

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held July 19, 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, Lebert

Members absent: Ahl, Wydajewski

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Hillman made a motion to approve the June Board minutes. Healy seconded the motion. Motion passed all ayes, no nays.

**Minutes**

None.

**Introduction  
Of Visitors**

None.

**Correspondence**

The Director distributed the Budget Analysis to the Board. The Director stated that we have 57% of our budget remaining half-way through 2010. Most line items are on the mark. Trustee Healy noted that the databases line appears to have considerable money remaining. The Director responded the databases payments come due in October/November. Healy also asked about the electricity line and the Director said at times we do get a small charge on that line. Hillman moved to accept the Treasurer's Report submitted by Hearne & Associates. The motion was seconded by Sims with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – 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 June, 2010 in the amount of \$100,710.76 and the first half of July, 2010 in the amount of \$138,818.89 and was seconded by Hillman with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

**Personnel**

We have received applications for the open position in Technical Services. Interviews will be starting when Robin returns from vacation. Barbara Gilbreth, the Business Manager, announced her retirement effective August 3, 2010. Dorothy Phelan, Business Office Assistant, announced her retirement effective July 29, 2010. Dorothy has agreed to come in for the August Board meeting to take minutes. The Personnel Committee will need to meet by the second week of August to look at revised job descriptions for these two open positions. The library will be purchasing a book in memory of Library Trustee Mary Ann Ahl's mother.

**Librarian's Report**

**SWAN**

The SWAN Council has been moving the separation from the Metropolitan Library System at a fast clip. On the agenda to be signed is our participation in SWAN as a legal entity; the Intergovernmental Agreement and a resolution repealing the full participation with MLS.

SWAN has a Task Force looking at the cost of delivery for our membership should MLS not be funded. The cost at this time for system delivery paid by the State is \$750,000.

SWAN also has a committee entitled BIZCOM which is looking at the technological needs of

SWAN, staffing, and housing of its staff and equipment. They have put out an email requesting libraries that have the space to contact them. Several have replied, only some are viable solutions.

The SWAN membership is rewriting their Bylaws to accommodate SWAN. The meeting on July 13<sup>th</sup> with Governance Group C went longer than expected because the document needs to go back to the draft stage.

### **PTABs**

Donald Renner of Klein Thorpe and Jenkins has been sending the library, Village and Fire Protection District updates on the property tax appeals' interventions. On the agenda is an intervention resolution involving the Orland Square Mall that involves tax valuation objections. Until recently, taxing districts were unable to intervene with these. The Cook County State's Attorney would represent the Cook County Collector but the Supreme Court ruled that we now may intervene. Orland Square Mall is seeking a reduction of property tax in the amount of roughly \$1,730,000 (plus interest) among all of the taxing districts. This would be a substantial refund from our property tax distribution from Cook County.

### **Orland Fire Protection District**

The OFPD is requesting an intergovernmental agreement with us for use of the south end of our parking lot during the construction of their addition starting in August through May, 2011. It is not expected that a significant amount of traffic will be experienced.

### **Budget**

The budget process has slowed down due to the uncertainty to the cost of SWAN and delivery and rising health insurance costs. The tax bills may be late and we will be adjusting our investments accordingly.

### **Furniture**

The last of the computer task chairs were delivered the end of June and are in place in the Youth Services department and on the second floor adjacent to the "Next Chapter" area.

### **Other Staff Reports**

### **Furniture Identification**

Wagner found freeware online to create our own identification labels with a tracking spreadsheet for the new furniture and anything else we'd like to inventory. Wagner is trying to work her way through it and find the right-sized labels to use.

### **Lobby Lighting**

Wagner has gotten very little feedback from the consultant at Evergreen Oak Lighting. If Wagner does not get anything by next week, she will call someone else in for lighting options. Due to the budget considerations, this project may have to be held until the new fiscal year.

### **Lobby Shelving**

At last month's meeting, the Board approved the purchase of four sections of library shelving from Storologie for \$1,560.93. In the following days and weeks, Wagner was unable to make contact with the sales representative to verify the color and place the order. Not knowing what was going on and wondering if they were going out of business, Wagner worked on locating another vendor.

Meihan Manufacturing Company is the local authorized dealer for Montel shelving and submitted a proposal for the same pieces at a cost of \$1,150.00. This proposal has been accepted by Director Weimar and the order was placed on July 14, 2010. Due to a shutdown at Montel's factory in Montreal, the shelving is due to be shipped the week of September 20<sup>th</sup>. Though this is later than we had hoped, it will give us more time to fine-tune procedures, signage, etc., for the new self-pickup holds area.

Cain Millwork has submitted a proposal for two maple veneer bookcase surrounds to finish off both the Lucky Day shelving and the new self-pickup shelving with a cost of \$4,564.00. We ask the Board to approve this expenditure.

**Book Drop Panels**

Cain Millwork also submitted a proposal for replacing the fabric panels around the book drop slits with either maple laminate or the same laminate used in the Internet kiosks. The cost is just over \$6,000.00. Wagner is having a hard time envisioning what it would look like. She will continue to look for ideas. Due to budget considerations, this project may have to be held until the new fiscal year.

**Schindler Elevator Contract**

Wagner has been able to negotiate a lower-priced preventive maintenance contract with Schindler Elevator Corporation. Although we are still locked into a 5-year contract, this year's cost will be \$3,840.00. This is \$521.39 less than the \$4,381.39 cost under the old contract's terms.

**Energy Audit**

The library's energy audit is in the review process for the next 2 to 3 weeks, after which it will be polished (if needed) and then printed and sent to us by mid-August.

**Parking Lot**

The library parking lot needs to be patched and a seal coat applied this year. There are sixteen areas which need to be saw cut and patched with hot asphalt. Some are around manholes and if we don't take care of them before the coming winter, they may collapse and then we'd have a bigger expense. Wagner has received three proposals which range from \$23,116 to \$29,494 to patch sixteen areas, hot-seal cracks, apply two layers of seal coat and paint the parking stripes. This can be done anytime through October, but it is best to do it no later than the end of September. This project will be placed under your consideration at a future meeting. Trustee Healy suggested doing a check of costs to the Civic Center and other institutions. Or could we do this work in conjunction with the Village? Trustee Hillman stated her Condominium association had a special sealant applied which could last approximately 10 years. Hillman will get more information from the Condo Association.

See Staff Reports.

None

None

None.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

**Law**

**Automation**

**Strategic Plan**

**Long Term Planning**

**Building Committee**

**Capital Campaign Committee**

1. Resolution Executing an Intergovernmental Agreement establishing SWAN and authorizing Membership in SWAN. Healy made a motion to accept the Resolution Executing an Intergovernmental Agreement establishing SWAN and authorizing Membership in SWAN. 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.

**Unfinished  
Business**

2. Intergovernmental Agreement Establishing SWAN. Sims made a motion to accept the Intergovernmental Agreement Establishing SWAN. 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.

3. Resolution Concurring in the recommendation of MLS to Repeal the Existing SWAN Full Participation Agreement. Lebert made a motion to accept the Resolution Concurring in the recommendation of MLS to Repeal the Existing SWAN Full Participation Agreement. Hillman 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. Shelving for the Lobby. Sims made a motion to approve the Cain Millwork proposal for two maple veneer bookcase surrounds at a cost of \$4,564.00. Healy seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

1. Resolution Authorizing Intervention in Orland Square Mall Tax Valuation Objections. Hillman made a motion to accept the Resolution Authorizing Intervention in Orland Square Mall Tax Valuation Objections. 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.

**New Business**

2. Shared Parking Agreement with Orland Fire Protection District. Hillman moved that we approve the agreement with Orland Fire Protection District for use of the south end of our parking lot during the construction of their addition starting in August, 2010 through May, 2011. Sims seconded with a roll call vote as follows: Healy – aye; Sims – aye; Hillman – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

The Director informed the Board the ILA conference at Navy Pier will be held September 28 – 30. Trustees who wish to attend are to contact the Director.

**Announcements**

The Director stated that Pat Neubauer, Assistant Head of Circulation, won the Jane O'Brien Award for 2010.

None.

**Executive Session**

**Adjournment**

Sims moved to adjourn at 8:24 p.m.

Carole Hillman, Secretary

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

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

Minutes prepared by Dorothy Phelan