

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held July 21, 2008**

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

**Call To Order**

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

Members absent: None

Librarians present: Wsol, Weimar

Guests: Robin Wagner, Public Information Coordinator

Muntner moved to approve the minutes as printed. Healy stated that on page two of the June 16, 2008 minutes the word team should be changed to theme. Lebert seconded the approval of the minutes as amended. Motion passed. All ayes, no nays.

**Minutes**

None.

**Introduction of Visitors**

Thank you note to Robin Wagner from Sam and Julie of the Illinois MUFOR for accommodating the History Channel UFO Hunters at the Orland Park Public Library. This episode will air in September.

**Correspondence**

Note to the Director and the Board from Kelly Laszczak, Youth Services, thanking them for the opportunity to attend the American Library Association Conference in Anaheim. It was a rewarding experience for Kelly.

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

**Treasurer's Report**

At this time Director Wsol distributed the 3<sup>rd</sup> Quarter Budget Analysis FY 07-08 to the Trustees. The Director stated that we are in very good shape. Wsol said she will discuss this later in the agenda. Wsol made note that some bolded entries, i.e., conference fees, staff training and education and Association Dues and fees will need to be revisited as there appears to be coding errors. Because the economic climate is overall uncertain and the tax money running a little behind, we will need to be very conservative in our approach. Also we will be going into the one-time 15 month fiscal year which will be challenging. The Library has always been conservative and will continue to be cautious in regards to the Budget. We did receive the Kosel grant of \$25,000. Our accountant tells us to use the Bobby Rush grant in this fiscal year. If not received, we will list as a receivable. We will adjust money within the line items.

Ahl moved to approve the Accounts Payable for the second half of June, 2008 in the amount of \$145,234.37 and the first half of July, 2008 in the amount of \$147,968.68 and was seconded by Lebert with a roll call vote as follows: Wydajewski – aye; Sims – aye; Muntner – aye, Jennings – aye; Healy – aye; Ahl – aye; Lebert – aye. Motion passed. All ayes, no nays..

Throughout the end of June, Weimar and Wsol were working on the budget, levy and appropriation. We met with several people, including our attorney, to determine the best way to proceed with the upcoming change in the fiscal year and the one-time fifteen month fiscal year. At our meeting with Ken Friker, we figured this out and I have put it on the agenda for discussion later in the meeting.

**Librarian's Report**

The Art on a Cart reception went very well. The carts are on display and being used throughout the library. They have been well received by the public.

We have finalized plans for the staff in-service on August 1<sup>st</sup>. The theme will be technology. Members of our staff will make presentations on the new staff intranet, Mars, and the updated web site. Breakout sessions will include presentations on LibraryThing, Shelfari, del.icio.us accounts, MySpace, rss feeds, wikis and blogs. Staff will also have the opportunity to use DDR and Wii. We will have a drill of our Emergency Response Plan coordinated by the Orland Park Police and also a fire drill and review of tornado procedures.

The library will have a booth at the Taste of Orland Park. We have cut the evening hours because of low traffic and cut the number of employees at the booths to two instead of three.

We have made changes in our materials security system that will be both more efficient and cost-effective.

The newly formed Marketing Committee has held its second meeting. We are developing a marketing strategy for the library and will start work on a new logo and brand. The committee has already begun work on a speakers' bureau and a library style manual.

At the SWAN Group C meeting we heard reports on the upgrade schedule. Release 2007 should be installed in the fall and tests on Encore are going well. Once Release 2007 is in and up, we can proceed with installation of Encore and Research Pro. These products will greatly enhance the searching possibilities of the online catalog, both in-house and remotely.\*

Wsol and Weimar have scheduled interviews with candidates for the Assistant Director position.

We have received the funds for our Kosel grant. We have already purchased most of the items for the grant. We are still waiting on the Comcast installation in order to have Sound Vision do the internal wiring and connections. Although we have not received the Bobby Rush grant money yet, we are being instructed to go ahead with purchases since the expenses are reimbursable. We have ordered the Peek a books and self-checkout stations. Peter has been shopping for LCDs.

Weimar has scheduled a drivers' safety workshop for August 6<sup>th</sup>. All staff who are qualified to drive on library business are required to attend. We will schedule another one in early fall for staff who have a conflict on the August date.

Wsol mentioned that we are making some changes in the materials security system.

### **Building Maintenance**

- Schindler came out with an inspector and retested the pressure valve. We will keep Schindler's services for the 2008-2009 fiscal year.
- Tony Hundsetter from Linear has not responded to our call to fix the front doors. We hope to have this resolved by the next Board meeting.
- Trane has been out to perform their preventive maintenance calls. They have found some small problems which Steve can handle by ordering some parts from other companies.

### **Other Staff Reports**

### **Landscape and Grounds Keeping**

- The pond contracted pond weed. Steve caught it at an early stage and treated it with the organic chemicals. He has been hard-pulling the invasive plants along with the shoreline. He will have a helper this week to continue with its upkeep.
- Prairie House replaced the spruce tree at the south end of the parking lot.
- Wingren replaced one dwarf lilac. They also removed the bushes on the north end of the building and replaced them with hostas because the drainage is poor in that spot and they are a hardier plant.
- All the plants are looking quite healthy so far this summer.

### **Vehicle**

- Together with Outreach, we have developed procedures for use of the new vehicle. We have also put together an accident packet. We distributed these materials at the Management team meeting last week.

- The name of the library has been decalcd on three sides of the vehicle.
- Outreach purchased some minor emergency equipment and has the items stored in a tub in the van. We purchased back-end cover to protect the carpet when the seats are stored.
- Steve brought the van to Thomas Dodge for rust-proofing.
- We received permission from the Village to purchase gas at their pumping station. Steve will be the primary person on this task.
- We also have mileage logs, travel rosters and maintenance logs on our server, along with the scheduled use of the vehicle.
- National Safety Council will perform a defensive driving Class for four hours on August 6<sup>th</sup> for staff who drive on library business.

**ILA Awards Committee**

- I attended a meeting of the committee at the alliance system to determine the winners of some of the awards in our charge. I abstained from the Highsmith Award Vote. Orland Park Public Library will receive this award at ILA in Chicago at the end of September. The project Arts Alive (painting program by Nancy Heuser) was the winning entry.
- I will attend the ILA Awards Committee meeting next week in East Peoria as Chairman of this committee.
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**Furniture**

- We have purchased a third stool for behind the Circulation front desk.

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. Budget, Levy and Appropriation. Wsol and Weimar have met with our attorney about changing our timetable for submitting our levy request. We will approve the operating budget for FY 08-09 at the September meeting. We will also have the first review of the levy and appropriation at that meeting. The Village Finance Director needs our levy numbers by October 17<sup>th</sup>, 2008. At the regular meeting on October 20th the Board will pass the levy ordinance and provide the official documents to the Village on October 21<sup>st</sup>. We hope to have the new EAV and the new tax rate by the September meeting – if not, prior to the October meeting. The

**Unfinished Business**

Finance Committee will meet in August. Director Wsol asked the Finance Committee to e-mail dates they are available to her prior to the August 18<sup>th</sup> Board meeting.

1. Policy for Driving on Library Business. The Director presented the Policy for Driving on Library Business for approval by the Board. The Service and Policy Committee has signed off on this policy. The changes are: 4 hours driver safety training instead of 8 hours and removing the requirement for a physical examination for all persons driving on library business. Also the driver and all passengers must wear safety belts at all times. Ahl moved the Board accept the Policy for Driving on Library Business. Muntner seconded. Motion passed. All ayes, no nays.

2. Upcoming Trustee vacancy. Trustee Muntner has submitted his resignation to the Board. October will be his last meeting. Trustee Muntner is the Treasurer and will need a replacement by October. Discussion was held and it was decided Trustee Healy would serve as Treasurer from October, 08 through March 09. This item will be put on the August agenda for action. It was also decided to post a notice to the public of the trustee vacancy. The deadline for applications will be August 8, 2008. Ahl suggested revisiting resumes of several previous candidates already interviewed by the Board to fill an earlier trustee vacancy. Wsol will go through files and retrieve selected packets for the Board.

3. Freedom of Information Act and Open Meeting Act. The Per Capita grant requires a discussion by the Board about these two acts. Wsol presented an overview of each act and distributed fact sheets for both Acts and information on two websites for further review. Discussion followed.

4. TIF Meeting Report. Trustee Healy attended the TIF Meeting. There was discussion about both TIFs. The old TIF is ready to be closed out. The Village wants to close it as soon as possible, but the school districts would rather wait until 2010. The Village was clear they will close it as soon as they can. On the new TIF, the Village is going forward with the plan to extend Ravinia and Jefferson and will use eminent domain. They have offered some relocation aid to the businesses, but will not be responsible for existing leases.

At this time a discussion was held regarding Director Wsol's retirement.

None

Ahl moved to adjourn at 9:21 p.m.

Catherine Morrissey Lebert, Secretary

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

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

Minutes prepared by Dorothy Phelan

**Announcements**

**Executive Session**

**Adjournment**