

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held June 15, 2009

Call To Order

Before approval of May's Board Minutes President Sims requested the Board amend the Agenda for the election of officers and appointment of the standing committees. Healy made a motion to amend the agenda for the election of officers and appointment of standing committees. Hillman seconded with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

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

Members absent: Wydajewski, Ahl

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Trustee Lebert made a motion to approve the nomination of Diane Jennings for President, seconded by Hillman with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Hillman made a motion to approve the nomination of Catherine Lebert for Vice-President, seconded by Healy with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Lebert made a motion to approve the nomination of Carole Hillman for Secretary, seconded by Jennings with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Jennings made a motion to approve the nomination of Nancy Healy for Treasurer, seconded by Lebert with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Hillman made a motion to approve the nomination of Catherine Lebert as President Pro Tem, seconded by Sims with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Jennings made a motion to approve the nomination of Mary Ann Ahl as Secretary Pro Tem, seconded by Lebert with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

Trustee Jennings made the motion to approve the following slate to fill the positions of the standing committees, seconded by Hillman.

Finance:	Sims, Healy
Building and Maintenance:	Sims, Wydajewski
Personnel:	Hillman, Lebert and Ahl
Service and Policy:	Jennings, Healy and Ahl
Law:	Jennings, Wydajewski

Long Range Planning Board functions as a committee of the whole.

The roll call vote was as follows: Sims – aye; Healy – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

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

Minutes

None

Introduction of Visitors

Letter to Mary Weimar and the Board of Trustees from Amy Najewski, Youth Services, thanking all for the kindness shown her and her family during the difficult time with the passing of her son Gregory. The people at the library meant so much to Greg and being able to continue to work at the library helped him feel normal and able to forget his troubles for a while. Amy expressed her gratitude for being able to take the time off to care for Greg. Amy also thanked us for the floral tribute and living plant in Greg's honor. She stated that the library staff had made a difficult time easier.

Correspondence

Thank you note from the family of Robert E. Hord, Sr., for the books to be purchased in his memory.

The Director distributed the Budget Analysis 8 months-Fiscal year 08-09 to the Board. Weimar stated that we are just slightly over half way through the budget and appear to be in sound financial shape. Sims made a motion to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Healy. Motion passed with a roll call vote as follows: Sims – aye; Healy – aye; Hillman – aye; Jennings – aye; Lebert – aye. Motion passed. All ayes, no nays.

Treasurer's Report

Hillman moved to approve the Accounts Payable for the second half of May, 2009 in the amount of \$118,030.46 and the first half of June, 2009 in the amount of \$116,044.91 and was seconded by Lebert with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye, Jennings – aye; Lebert – aye. Motion passed. All ayes, no nays.

Personnel

Librarian's Report

- Judy Hernandez, long-time Technical Services Assistant retired June 5 after 17 years.
- Alice Prendergast, long-time Circulation Clerk announced her retirement effective at the end of this month.
- The Management Association conducted the audit and gave us the final report. We have already begun to correct our I9 forms, and we will send the Personnel committee revisions to the Personnel Policy to comply with the FMLA changes. We have revised our application to accommodate the changes that were recommended and we have begun a new process in hiring with new written procedures and sample letters, etc.

Finances

- RoweCom: As stated at the last meeting, the suit was settled. But instead of getting \$300 plus; we received a little over \$1,800. We put the money into automation equipment where it is needed.
- Insurance: Travelers refunded \$704 as a result of their payroll audit performed last month. We usually get a refund each year based on this audit. The money was put back into the insurance line.
- Debt Service: To date, we have paid the VOP \$826,621.84 which is just over a half of what we owe this year.
- MLS notified us that we were one of the libraries who will be benefiting from another grant provided by our U.S. Representative Bobby Rush. Our deadline was June 12 to give an explanation as to how we would expend the monies. Looking at our AV circulation of over 31% of the total circ, we have placed a little over \$8000 to be expended on video games, playaways, DVDs, audio books and more to be divided by Adult, Youth and Outreach Services. The other \$1,600+ will be expended on Tablet PCs that will be used by Adult and Youth staff to provide Roving Reference in the stacks on a regularly

scheduled time slot throughout the day to assist patrons with their needs on the spot. The total grant is \$10,500. We are awaiting a response from MLS about our grant application.

- Our recycle program provider, Abititi, filed for bankruptcy and our April payment bounced and will not be replaced according to the letter received today. We received a June payment which the letter indicates is okay.

Exhibits

- As you can see by the display area upstairs, the Burnham prints came in and Melissa Panio and Kelly Cuci (along with the Outreach staff) framed them and they were hung June 11. The booklet became available June 15. Thanks to the following cracker-jack group Melissa P., Kelly C. and Melissa Tikalsky, our graphic artist for making us “the role models” of the Daniel Centennial project’s partners. Ms. Panio distributed a pamphlet for the Board to view. Ms. Panio told the Board that the Orland Park Public Library is one of over 250 Burnham Plan Centennial Partner institutions offering hundreds of ways for the people of Chicago’s three-state metropolitan region to dream and plan boldly. Our library has been chosen as one of three libraries to host 3 premier events for the Burnham Plan Centennial including a visit by Carl Smith, author of The Plan of Chicago: Daniel Burnham and the Remaking of the American City. Trustee Hillman stated that given all of the effort the Graphics Department put into this project, she would like to see the program booklet preserved after the Centennial is finished. The Board was in agreement.
- The ALA Ben Franklin brochures and posters were received in anticipation of this winter’s exhibit.
- *Arts Alive@* in the staff room: Nancy Heuser made her famous *Arts Alive* program available to any staff interested in decorating two pieces of artwork for the staff lounge. Robin Wagner, Pat Neubauer, Melissa Panio, Mary Adamowski, Laurie Schaedel, Jane Ruback, Jennifer McQuinn and Mary Weimar created some masterpieces that Steve placed on the blank walls. Nancy is a true asset to our library for innovative programs. The Director invited the Board to view these two pieces of artwork in the staff lounge after this evening’s meeting.
- To kick off the Summer Reading Program, Melissa Panio brought Tee Shirts which bear our new Orland Park Library logo to this evening’s meeting for the Board to view.

Resolutions

- Prevailing Wage: We will once again put forth a resolution to abide by the prevailing wage schedule for the State of Illinois regulating wages of laborers, mechanics, etc., for any public works construction we would undertake.
- Klein Thorpe and Jenkins would like us to sign a resolution authorizing the intervention of all 2007-2008 tax year appeals. The procedure is when we get a PTAB, we sent it to KTJ and they will consult with the other governmental agencies will notify us by letter that it will be pursued.
- The other KTJ resolution involves the cost-sharing agreement with the Fire Protection District and the Village regarding the PTABS. The VOP has signed and agreed to cost-sharing on PTABS.

Online Catalog/Circulation

- SWAN, as told you last month, will be instituting their newest reference tool entitled Research Pro to be embedded into the online catalog to provide federated searches. It contains 25 databases that may be most often used by reference librarians. We already own most of the databases or others that cover the same materials/concepts/subjects. We have our databases available on our web for home use. In order to access ResearchPro, the database cost had to be shared among the 79 libraries that are in SWAN. It was an optional service that would cost Orland Park \$54,000 a year in addition to the SWAN database fees of about \$52,000. After much debate and discussion with the adult reference staff, we have decided that ResearchPro would not be in our best interest at this time. Encore has not yet been launched and our beta site has not elicited the favorable response

we had hoped for. The cost is just too steep in the middle of this 15 month fiscal year to take on over \$25,000 in additional cost. Orland voted no to participating at this time. At least eight other libraries had voted no in the sample they took a month ago. The final count was not available at this time.

In-Service Day

- The In-Service Committee has formulated the agenda for the July 31st date. We will be hearing speakers on diversity training, team-building and collaboration.
- Along with these two outside speakers, we will be introducing Library 2.0 to the staff and kicking off our technology plan for this fall.
- Urban Chef, a generous sponsor over the last several years has been chosen to provide the menu for the entire day.

Policies

Personnel Committee

- Thanks to the speed of Robin, we have prepared some revisions to the Personnel Policy per recommendations by the Management Association and the Board's Personnel committee. These documents will be mailed this week to the committee and we need to discuss a meeting for the end of June. After discussion with the Personnel Committee a tentative date that was selected was June 22 at 6:00 p.m.
- Administration has put together a hiring packet which has procedures and sample letters for the Department Heads and Supervisors. It will be distributed to them at the Management Team meeting.
- The Per Capita Grant requirements will result in the Board having to review certain policies (reference and collection development, at least) at the July or August meeting. Robin and the Director will be working this month on reviewing the requirements more fully. Robin is engaged in putting together a building maintenance plan with Steve's help.

Robin Wagner distributed Program Participant's Consent Policy Section B10.3 to all Board members for their Policy and Procedure Manual.

Other Staff Reports

Roofing Issues

Olsson Roofing was here last week to cover and patch the joints in the flashing on the roof wall. We have paid just under \$6,000 for this work and the previous roof repairs over the last month or two. Hopefully this will be the end of our roof leaks. We have not had the interior ceiling at the north end of the building repaired yet as we want to make sure this latest round of repairs has solved the problem of water leaking through the roof deck.

Neviol

It is time to renew the contract with Neviol, Inc. Cleaning Services for 2009-2010. The cost for the coming year will be \$61,920. This is a 5.7% increase over last year's cost (\$58,380). This increase includes a 2% price increase and fourteen (14) more cleaning days due to the library being open on Sundays throughout the year. We have been very happy with their service and recommend continued use of Neviol. We ask the Board to approve the Neviol, Inc. Cleaning Services contract for the upcoming year at the cost of \$61,920. At this time Trustee Hillman asked Wagner if we could get a three year contract for a better price. Wagner stated that she did not think this was possible as this is a small firm. We have been very pleased with their work thus far.

Maintenance Update

Steve Newman has finished replacing carpet squares under the computer workstations on the 1st floor.

We are working on animal control in the pond area. Steve Newman is working on pricing and replacing various plants this month.

Friends of the Orland Park Public Library

The Friends had their bi-monthly board meeting the beginning of June. A nominating committee was formed to solicit new board members and officers to be voted on at their October annual meeting on Sunday, October 18, when the Wesoly Lud Polish Folk Dance Ensemble of Chicago will perform.

See Staff Reports.

Building and Maintenance

None.

Finance

Service & Policy

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

Unfinished Business

1. Neviol Cleaning Contract. Sims made a motion to approve the new Neviol contract for 2009-2010 at the cost of \$61,920. Hillman seconded the motion with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

New Business

2. Prevailing Wage Resolution. Hillman moved to accept the resolution to abide by the prevailing wage schedule for the State of Illinois regulating wages of laborers, mechanics, etc., for any public works construction we would undertake. Lebert seconded the motion with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

3. Standing Resolution on PTAB Appeals. Sims made a motion to accept and sign the resolution authorizing the intervention of all 2007-2008 tax year appeals. Lebert seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

4. Cost-Sharing Intergovernmental Agreement Resolution on PTAB Appeal. Healy made the motion to approve Cost-Sharing Intergovernmental Agreement Resolution on PTAB Appeal. Sims seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye;

Jennings – aye. Motion passed. All ayes, no nays.

5. Semi Annual review of Closed Session Minutes. The Director requested approval of the Semi-Annual Closed Session minutes and secondly if the Board approves the release of these minutes to the public. Lebert made a motion to approve the Closed Session Minutes and not release the minutes to the public. Hillman seconded the motion with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

The Director was pleased to announce to the Board that Library Trustee Mary Ann Ahl is the recipient of this year's Trustee of the Year Award at the October ILA Conference in Peoria.

Announcements

None.

Executive Session

Lebert moved to adjourn at 9:01 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan