are up the whole year at 4.5%
- Since our stats have gone steadily up, we have implemented the recommended AV limits discussed last fall to allow more browseable collections.

Strategic Plan

- The Management team is in the process of reviewing the current three year plan to see how much we have accomplished and where the next targeted areas should be addressed.

The library will be purchasing four Nook Readers from Barnes and Noble. After researching all of the different models, Adult Reference Librarian Joy McFadden and the Head of Outreach Kelly Cuci, have decided on this model to begin circulating to patrons this summer. This is one component from our Strategic Plan.

Furniture

The lounge chairs and sofa for the "Next Chapter" area have been scheduled for delivery on May 28 to give IT and Maintenance time to move computers and tables and prepare the area. The computer task chairs will be delivered in two groups. The green chairs for Adult and Youth Services will not be ready until the end of June because the upholstery fabric is on backorder. The Teen and IT chairs are ready and Wagner is waiting to hear back from KI with a delivery date which Wagner hopes is this week. Trustee Hillman asked Wagner if anything was done about marking all of the library furniture. Wagner stated she is still working on this. We could also stamp under each chair, table, etc. the OPPL label.

Painting

The painting was completed the first week of May and it really looks great. The staff and patrons are already using the colors as reference points for the various collections. The muralist will begin work tomorrow on the columns. Trustee Healy asked Wagner if a thank you note was sent to Marti Doherty, owner of the interior design company Hopkins Place. Ms. Doherty assisted the library in the selection of color schemes. The Director said that she would be sending pictures of the completed project to Ms. Doherty.

Lobby

Wagner has already had or scheduled initial appointments in regards to the various projects for the lobby, including better lighting over Recycled Reads and Lucky Day, replacing the fabric panels around the book drops and new shelving for patron self pick-up of holds. Wagner hopes to have more information at the next Board meeting. Trustee Hillman suggested purchasing a medium size table with a glass top so that displays such as the Benjamin Franklin Book could be viewed by our patrons. The Director stated we also have very old copyrighted mathematics books which we would like to put on display for the patrons. Administration will look into this purchase. Also, the Director is looking into new signage for Recycled Reads and Lucky Day.

Other Staff Reports

Email

On May 2, Peter Kuczynski switched our email to a new server and to a new interface called Axigen. Since then, many problems have had to be worked out. This has led to periods of no email service, lost email, legitimate email being blocked, etc. As of last Wednesday, most of these issues have been resolved. There are still issues being discovered, such as MLS not recognizing our new IP address. Peter and his staff have been working to fix these as they become known. Due to these email issues, Peter has not had time to submit his monthly report for April.

Energy Audit

We have approached two organizations about conducting an energy audit of the library. This audit would benchmark our energy consumption and provide base-line measurements so we can plan how to proceed to make our building more energy efficient.

The first organization is Energy Veterans, a for-profit company affiliated with HarneTech LLC which provides alternative energy solutions (solar panels, etc.). They are proposing an Energy Audit to include recommendations for operations and maintenance improvements including analyzing existing HVAC maintenance contractor services and current HVAC operation; a report benchmarking our energy usage relative to other buildings of similar use and construction, including our ability to receive an Energy Star rating; a detailed financial evaluation of Energy Cost Reduction Measures (ECRM) including all available incentives; and a Pre-LEED Assessment to determine whether or not LEED certification is within feasible reach. Energy Veterans employees are experienced in the HVAC, construction and financial industries and are U.S. veterans. The cost for this audit is \$2500. To go the next step with a LEED assessment would cost an additional \$1,500. Turn-around time for Energy Veterans is 2-3 weeks.

We also contacted the Smart Energy Design Assistance Center (SEDAC) based at the School of Architecture at the University of Illinois at Urbana-Champaign. This organization provides no-cost energy audits. The person assigned to work with us is a research assistant at SEDAC with undergraduate and master’s degrees in architecture and is currently working towards an additional degree in urban planning. A SEDAC Energy Audit includes an analysis of our energy use based on 24 months of our gas and electric bills, a site visit and building model based on floor plans and building specifications; a list of recommendations to reduce our energy consumption; and a list of incentives we could apply for to defray costs. Turn-around time for SEDAC is 6-7 weeks.

We are recommending that we work with SEDAC for the library’s energy audit.

See Staff Reports.

Building and Maintenance

None

Finance

None

Service & Policy

See Director’s Report

Personnel

No report at this time.

Law

No report at this time.

Automation

See Director’s Report

Strategic Plan

Long Term Planning

No report at this time.

Building Committee

No report at this time.

Capital Campaign Committee

1. Board Bylaws. After review, Hillman moved to accept the changes as revised. Wydajewski seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Unfinished Business

1. Service to Non-Residents for 2010-2011. Wydajewski made a motion to adopt Ordinance 2010-04 which states that the Orland Park Public Library will provide library service to people in unincorporated areas without library service and will charge an annual fee determined by the tax bill method to provide service. Ahl seconded the motion with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays. The ordinance was signed and will be mailed.
2. Fiscal Year 2008-09 Audit. After review Wydajewski felt clarification of the language was necessary. All of the trustees were in agreement. Director Weimar stated that she will have Chris McClure, McClure Inserra, attend the June 21, 2010 Board meeting to address any and all questions.
3. Fiscal Year 2008-09 Auditor’s Representation Letter. Sims made a motion to approve the Fiscal Year – 2008-09 Auditor’s Representation Letter. Lebert seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes; no nays. Trustees Jennings and Healy signed the document. Weimar and Wagner signed for Administration. /
4. Energy Veterans, Inc. Energy Audit Proposal. It was agreed by the Board and the Director that this proposal would be tabled.

New Business

None.

Announcements

None.

Executive Session

Sims moved to adjourn at 8:50 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan