

Minutes of the Regular Monthly Meeting of the Library Board of Trustees of the Orland Park Public Library held May 16, 2011

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

Call To Order

Members present: Diane Jennings, Nancy Healy, Mary Ann Ahl, Carole Hillman, Catherine Lebert, Denis Ryan

Members absent: Julie Ann Craig

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Chris McClure, McClure and Inserra, Inc.; Shelly Cruz, Business Office Assistant; Matt Klinkert, Orland Park Patch

Trustee Ahl made a motion to approve the slate of: Catherine Lebert – President, Carole Hillman – Vice-President, Mary Ann Ahl – Secretary and Treasurer Pro-Tem, Nancy Wendt Healy – Treasurer, Diane Jennings – Secretary Pro-Tem. Trustee Hillman seconded the motion. Motion passed. All ayes, no nays.

Election of Officers

Trustee Hillman made a motion to approve the April Board minutes. Trustee Healy seconded the motion. Motion passed. All ayes, no nays.

Minutes

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

Introduction Of Visitors

Mr. McClure addressed the board regarding the FY2010 Audited Financial Statements. This audit was for 12 months unlike the previous 15 month audit when the fiscal year was changed. On page 5 the balance sheet was reviewed which is a snapshot of balances as of 12/31/10. On page 6 it was mentioned the change in fund balance for the General Fund was \$251,330 for 2010 activity. On pages 11 and 12 the note regarding long-term debt was discussed. The bonds were refinanced at a lower interest rate in early 2010 and all associated activity with the debt is now shown in the Debt Service Fund. On page 15 two additional notes to the financial statements were added regarding new membership in SWAN and post employment benefits. Mr. McClure recommended that next year an actuarial study be done to verify if significant liability does exist regarding post employment benefits. As the library participates with the Village of Orland Park for health insurance, the study would be a part of their process with the library's liability pulled out specifically. Lastly, it was recommended the different levy components were analyzed to see if there were any remaining balances to carry forward as restricted if the levy amounts received had not been used. If any restrictions remain they will be reported accordingly as a restriction in the General Fund balance going forward as a part of new reporting requirements.

A letter to the Board of Library Trustees from Susanne Mosel, President of the Friends of the Orland Park Public Library expressing thanks for the new signage above the Recycled Reads area.

Correspondence

A thank you card to the Board of Library Trustees from Maria Desmond of Youth Services expressing her thanks and appreciation for honoring her late mother, Isolina Bianconi, by a memorial book.

A thank you card to the Board of Library Trustees from Nadine Lipowski of Circulation expressing her appreciation for being given the opportunity to attend the ILA Reaching Forward Conference.

A thank you card to the Director and Board of Library Trustees from Barb Kandel of Circulation expressing her appreciation for being given the opportunity to attend the ILA Reaching Forward Conference.

Email correspondence was received from Mike Gleason, The Horton Group, upon notification that their firm was not selected for the renewal of the property/casualty insurance package. Although respecting the library's decision he asked for a complaint to be filed with the Board regarding the marketing and decision making process. Mike is very disappointed that The Horton Group has been fired as your risk management consultant after six years of faithful service over such a net insignificant amount of savings.

Scott Remmenga explained the marketing and decision making process. The Board agreed the process was acceptable.

Trustee Ahl moved to accept the Treasurer's Report. The motion was seconded by Trustee Hillman with a roll call vote as follows: Healy – aye; Ahl – aye; Hillman – aye; Jennings – aye; Lebert – aye; Ryan – aye. Motion passed. All ayes, no nays.

Treasurer's Report

Trustee Ahl moved to approve the Accounts Payable for April 19, 2011 through May 16, 2011 and was seconded by Trustee Healy with a roll call vote as follows: Ryan – aye; Healy – aye; Hillman – aye; Ahl – aye; Jennings – aye; Lebert – aye. Motion passed. All ayes, no nays.

Finances

The library transferred \$190,196.25 to the Village of Orland Park in their first installment of the Debt Service payment.

Librarian's Report

\$1,500,000 was transferred to PMA for the General Fund investments based on the Cash Flow Plan.

\$691,478.14 was transferred to PMA for the Debt Service Fund investments. This money will mature on October 31, 2011 to be used for the last installment of the Debt Service payment.

Technology

Over the last several weeks, Peter Kuczynski Head of IT has been working on migrating all of the staff documents to a new server (Galileo) because the old server (Mars) failed. Storage for the graphics documents was slowing everyone down and creating large archival files. Graphics now saves to its own server (Mars2) and both servers are backed up each night.

Peter also had to build another server for our alarm (ADT) system. Power supply units had to be replaced and now the system is connected to its own serial server and can be remotely edited as needed. This is a vast improvement to the original installation and cost less than \$800.

Trustee Hillman asked that a thank you note of appreciation be written to Peter for his hard work on behalf of the Board of Library Trustees.

Personnel

The Public Information Coordinator sustained a serious fall in her home last Saturday. No more information is available at this time.

The In-Service Day (August 5) has been planned and will include the Orland Fire Protection District on emergencies and fire extinguisher use, speakers from the National Association of Mental Illness (NAMI) South Suburbs of Chicago, review of our Emergency Response Plan, and possibly another speaker on safety in libraries.

System News

RAILS (Reaching Across Illinois Library System) announced that State Librarian Jessie White has approved the merger of the five northern and central Illinois library systems. The new system is slated to begin on July 1, 2011. RAILS will serve more than 1,500 public, private, university and school library members at more than 3,700 library locations in a 27, 000 square mile area.

MLS is having a good-bye celebration after the June Quarterly meeting, June 2.

Grants

We have filed the preliminary “monitoring visit” for our Per Capita Grant with the State Library. We hope to have the final report done by June.

General

American Library Association has issued a special edition on libraries and their importance including all four types of libraries. A copy was distributed to each board member.

Circulation went up 4% in April. We are up by 5% overall.

The library will participate in the Taste of Orland August 5, 6, and 7th. A certificate of insurance has been requested from the Village of Orland Park for use of the parking lot that weekend.

Southwest Cooperative Association for Special Education presented the Youth Services Department a Certification of Appreciation.

School District 135 presented the library with a Certificate of Appreciation for Youth Services’ work with them.

Lobby

Assistant Director Wagner stated the lighting fixture for the Lucky Day collection was shipped from California on May 11 and should be arriving soon.

HVAC Retro-Commissioning Project

The library’s application for the Public Sector Retro-Commissioning (RCx) Program was submitted to SEDAC in Champaign last Thursday. According to their timeline, a response in the next two weeks is expected.

Security System

Assistant Director Wagner reported there have been a few issues with the ADT security system, both with swipe cards and alarms. The software and hardware has been updated and is now connected to our servers. A power supply unit was also replaced. Another alarm was received 5/17. We are following up with ADT as to why these are still occurring.

Sound Vision

There have been problems with the projector in Room 104 sporadically not lowering from the ceiling. Sound Vision has come up with a quick-fix to flip the breakers to reset it. They will be out next week for the bi-annual preventive maintenance and will check out the problem then.

The library purchased two battery back-up units (UPS) for the main audio-visual console and the podium in Room 104. It has been discovered when the building experiences power outages, surges or brown-outs, the audio visual components sometimes need to be reset. By having these UPS units, they will prevent these occurrences. Healy stated the UPS units come with insurance policies.

Maintenance

The aerator has been placed in the pond for this season. Wingren has been out and completed spring clean-up. Steve Newman will be getting costs to replace two evergreen bushes outside the staff entrance on the southeast corner of the building, two trees on the flagpole plaza, and flowers.

The ballasts will be replaced in the in-ground exterior lights at the main entrance. Steve needs a good weather day to install them and then caulk everything to keep moisture out.

See Staff Reports.

Other Staff Reports

Building and Maintenance

None

Finance

None

Service & Policy

See Librarian’s Report.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital Campaign
Committee**

None

**Unfinished
Business**

1. Update of the Authorized Signers for PMA Investments (Harris Bank) – For Action. Trustee Hillman moved to approve the update of the authorized signers for PMA Investments. Trustee Jennings seconded the motion. Motion passed. All ayes, no nays.
2. Acceptance of the Fiscal Year 2010 Audit – For Action. Trustee Jennings moved to accept the Fiscal Year 2010 Audit. Trustee Ahl seconded the motion with a roll call vote as follows: Jennings – aye; Healy – aye; Ryan – aye; Hillman – aye; Ahl – aye; Lebert – aye; Motion passed. All ayes, no nays.
3. Service to Non-Residents for 2011 Resolution – For Action. Trustee Ahl moved to approve the Service to Non-Residents Resolution for 2011. Hillman seconded the motion. Motion passed. All ayes, no nays.
4. Selection of Board Committee Appointments was discussed. A listing of committee appointments will be provided to each Trustee along with updated contact information.

New Business

Trustee Hillman complimented Outreach Services for the special attention given to program guest speakers of the library.

Announcements

None

Executive Session

President Lebert moved to adjourn the meeting at 8:46 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz