

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held July 20, 2009**

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

**Call To Order**

Members present: Sims, Healy, Jennings, Hillman, Lebert, Ahl, Wydajewski (arrival 7:32 p.m.)

Members absent: None

Librarians present: Weimar

Guests: Melissa Panio, Public Information Coordinator

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

**Minutes**

Mary Adamowski, Head of Youth Services  
Andrew Masura, Head of Adult Service

**Introduction of Visitors**

On behalf of Andy, Kelly, Peter, Melissa, Diane, Mary Weimar, Robin Wagner and herself, Mary Adamowski, we wish to thank the Board for allowing us to attend this two-day conference at McCormick Place. With 1,000 exhibit booths comprising exhibits of authors, furniture, etc., there was much to see and do. The staff was also excited by the Newberry Library Banquet. Adamowski also met the author, Neil Gaiman. Mary felt it was valuable for all the staff to meet with Board members Nancy Healy, Cathy Lebert and Mary Ann Ahl who also attended. Thank you again for this opportunity.

Andrew Masura spoke to the Board about Resource Sharing. The Resource Sharing Service became available at OPPL in the late 1960s. Since then Resource Sharing has grown due to the integration of computers into library operations. Users of this service must be an Orland Park Public Library card holder. Since we belong to MLS, one of eight library systems in Illinois, and exchanges materials with approximately 85 public libraries in the south and west suburbs. A pamphlet was distributed to the Board.

Andrew Masura addressed the Board on the Books On The Go program. Mr. Masura brought the Books On The Go bag which features our new library logo. The Adult Reference/Reader Services of the library lends bags for a six-week loan period which gives a discussion group time to read and schedule a meeting. The bag comes with a guide on the books that we own.

Mr. Masura spoke about the program BookLetters which features bibliographies delivered to your e-mail. Twelve different genre lists are featured.

Andy Masura spoke about 2009-2010 Book Discussions which are held on Fridays at 7:00 p.m. at the fireplace. It is gaining in popularity and the last time it was held there were nine patrons.

Lastly, he distributed the July, 2009 New Release List to the Board and a print out of the Orland Park Public Library's Book and Movie Mates for patrons to fill out and return.

Letter to members of the Board from Kelly Cuci, Head of Outreach, thanking them for allowing her to attend the ALA convention in Chicago. Kelly believes this was a wonderful opportunity to develop her own creative pursuits for our Library.

**Correspondence**

Andrew Masura, Head of Adult Services, sent a thank you note to the Board for allowing him the opportunity to attend the ALA conference in Chicago.

Trustee Healy also had a good experience at the ALA in Chicago. She drove with Robin Wagner and learned many details of the Circulation Department. Healy visited the Ingram Library Services booth and asked about their billing system and will continue a dialogue with them. Healy visited the Proquest database and found their program “How to Market Your Library”, which is free to us. Last two items, she met, Michael Connolly, a fiction writer and heard a 1950’s Little Rock, Arkansas address entitled “Arkansas 9”. It was very powerful.

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

## Treasurer’s Report

Ahl moved to approve the Accounts Payable for the second half of June, 2009 in the amount of \$131,659.34 and the first half of July, 2009 in the amount of \$128,444.49 and was seconded by Lebert with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Jennings – aye; Lebert – aye; Ahl – aye. Motion passed. All ayes, no nays.

## **Personnel**

- Weimar talked about the retirement, resignation and wage garnishment issues involving some of the employees.
- Barbara Gilbreth finished putting the 19 files in order according to the audit done by Management Association. We also revised our job application, made new hiring procedures and the Personnel Committee met to revise the policy to be in compliance with the law.
- Our In-Service Day is July 31<sup>st</sup> and we have a full schedule of speakers.

## **Workshops/Training**

- Tinley Park Public Library, Frankfort Public Library and Orland Park Public Library are collaborating on a series of workshops on team building, core competencies and more creative thinking exercises. These workshops will be spread over one year; the first one is scheduled for August 19 at TPPL.
- American Library Association Conference was very good. Weimar brought back many books and posters for the different departments. Thank you for the opportunity to attend.
- Director Weimar asked if any board members wished to attend the Board Boot Camp workshop at Midlothian Public Library on Saturday, July 25<sup>th</sup>.

## **Databases**

- We found a less expensive alternative to Mergent Online, our database for business reference. It currently costs about \$15,000 per year. We are looking to change this service to a database called LexisNexis which provides very similar information for a cost of about \$6,500 per year.
- Weimar visited the *Overdrive* booth at ALA and spent some time speaking with our representative. We used to have NetLibrary, a downloadable service for libraries. The cost was about \$12,000 for the year, had simultaneous users but no downloads to iPods. It did not get used very often. *Overdrive* is similar and currently has a group purchase going with MLS. It only has simultaneous users if you ordered more than one copy of the book. All titles are in SWAN and it is compatible with iPods. We are looking to add this service in the next fiscal year.

## **Exhibits/Grants**

We received the *Harry Potter’s World: Renaissance, Science, Magic and Medicine*. The dates went fast and we will be hosting this exhibit July 1 – August 11, 2012.

Barnes and Noble had inquired about our participation in a community day this year. Due to the Ben Franklin exhibit and Orland Park Reads, we have decided that every other year would be more relevant.

The Per Capita Grant is due October 15, 2009 and requires discussion of certain policies and services we offer to the patrons. The ILL Code review will be discussed later.

The Publicist from The Burnham Plan 100 sent the recipients of the exhibit an email about writing press releases for the exhibit and programs. OPPL was mentioned as a good example of publicity. The Burnham banners are hanging along Ravinia Avenue. The program featuring a Burnham impersonator had over 125 attendees. The crowd was very pleased and Dinner by Design was a wonderful sponsor. Our author, Carl Smith, was fabulous. Attendance was about 35. His presentation was very informative and he signed copies of his book.

### **Finance**

- McClure Inserra, our auditors have begun the examination of the loss and cost of our levy. The project is still pending.
- Mary Weimar will be working with Sharon Wsol this year on the 2010 budget. The Director will be hiring her as an independent consultant. The Board was in agreement with this arrangement.

### **General Information**

- Circulation went up 1% in June so we are just .7% under for the year.
- We did have a record month for library card sign-ups. 410 new cards were issued and 465 were renewed.
- Spring/summer pavers will be installed tomorrow morning.
- We will be tabling the For Action item on the internet kiosks until more information may be obtained from Cain Millwork.
- We will be investigating a new service entitled "Text-A-Librarian" that exhibited at ALA this summer. We currently IM but the trend is definitely texting and we will have to see if this service is viable or can we do it ourselves.

### **Roofing Issues**

The roof leak at the north end of the building seems to be resolved. Steve Newman is requesting quotes for repairing and painting the interior ceiling. Anderson's Construction gave the best quote at \$470. Steve has contacted them to set up the job.

### **Safety Signs**

We are waiting for the last of the safety signs to arrive before we install them. This will be done by the end of July. These signs include "Please Wash Your Hands" in the bathrooms, "Please Use Handrails" by stairs, and numbering of the elevators and stairwells.

### **Van Detailing**

Mission Signs has given an estimate on putting the new logo on the van. It will cost just over \$200 to also remove the old detail. Melissa Piano distributed a picture of the van. Trustee Ahl agreed with the Director that no phone number needs to be on the van.

### **Maintenance Update**

Steve Newman has finished replacing flowers and plants as needed throughout the landscaping. The lilac bush has arrived and will be replaced by Wingren this week. The blue spruce at the south end of the parking lot that was replaced last year by Prairie House seems to be ailing. Prairie House says it might be spider mites, so Steve Newman has treated it. We will await the outcome

Animal control in the pond area has been successful. Steve will continue to monitor the situation

for future destructive pond residents.

The pond weeds and algae are under control. There are cattail-like weeds along the perimeter of the pond that are very invasive and hard to destroy. Steve is currently working on clearing them out.

The brown spots in the lawn areas are rust disease due to the wet weather. Steve is working on those problems also.

Steve has power washed and scrubbed the front external entry area. The curbing is in the process of being repainted, both yellow in the back and white in the front by two young men who have volunteered their time this summer. Steve will work on the bolsters-putting in additional concrete at the base, caulking around the base and repainting them.

#### **Youth Services Program Room Dividers**

We have had problems with the room dividers being very difficult to open and close by both YS staff and Steve. It seems the floor has risen over the years so the doors get wedged as they move to the center. Steve has examined them and they have been adjusted as much as they can. They now need to be taken down and refitted. Cain Millwork has submitted an estimate of \$2,708.00 for the one-day job. The work is scheduled for August 4th.

#### **ALA Conference**

Thank you for allowing me to attend the American Library Association Conference on July 11-13. Wagner attended several interesting and informative programs and looked at new products and services in the exhibit hall. Wagner brought back with her several ideas which I am sure you will hear about over the next few months.

At this time, Trustee Ahl asked if we could place a paper receptacle next to the self checkout area. Patrons are leaving a lot of paper which prints out at the time of check out. The Director will look into this.

See Staff Reports.

None.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

None

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

**Law**

**Automation**

**Long Term Planning**

**Building Committee**

**Capital Campaign**

**Committee**

**Unfinished  
Business**

**New Business**

1. Personnel Policy Revisions. Weimar distributed the personnel policy revision packet to the Board. After discussion Wydajewski stated that 503.4 Verification be amended to read "The Library Director may require written verification of any sick time taken including, but not limited to, a doctor's note." Wydajewski moved to amend and accept 503.4 and 501.2 Part-Time Employees to be effective January 1, 2010. Hillman seconded. Motion passed. All ayes, no nays.

Sims moved to amend and accept the remaining revisions in the personnel policies. Lebert seconded. Motion passed. All ayes, no nays.

2. Internet Walk-Up Stations. Director Weimar informed the Board that she is tabling the Internet Walk-Up Stations until more information is obtained from Cain Millwork.

3. Purchase of Art Piece(s). The Director distributed an information packet from Randolph Rose Collection showing art pieces that the Library would be interested in purchasing. Wydajewski inquired which account the money would come from. The Director stated that it would come from the Capital Campaign Fund. Sims had questions on how much weight is involved and delivery placement of the art pieces. Sims made a motion to approve the purchase of art pieces pursuant to the Director receiving information on weight and delivery placement not to exceed \$10,000.00. Ahl seconded the motion 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.

4. Interlibrary Loan Code (ILLINET). The Director gave an overview to the Board on the ILLINET program. After discussion the Director informed the Board that this discussion fulfilled the Per Capita Grant.

5. Patron Pick-Up Hold Shelves. The Director stated that Cain Millwork came out and gave her a quote of \$3,134.00. The Director will put this item on next month's agenda for action.

President Jennings presented a signed letter from all of the Board members to Trustee Ahl as the recipient of this year's Trustee of the Year Award from the Illinois Library Association. Both the Board and Staff congratulate Mary Ann Ahl on this prestigious citation.

**Announcements**

None.

**Executive Session**

Sims moved to adjourn at 9:45 p.m.

**Adjournment**

Carole Hillman, Secretary

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

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

Minutes prepared by Dorothy Phelan