

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held June 21, 2010

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

Call To Order

Members present: Healy, Sims, Jennings, Hillman, Ahl, Lebert, Wydajewski (arrival 7:45 p.m.)

Members absent: None

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Sims made a motion to approve the May Board minutes after amending the second to the last paragraph on page 1 to change tax *distribution* to tax *collection*. Also to be amended is changing Healy's statement that *Channel 11 could be a source for additional funding* which should read *Healy stated that Channel 11 is funded by the McArthur Grant*. Lebert seconded the motion. Motion passed all ayes. No nays.

Minutes

Chris McClure, Auditor, McClure and Inserra Inc.

Mr. McClure addressed the Board as to the financial statement and the two audit letters. He first thanked the Board for allowing his firm to conduct the audit. He stated that this was a 15 month audit. Going through the financial statement, he said page 17 was the breakdown of the general fund and pages 18 and 19 have the most detailed information of the financials. The debt service fund has been established. Lastly, the standards of auditing require Mr. McClure to show a deficiency in the management letter. The Library should have our accounting firm review the audit's financial statements. This usually has a cost of \$400-\$500. Mr. McClure stated that this is well worth the cost.

Introduction of Visitors

Trudi Momsen, 15056 Highland Avenue, Orland Park, IL 60462.
Ray Momsen, 2810 Jackson Drive. Wood Ridge, IL 60517

Letter to Director from Kay Momsen responding to the library's letter in regards to the FMLA form signed by her attending physician. The letter stated that Ms. Momsen would not be able to return to her position on June 7, 2010. It also requested written clarification on the library's personnel policy in regards to section 513 on disability.

Correspondence

Letter to the Board of Trustees from Rita Roth, Joan Alberts and Donna Ives. They belong to the adult afternoon book discussion and were recently moved from the conference room to another room with uncomfortable folding chairs. They stated they do not need any specific room but would like the big comfortable arm chairs. They asked the Board to remedy this situation.

The Director addressed the above issue. The Adult Book discussion groups have grown. The room reserved prior to this letter was Room 105 because the numbers usually matched the number of chairs. The popularity of the book discussions have made it necessary for us to house the group in Room 102 where up to eighteen patrons may meet. The chairs in this room are the folding chairs with padded seats. On occasion, the library has had to use Room 104 because of the SKYPE chats whereby the audience may interact with the author. We hope to offer more SKYPE chats in the future as the authors become available.

Ms. Roth has been a long-time discussion group attendee and feels that the chairs in Room 105 are more to her liking. We cannot accommodate a wheelchair patron and add folding chairs in Room 105 without causing an exiting problem in case of an emergency. To help the situation, it has been discussed that the group will meet from now on in Room 104 with the divider for intimacy and roll the chairs from Room 105 into 104.

We will look to purchase more comfortable meeting room chairs and if this budget allows, we may purchase 20-30 to accommodate the book discussion groups until more can be bought.

Trustee Ahl stated she would leave this decision to the Director and staff, but her opinion was that she did not feel moving the chairs from room 105 to another room was effective. Trustee Wydajewski also stated that moving chairs constantly was labor-intensive and still only served the first 12 people. Trustee Healy suggested recommending a less attended group discussion. The Board was in agreement that the Director and Staff will address this issue.

The Director distributed the Budget Analysis to the Board. The Director stated that revenues were not as healthy due to the economy. The Director pointed out we are down \$2,000 on fines. She attributes this to the 3-week loan period we implemented. Copy machine revenues are high. Sims moved to accept the Treasurer's Report submitted by Hearne & Associates. The motion was seconded by Hillman 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

Sims moved to approve the Accounts Payable for the second half of May, 2010 in the amount of \$140,529.69 and the first half of June, 2010 in the amount of \$127,679.22 and was seconded by Healy 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.

Closed Session Minutes

Librarian's Report

The Board did not go into Closed Session during the first six months of this calendar year (2010) and therefore there is no action to be made on the semi-annual review of the closed session minutes.

Finances

- The Director would like to have the Finance Committee meet at the end of July to discuss the 2011 budget. The Finance Committee agreed.
- The minimum hourly rate of \$8.25 effective in Illinois on July 1, 2010 was given in the June 15th pay period.
- The Village finance office requested a copy of the audit for their numbers and it was dropped off early last week. Next year they would like to have it completed and approved by May 15th.
- With MLS and state group purchases in jeopardy, the staff is currently meeting with database vendors to negotiate new contracts for the upcoming budget year.

Legal

- Donald Renner from KTJ sent Annmarie Mampe, Kerry Sullivan and Director Weimar an update on the outstanding PTABs. It included the PTABs the other governmental entities would prefer not to pursue. The library agreed to the interventions recommended by KTJ.

Statistics

- Our circulation figures continue to rise steadily. Summer Reading Program statistics have exceeded last year's numbers at this time.

Village of Orland Park

- The library received a "Save the Date" card from the Village for the Village of Orland Park's golf outing on September 21st.
- The library is mentioned in the Village brochure in regards to our story times at Centennial Pool.

Audiovisual Materials and Services

- The Book Nook e-readers have arrived and they will begin to circulate. Outreach has two for the homebound patrons and Adult Service has two for circulation. They will circulate for two weeks; patrons may place holds on them, but cannot renew them; and the fine rate is \$2.00/day. They were highlighted in the July/August newsletter.
- Adult Services was instructed to purchase a new database service for downloadable books and e-books. We have committed to purchase Media on Demand, a shared catalog of Overdrive which contains more popular titles than our previous service (NetLibrary). The e-books can be downloaded to our patron's personal Nooks or Sony Readers. They are not compatible with Kindle. They will not be able to download them to the devices we own. We will continue to purchase popular titles from Barnes and Noble for our Nooks. Media on Demand has CDs and DVDs, but we are only looking at audio books and e-books at this time. The cost is \$6,000 for our size community. \$2,000 is for the service; and we choose \$4,000 worth of products. (E-Books run about \$12.99 and audio books cost about \$40.) No duplicate titles will be purchased just yet. We do not have simultaneous use of the titles, but patrons may place holds on them. Titles are listed in the SWAN catalog.

SWAN and MLS

- At this time, the Director turned the Board's attention to the two page green sheets regarding library system status that was distributed at the beginning of the meeting.
- The Intergovernmental Agreement copy in the packet will be on the July Board meeting for action. This action will effectively separate SWAN from MLS and allow us to retain the Computer Fund and staff. The By-laws are currently under discussion with the SWAN made up of Council of six directors. We hope to hear more soon from the BIZCom Committee who is looking at the finances of SWAN.
- The ILA Board met Friday to discuss the state of the systems.

General

- Most other states are facing similar challenges and there are models to be examined and potentially adapted.
- Recognition that system restructuring presents opportunities as well as obstacles and challenges.
- Change is inevitable in the face of current financial realities, and our only choice is whether to be proactive in proposing options or wait and accept imposed structures.
- Solutions will be complex and probably in two phases: short-term survival mode and longer-term transformative changes.

Preliminary Structures

- The following services would be most efficiently delivered at a statewide level by entities that could include a mix of existing structures (ILA, state library, etc.) and/or consolidated, transformed and renamed system structure(s): shared catalogs, advocacy and marketing, consulting and the Talking Book Centers.
- Some level of regional structures would most likely continue to support delivery, as well as regionally shared catalogs, technical support, local advocacy and marketing. Support might be a mix of public funds and member contributions.
- Structures are still to be determined for the following services: coordination of data bases, joint purchasing, CE/professional development, serving unserved/statewide library card, and resource sharing.
- The members of MLS are writing letters to Secretary of State Jesse White, Governor Quinn and Comptroller Hynes to state money is needed for libraries. The letter would be clear that we understand funding is non-existent, but we hope the State would keep us in mind when funds are able to be released.

Furniture

The new computer task chairs for the public workstations and the lounge chairs for the Next Chapter have been delivered and put in place. We have received several positive comments about both improvements. One woman from Oak Lawn said it was very nice that we made such an effort to accommodate the seniors.

Painting

Jean Fitzgerald is continuing her work on the columns and they are really adding a nice touch to the second floor.

Lobby

Lighting – a designer from Evergreen Oak Electric has come in and discussed our lighting issues in the lobby and over the main staircase. At first, both of us thought Evergreen Oak had provided the lighting fixtures for this area of the building. We have since found out this is not the case and further research needs to be done about our options. Floyd Anderson has visited and told Mary Weimar there is no practicable way to work with the current fixtures we have.

Bookdrop Wall – Becki Jecka from OEC has been out to look at the wall around the bookdrops and to suggest a solution. She is right now suggesting a laminate to match the maple wood that would include the library’s new logo. Wagner has not seen a price quote or design sketch to see what it would cost and look like.

Shelving – Storologie has given us a quote for one more section of display shelving for the Lucky Day collection and three sections of 9” standard shelving for the patron holds pick-up for a total cost of \$1,560.93. Price includes delivery with installation done by Steve Newman. We ask the Board to approve the purchase of this shelving.

Cain Millwork has been contacted to come out and measure for the maple trim for these units and we hope to have that information for the July meeting.

Signage – We hope to bring to you at the July meeting signage proposals for the Lucky Day, Recycled Reads, Patron Holds Pick-Up and Internet Kiosks areas in the lobby.

Neviol

It is time to renew the contract with Neviol, Inc. Cleaning Services for 2010-2011. Neviol has submitted two contracts – a 1-year renewal at a 2.5% increase and a 3-year renewal with a 1% increase each year (total 3%). Wagner is recommending we accept the 1-year renewal over the 3-year renewal because this is our largest contract at over \$63,000 per year; keeping our building clean is our biggest priority therefore a yearly renewal forces both parties to keep on top of the issue; and because this is a daily service contract and not a preventative maintenance contract.

Term 2009-2010	2009-2010 (1year)	2010-2011 (1 year)	2010-2013 (3 year)
Monthly cost	\$5,160	\$5,289	\$5,215-5,268-5,321
Total yearly cost	\$61,920	\$63,468	\$62,580-\$63,216-\$63,852

We ask the Board to approve the Neviol, Inc. Cleaning Services 1-year contract for the upcoming year at the cost of \$63,468.00.

Energy Audit

Two consultants from SEDAC visited the library for several hours to do our energy audit on May 26th. They have received all the information they requested and, unless Wagner hears otherwise, she is expecting the audit to be completed in the next 4-5 weeks.

Building Update

Steve Newman has cleaned the chillers on the roof himself thus saving us the cost of hiring someone to do it. This big job took him most of three days to accomplish

The aerator has been put in the pond for the season. There have been no signs of muskrats or other animals in the pond.

A.N.S.I. was here on May 25th to clean the windows inside and out.

Ahl asked Wagner about the chipped/scratched curving maple by the Q line check out. The Director stated that we would be looking to replace the maple with a man made product.

See Staff Reports.

None

None

a. Head of Technical Services Job Description revision. After review it was stated that MLS/SWAN should be removed from the Job Description due to the possible change in our relationship with them. We will use *manages* instead of administers. Most changes were made under the Necessary Knowledge, Skills and Abilities. The Director stated this job description will be a Level 7 not Level 6. It will have a higher pay scale at a minimum of \$44,147.00. Healy suggested spelling out MLS (Masters of Library Science). The Director agreed.

b. Approval of Personnel Committee meeting minutes on June 15, 2010. Ahl moved to approve the Personnel Committee Meeting Minutes of June 15, 2010. Lebert seconded. Motion passed. All ayes, no nays.

No report at this time.

1. Fiscal Year 2008-09 Audit. Healy made a motion to accept the Financial Statement and two audit letters. 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.

1. Prevailing Wage Resolution. Ahl moved to accept the resolution to abide by the prevailing wage schedule for the State of Illinois. Hillman 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. The resolution was signed and will be mailed.

2. Neviol, Inc. Cleaning Contract. Ahl moved to approve the 1 year contract with Neviol,

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Automation

Strategic Plan

Long Term Planning

Building Committee

Capital Campaign Committee

Unfinished Business

New Business

Inc. in the amount of \$63,468.00. Lebert 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.

3. Head of Technical Services Job Description revision. Hillman made a motion to approve the revisions to the Head of Technical Services Job Description. 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.
4. Shelving for the lobby. Ahl moved to accept the Storologie quote of \$1,560.93 for shelving for the lobby. Hillman 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.
5. SWAN Intergovernmental Agreement. The Director stated that this issue will be on the July Board meeting for action. This action will separate SWAN from MLS and allow us to retain our Computer Fund and Staff. Discussion was held.

The Director informed the Board that she will be on vacation June 24 to June 30th. She will be out of contact.

Announcements

The Director told the board about an e-mail to Peter Kuczynski and the Director from Carol J. Norton who was especially appreciative of Audrey, Norma and Mark in the computer area. It was very complimentary.

Trustee Wydajewski requested that the Director ask someone from the Hearne & Associates firm to attend the next Board meeting to comply with the audit.

Ray Momsen asked that they be allowed to address the Board. Trudi Momsen read from a prepared statement about her feelings in regards to the separation of her mother Kay Momsen from her position as Head of Technical Services this last month.

None.

Executive Session

Adjournment

Sims moved to adjourn at 9:15 p.m.

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan

