

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held August 17, 2009

The meeting was officially called to order by President Jennings at 7:32 p.m.

Call To Order

Members present: Sims, Healy, Jennings, Hillman, Ahl, Wydajewski (arrival 7:40 p.m.)

Members absent: Lebert

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Jennings moved to approve the July Board minutes. Ahl seconded the approval of the minutes. Motion passed. All ayes, no nays. Due to Hillman incurring a wrist injury, the July board minutes were signed by Secretary Pro Tem Ahl.

Minutes

Mary Adamowski, Head of Youth Services
Shirley and Dan Calabrese (arrival 7:42 p.m.)

Introduction of Visitors

Mary Adamowski informed the Board that the Summer Reading program is officially over as of August 3rd. The Youth Services Department had an exciting and busy summer and hated to see it end. The t-shirts, with portions taken from our mural, were a big hit. We registered 2,600 patrons, birth through age 99, with 1,454 completing the program. We were very satisfied with the outcome of our program. To give the Board an example, Adamowski stated that last year we had 122 Youth Services programs with 2,000 patrons and this year we had 104 programs with 4,000 patrons. Especially successful was our drop-in craft programs where we had 250 patrons each week, including adults, grandparents, children, and nannies. Also our Friday teen programs during the summer were well received. We had a paper making class, Annihilate a T-Shirt where the patrons would annihilate the t-shirt to make a new t-shirt and Music Madness. We are now beginning to plan our 2010 Summer Reading Programs. At this time, Trustee Ahl asked if we can take something out of the mural each year. Adamowski responded that this would be a great idea and she will look into it. Director Weimar also stated our logo is highlighted in the t-shirts and seen all around.

Letter to Director Weimar from Gail Blummer, Co-Coordinator of the Taste of Orland Park 2009, thanking the Orland Park Public Library for closing our facility on Sunday, August 2nd to accommodate parking for the Taste of Orland event.

Correspondence

Letter to President Jennings from Shirley Calabrese about safety in the library. Copies of the letter were given to all Board members. The Director reiterated to the Board the situation involving Ms. Calabrese, from initial notification on June 24, 2009 to her subsequent resignation a few days later. Director Weimar listed the steps that have been implemented over the last month and a half. The Orland Park Police Department has added the library on their walk-throughs. The police have been seen walking through our building frequently. The document entitled "Safe Harbor: Policies and Procedures for a Safe Library" will be used in the three-year Strategic Plan. The cordless phones have been distributed to the pages to carry for communication. Department Heads have been asked to write safety procedures for their individual departments. These will be discussed at the Strategic Plan meeting.

Wydajewski made a motion to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Ahl. Motion passed with a roll call vote as follows: Wydajewski – aye; Sims – aye;

Treasurer's Report

Healy – aye; Hillman – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays.

Sims moved to approve the Accounts Payable for the second half of July, 2009 in the amount of \$116,126.28 and the first half of August, 2009 in the amount of \$144,298.28 and was seconded by Wydajewski with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye, Jennings – aye; Ahl – aye. Motion passed. All ayes, no nays.

Before Director Weimar began her report, Melissa Panio, Public Information Coordinator, distributed the new business card selections with the library's new logo. Every department will have the same business card except for Youth Services which will have one that highlights children. After discussion, the Board agreed with Director Weimar and Panio that the horizontal card choice will be chosen for all departments.

Librarian's Report

Secondly, Panio informed the Board that regarding our anniversary celebration our start up as a library was in 1937 and therefore 2012 will be our 75th anniversary year. However, an ordinance established the OPPL as a free library in 1941, making 2011 our 70th anniversary year. We are looking into these dates and will keep the Board posted.

Thirdly, the Macy Adventure Pass Program will be available on September 1st. Some museums have two passes for circulation per patron, other museums have four passes.

Personnel

- We received a packet today from Illinois Department of Employment Securities to refund our money.
- The In-Service Day was a huge success. Many thanks to the committee members (especially Co-Chairs Kelly Cuci and Melissa Panio). The day encompassed cultural diversity recognition and team building understanding.
- The Management Team will be attending the first of four workshops this Wednesday with Tinley Park Public Library and Frankfort Public Library District.
- Staff who worked the Taste of Orland received Barnes and Noble gift cards.

Finances

- The budget will be ready for the Finance Committee meeting in early September. At this time it was decided the meeting will take place Tuesday, September 8, 2009 at 3:30 p.m.
- All LSTA Grants from the Illinois State Library have been cancelled.
- We are awaiting information on the Bobby Rush Grant application.
- Per Capita Grant monies next year will decrease about 16% from last year. A final determination has not been made.
- The Debt Service Fund Resolution was written by Klein Thorpe and Jenkins. At this time, \$227,331 needs to be put into this fund. The Director will meet with PMA and Hearne to proceed with this process to ensure that the monies received after June 1, 2009 get reallocated to this fund. We have been paying the debt service each month as monies come in from Cook and Will County.
- Representative Renee Kosel sent the library a notice that the General Assembly approved "Illinois Jobs Now" infrastructure program to provide financial assistance for capital improvements for public libraries throughout Illinois. We will pursue this grant.
- The library systems received a big cut and we are anticipating an increase in our SWAN fees.
- The tax bills are coming out late and we are adjusting our investments accordingly.

Internet Station

Cain Millwork gave a quote on putting three Internet Stations where the Lucky Day Collection currently resides. One is ADA compliant. The cost total is \$9,145.00. The kiosk area will be comprised of thin client hardware that we own already and three LCD monitors. We will purchase three privacy screens to accompany them. This will provide patrons with quick Internet service

without going upstairs.

Building

The bronze bench was delivered and placed in the lobby at the south end. We are currently looking at relocating the Lucky Day Collection soon.

Before Robin Wagner's report to the Board, she distributed new versions of several policies that had been amended at the previous Board meeting, to be placed in their Policy and Procedure Manuals. Wagner stated all of these policies had very minor changes.

Other Staff Reports

Interior Ceiling Repair

Anderson's Painting has repaired the interior ceiling at the north end of the 2nd floor. Total cost came to \$470.00.

Safety Signs

All the safety signs have been installed throughout the building at the stairs, elevators and in the restrooms.

Furniture

Becki Jeka of OEC Business Interiors came out last week to look at five chairs that needed to be repaired. Three chairs can be repaired or reupholstered for a cost of \$719.00. Two table chairs from the 2nd floor with legs split off cannot be repaired. They can be replaced at a total cost of \$1,318.86. We will consider replacing these chairs closer to the end of the budget year. Both the new chairs and reupholstering will use material provided from the library's attic stock.

Maintenance Update

The painting of the curbs in front and back of the building has been completed. Steve Newman has a few more bollards to complete.

Sound Vision was in for a scheduled preventive maintenance on all the audiovisual systems in the building. They also moved the DVD/VCR from Room 105 to Room 104. The unit in 104 was working sporadically and was becoming a major issue for movie programming. By replacing the unit with the same model from another room, quite a bit of cost was saved in labor fees for reprogramming a newer model. A new unit will be purchased locally for Room 105 in the near future.

The new logo for the library van has been ordered and should arrive at Mission Signs soon. Once there, we can schedule an appointment for installation.

Work was completed by Cain Millwork on the Youth Services Program room's dividers. They are now very easy to open and close by a single staff member.

Building Maintenance Plan

Steve Newman and Robin Wagner are in the process of putting together a building maintenance plan as required by the State for the 2010 Per Capita Grant. We will have it ready in time for the September Board meeting.

Friends Update

The Friends of the Orland Park Public Library had a board meeting on Monday, August 10 and made several decisions to benefit the library.

- They approved ordering four book carts to be donated to the library for exclusive use with Recycled Reads. This will free up library carts for staff use.
- Approximately 530 remaining summer reading program t-shirts will be sold starting September 1st for \$7 each.
- The Friends have ordered 100 USB flash drives to sell for \$10 each.
- Book lights are almost sold out and they are investigating the cost of reordering.

- The Friends’ annual meeting is Sunday, October 18th at 1:30 p.m. to be followed by a performance of the Wesoly Lud Polish Folk Dance Ensemble of Chicago. Board members were invited to attend.

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

1. Internet Walk-Up Stations. Ahl made a motion to approve the Cain Millwork plans for the Internet Walk-Up Stations in the amount of \$9,145.00 to be taken out of the Special Reserve Fund. Hillman seconded the motion with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays

Unfinished Business

1. Collection Development Policy and Plans. The Collection Development Policy and Plans were reviewed. A clarification was made with the definition of “currency” to mean timeliness as used in the plans. Ahl and Hillman asked if we were limiting the library by naming types of video game consoles’ games we buy. Director Weimar stated by having the statement, “Patron demand will be considered for this popular collection,” we are flexible in the types of game consoles we cater to. Director Weimar added the departments review and reevaluate this policy every two years.

New Business

2. Interlibrary Loan Policy Revision. Hillman moved to accept the Interlibrary Loan Policy revisions. Healy seconded. Motion passed. All ayes, no nays.

3. Reference Service Policy. Director Weimar stated this policy added the terms *Readers’ Advisory Service* and *Resource Sharing* to the existing policy. Ahl made a motion to accept the Reference Service Policy revisions. Sims seconded. Motion passed. All ayes, no nays.

4. Debt Service Fund Resolution – for Action. As discussed during the Director’s report to the Board, the Debt Service Fund Resolution was written by Klein Thorpe and Jenkins. Sims made a motion to execute the Debt Service Fund Resolution seconded by Wydajewski with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Jennings – aye. Motion passed. All ayes, no nays. The Debt Service Fund Resolution was signed by President Jennings and Pro Tem Secretary Ahl.

5 FY2010 Budget. Director Weimar is currently putting together the FY2010 budget. She is awaiting more information on IMRF and the tax rate for this year. Salaries were discussed. The final budget and levy is due to the Village of Orland Park in early November.

6. Per Capita Grant requirements. Director Weimar went over all of the documents for the Per Capita Grant requirements with the Board regarding Illinois Library Laws and Rules, Section 75ILCS5; the Administrative Ready Reference, and the Trustee Facts File. Director Weimar distributed copies of the Trustee Facts File to the newer Board members. Director Weimar also discussed the library's compliance with Chapter 8 of Serving our Public 2.0: Standards for Illinois Public Libraries.

None.

Announcements

Visitor Shirley Calabrese spoke and asked if her letter was received. President Jennings informed her it was discussed prior to her and her husband's arrival. Ms. Calabrese insisted that safety was a big concern in our building and feels it needs to be addressed by the Board of Trustees. Trustee Wydajewski thanked her for bringing the matter to the library's attention.

Executive Session

None.

Ahl moved to adjourn at 9:30 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan