

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held June 16, 2008**

Due to President Sims' absence, the meeting was officially called to order by Vice-President Jennings at 7:30 p.m.

**Call To Order**

Members present: Muntner, Healy, Ahl, Jennings, Lebert (arrival 7:35 p.m.)

Members absent: Sims, Wydajewski

Librarians present: Wsol, Weimar

Guests: Robin Wagner, Public Information Coordinator

Four library carts featuring the 'Art on a Cart' program were displayed for the Board's viewing.

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

**Minutes**

Ahl moved to approve two sets of Closed Session Minutes, seconded by Jennings. Motion passed. All ayes, no nays.

None.

**Introduction of Visitors**

Thank you note from Sue Kuligoski and the Park School Staff and Students to the Orland Park Public Library for their assistance in their Walk in the Park Program.

**Correspondence**

Orland School District 135 Board of Education honored the Orland Park Public Library for its involvement and support to help our children achieve academic excellence. This Resolution was mailed to Director Wsol.

A thank you note from the family of Joseph J. Griffin for the Book given by the Board in memory of Mr. Griffin, a former board member.

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

**Treasurer's Report**

Ahl moved to approve the Accounts Payable for the second half of May, 2008 in the amount of \$188,388.67 and the first half of June, 2008 in the amount of \$126,481.59 and was seconded by Healy with a roll call vote as follows: Muntner – aye; Jennings – aye; Healy – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays..

The Director informed the Board that she will present the second quarter budget analysis for the Board's review at the July Board meeting. The Director stated that we will need to adjust more of the working budget.

**Librarian's Report**

Wsol and Weimar are working on the budget, levy and appropriation. They have met with Annmarie Mampe, the Village Finance Director and spoken with Ken Friker. Wsol will talk more about this later in the meeting.

The summer reading programs are well underway. Registration is very good. As of Friday, June 13, 2008, 1400 children and teens have signed up and 469 adults are registered. These numbers are up from last year. We have a new concept for the booklets and logs, which the patrons really like. We look forward to a successful summer.

Wsol is happy to report our circulation on the year is up 7% and 15% for the month of May. Attendance is also up 5% over last year at this time.

The coin changers that caused us some trouble have been replaced with our original ones. We can now take dollar bills and give change back in more than nickels.

The reception honoring the Art on a Cart artists and sponsors will be held Wednesday, June 25<sup>th</sup> at 4:30 p.m. The carts look great and the sponsors are happy. A photo op was held on June 4<sup>th</sup> for the Orland Park Prairie.

The new Marketing Committee held its first meeting on Thursday, June 12<sup>th</sup>. The committee is an inter-departmental group led by Wsol that will develop a marketing strategy for the library. Our first tasks are to create a library style manual and compile a staff speaker's bureau. Other projects will include developing a marketing plan for the library's databases and from that, developing a template or toolkit for staff to use to market programs and services; and creating a new Orland Park Public Library brand, which will include a new logo and tagline.

The library had an entry in the Orland Days parade. Teens and Youth Services staff marched to promote the summer reading program and handed out candy. We had a warm reception.

On June 19 and 20 we are holding all-staff meetings to review the Emergency Response Plan. The plan was initially presented at the staff in-service last August. Since then, we have revised the plan based on discussion with Police Chief Tim McCarthy and Deputy Chief Jerry Hughes, installed locks, viewers and silent alarms. At the in-service in August, we will conduct a drill supervised by the Orland Park Police. Board members are invited to come and participate as "the public".

At our Management Team meeting this week we will have a follow-up discussion to our Team Building initiative. It has been about three months since we finished the process and it is a good time to see how well everyone is doing.

We will be receiving the vehicle this week. We are scheduling orientations for the primary drivers and will be scheduling mandatory driver safety training shortly.

The In-Service Committee is planning the annual staff day in August. The theme this year will be Technology. We will have a general presentation in the morning and breakout sessions in the afternoon on topics such as LibraryThing and Shelfari; blogs, RSS feeds and wikis; del.icio.us and MySpace. We will also have demos of DDR and Will.

The History Channel program on the Tinley Park lights will air some time in September. We will let you know when we get a date.

Trustee Healy asked about the 2008 Summer Reading Program Sponsors. Despite the advertising value for the businesses, do we know if we are not going to the same businesses over and over again? Robin Wagner responded that we have compiled a listing so that we are not going back to the same businesses. We are building a database which will be the clearinghouse to show how many times we use them and what is their contribution to the Library.

### **Building Maintenance**

- Trane has submitted a renewal proposal for preventive maintenance on the chillers, air handlers, Aerco boilers, Aaon units and pumps; and the Summit Control system. They have asked for a 4% increase over the last year. The air handlers, etc. contract would cost \$6,302 and the Summit Control System contract would cost \$3,124. Steve attended one of the training classes offered through Trane and this preventive maintenance contract. We also have had all of our software updated. Steve recommends we renew this contract.
- Neviol Cleaning submitted their renewal proposal. They are asking for a 3.5% increase over last year's contract. Steve is pleased with the service Neviol is giving and recommends we renew the contract.
- Schindler needs to come out and retest the pressure because the code changed prior to the Village inspector coming out stating a certified inspector must be present when the pressure testing is being done. On this technicality, we failed the inspection, and

### **Other Staff Reports**

Schindler will come out again with an inspector and retest the pressure.

- Two of our front doors have remained locked for at least three weeks because we cannot find the power supply to these doors. They are not on the schematics (including the "As Built" ones). We contacted Linear and they sent someone out and couldn't find them. ADT sent a technician out to see if they could help us and was not able to trace the source. We have a call into Glenn Johnson, the engineer at Lohan Anderson, to see if he can assist us.

### **Landscape and Grounds Keeping**

- The yellow No Parking curbs are being painted this week and the white curbs along the south side of the building and in the circle drive will be done next.
- Wingren Landscaping is starting to trim down all of the bushes.
- Wingren planted daylilies on the islands per their proposal.
- Call Underground finished repairing the broken sprinkler sections.
- Steve has sprayed the pond and done some hard-pulling of the weeds.

### **Art on a Cart Project**

- Information was brought to both Noral and Evon Trophies for the cart plaques and the sponsor/artist plaques.
- Orland Park Prairie interviewed the sponsors and artists on June 4<sup>th</sup> to promote the reception in late June.
- Unveiling reception is scheduled for June 25<sup>th</sup> at 4:30 p.m.
- Urban Chef will provide the refreshments and Teen Inc. members will serve the patrons.
- Graphics has distributed small flyers to be inserted at the Circulation check-out desk.

### **Technology Committee**

- Cassandra Spence is working on an intranet which may be used by the staff as a way to communicate via a blog method. She is also creating a volunteer form for online submissions.
- Rana Akkawai and David Hardy created a MySpace account whereby we will provide a line to Bookletters.
- The committee members will provide the tutorial portion of the In-Service Day's breakout sessions.
- Steve Davis is creating a mash-up of Outreach programs hosted outside our building and Google maps.

### **Benjamin Franklin Committee**

- We have finalized almost all of our dates for the programs which will be offered in December, 2009 – February, 1020. We need only finalize the author visits, library card campaign, and the invention contest. Joy McFadden, Andrew Masura, Mary Adamowski, Marilyn Heintz, Robin Wagner and Kelly Cuci have been great in planning the exhibit so far. Melissa Tikalsky, the new graphic assistant attended her first meeting and is working on the character which we will use for our library card campaign.

### **Vehicle**

- Thomas Dodge called late Friday night and our Dodge Caravan has arrived. We inquired about the rebate and the advertisement for \$2.99/gallon gas. They informed us that the rebates would only apply if we did not take the gas card. After speaking with Mr. Gary Putz, we have decided to take the \$2,500 in rebate and forego the gas card which has restrictions on total amount of gallons allowed.
- We wrote a letter requesting the Village of Orland Park allow us to purchase gas at their pumps and we will hear from them this week.
- Horton has been contacted about the insurance and any safety classes they might have for their clients.

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. 457(b) Plan. Director Wsol stated that the 457 (b) Plan is an investment plan for the full-time employees. Members invest money from their paychecks in annuities in the employee's names. Richard Schlesinger has managed this plan since the late 80's. Periodically the plan and the participation agreement need to be updated to make sure they reflect current law. Wsol has worked with Schlesinger and the library's attorney to prepare a new 457 (b) plan, participation agreement and hold harmless agreement. Wsol would like approval of these documents today. The new documents will be sent to those people who are participating. Muntner made a motion for approval of the 457 (b) Plan. Ahl seconded with a roll call vote as follows: Healy – aye; Muntner – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes no nays.

**Unfinished Business**

1. Proposals for HVAC Preventive Maintenance. Trane has submitted renewal contracts for air handlers and Summit Control System. Steve has recommended renewing these contracts. Muntner made a motion to approve the two Trane contracts. Lebert seconded with a roll call vote as follows: Healy – aye; Muntner – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

**New Business**

2. Proposal for Cleaning Contract. Weimar stated that Neviol Cleaning has submitted their contract with a 3.5% increase over last year's contract. Steve is pleased with the service and recommends we renew their contract. Ahl made a motion to approve the contract with a 3.5% increase for Neviol Cleaning. Jennings seconded with a roll call vote as follows: Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye, Lebert – aye. Motion carried. All ayes, no nays.

3. Volunteer Policy and Adult Services Assistant Job Description. Muntner moved to approve the Volunteer Policy and the Adult Services Assistant Job Description and was seconded by Ahl. Motion carried. All ayes, no nays.

4. Prevailing Wage Resolution. Wsol stated that every June we pass a resolution agreeing to pay the prevailing wage for labor in Cook County. We approve it and publish and send proof of that to the Department of Labor and the Secretary of State. Healy made a motion to approve the prevailing wage resolution. Lebert seconded with a roll call vote as follows: Jennings – aye; Ahl – aye; Muntner – aye; Healy – aye; Lebert – aye. Motion carried. All ayes, no nays.

6. Budget, Levy and Appropriation. Wsol and Weimar have been working on this issue and

met with Annmarie Mampe, the Village Finance Director and spoken with Ken Friker. Because the Village is changing the fiscal year (15 month levy) we will need to adjust and make sure we have funds available throughout the 15 months. We have also asked Mary Jane Kepner to assist us in this area.

Lastly, Wsol stated that we should schedule a finance committee meeting regarding budget, levy and appropriation with Trustees Healy, Sims and Muntner. We will need to do this by the second week of July so that at the July meeting we will present the first draft. At the August meeting we will present for approval. The Director asked to be e-mailed with the dates available for the Finance Committee members.

Ahl moved to move into Closed Session at 8:38 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Public Body and semi-annual review of closed session minutes. Lebert seconded with a roll call vote as follows: Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye; Lebert – aye. Motion carried. All ayes, no nays.

At 8:44 p.m. Ahl made a recommendation to return to Open Session. Muntner seconded with a roll call vote as follows: Healy – aye; Muntner – aye; Ahl – aye; Jennings – aye, Lebert – aye. Motion carried. All ayes, no nays.

**Announcements**

None

**Executive Session**

Ahl moved to adjourn at 8:46 p.m.

**Adjournment**

Catherine Morrissey Lebert, Secretary

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

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

Minutes prepared by Dorothy Phelan