

**Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held August 16, 2010**

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

**Call To Order**

Members present: Healy, Jennings, Hillman, Lebert, Ahl, Wydajewski (arrival 7:34 p.m.)

Members absent: Sims

Librarians present: Weimar, Wagner

Guests: None

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

**Minutes**

None.

**Introduction Of Visitors**

None.

**Correspondence**

The Director stated the Budget Analysis and Financials were sent to the Board prior to this evening's meeting. The analysis shows expenditures are conservative. The Director is seeing very slow growth for future revenues. Director Weimar will be meeting Wednesday with the Department Heads to discuss this issue. The Director has already met with department heads to adjust current spending practices. The Director does not know when the state grant will come in. Wydajewski asked if the legislature would make up the Illinois grant money at a later date. Weimar responded she does not know when or if this will happen. Hillman moved to accept the Treasurer's Report submitted by Hearne & Associates. The motion was seconded by Lebert with a roll call vote as follows: Healy – aye; Ahl – aye; Hillman – aye; Lebert – aye; Jennings – aye; Wydajewski – aye. Motion passed. All ayes, no nays.

**Treasurer's Report**

Wydajewski moved to approve the Accounts Payable for the second half of July, 2010 in the amount of \$102,057.63 and the first half of August, 2010 in the amount of \$125,867.39 and was seconded by Ahl with a roll call vote as follows: Wydajewski – aye; Healy – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

**Personnel**

We will be concluding our interviews for the open Head of Technical Services position by Tuesday. The Business Manager's job description is up for revision. The library purchased books in memory of Nancy Wendt Healy's mother. Dean Leyers requested a leave of absence for medical reasons. The request is pending.

**Librarian's Report**

**SWAN**

SWAN Governance Group C met and the transition from MLS is still being examined by the BizCom committee and Delivery. The State Library sent out an email saying that they will stop funding for some of their special initiative and concentrate on delivery.

**Village of Orland Park**

The Village contacted us and we will be hosting approximately five delegates from China on their visit the week of September 20th. We will host them on Wednesday, September 22 in the morning and provide lunch.

### **Services**

We are looking at providing more FAQ's in regards to the Media on Demand downloadable service which will be announced in the September newsletter. More staff will need to be trained on troubleshooting because of the variety of devices that patrons may own. Overdrive is in the process of revising their technological support.

### **Banking**

The July Marquette Bank statements showed some considerable bank charges because the interest rate on the peg balance has decreased. Marquette will waive and clear all of the fines incurred since June. We will transfer an additional \$50,000 from Illinois Funds to prevent this from occurring.

### **Per Capita Grant**

The Technology Team met in order to begin work on the Technology Plan required for this year's Per Capita Grant. We have divided out our assignments to each member of the team (Peter Kuczynski, Cassandra Spence, Lora Van Marel, Joy McFadden, Robin Wagner and Mary Weimar). We are using a template we found and are following its format. The Per Capita Grant will be on the September agenda for approval.

### **Resolution**

In order to obtain free federal property that may include, but not limited to NASA equipment, the library must pass a resolution to participate in this surplus property program.

### **Meetings**

Orland Park will be hosting the Zone 7 meeting this Wednesday and Peter will be presenting information about thin client networks and servers.

### **Parking Lot**

Asphalting the parking lot was discussed and due to the scope of the project, the Board has requested a Request For Proposal be done in time for approval on the September board agenda.

### **Other Staff Reports**

### **Going Green**

We have stepped up our recycling efforts at the library. We now have a recycle dumpster from NuWay Disposal for disposing of our plastic, cardboard, cans and plastic grocery bags. The cost is \$45/month for weekly pick up. This can be changed at any time to be more or less frequent as we see how much we collect. The price will be adjusted accordingly. Office paper, newspapers and magazines will still be recycled through the two Paper Retriever dumpsters.

We have also, as of today, stopped supplying paper hand towels in our four bathrooms that have electric hand dryers. Signs have been posted encouraging the public to join us in being sensitive to the environment. Bathrooms affected by this are ones in the meeting room area and the second floor. The family bathrooms, Youth Services and staff bathrooms do not have electric hand dryers.

### **Heavy Rains**

On Saturday, July 24<sup>th</sup>, we had water coming up through the concrete floor in a few areas of the 1<sup>st</sup> floor due to the heavy rains. The closets in Room 104 and 105, the Youth Services area along the south wall and a small area in the middle of the stacks (this particular area had water before). The south wall in Youth Services is shared by the closets in the meeting rooms. This is where the basement ends, so there is a joint. Due to the heavy rains and the ground not being able to soak the water in fast enough, it followed this joint and then bubbled up. The area in the YS stacks has a crack from the foundation settling and water is drawn up there also. Steve Newman and Mary Weimar came in and mopped things up, set fans, etc. Steve came in on Sunday to do more wet vacuuming and by Monday morning, the areas were dry.

### **Possible Plumbing Leak**

We believe we have a plumbing leak in the wall between the men's bathroom and the public area where our art displays are hung on the second floor. A half-moon of mold has appeared on the wood baseboard. It might be a leak in the pipes. A call has been placed today to have a plumber come in and tell us which side of the wall should be opened up to further investigate the source of the mold and where we go from here.

**General Maintenance**

The lawn sprinkler system has been repaired and is back to working order before the weather heated up two weeks ago.

The plant creeping into the pond is easy to clean up once Steve can fight his way through the grass, bugs and other animals in the grass surrounding the pond. The grass is so tall ahead of schedule because of the heat and rain.

Steve has been busy replacing light bulbs and ballasts on both the interior and exterior of the building.

See Staff Reports.

None

None

a. Business Manager's Job Description Revision – For Discussion. The Business Manager's Job Description revisions were discussed by the Board and Director. The title will change as well as slight revisions in responsibilities and duties. Under qualifications it was decided that a Bachelor of Science in Accounting/Finance will be required. The Director informed the Board that this position would be at a Grade 8 level.

The Personnel Committee discussed compensation for the Head of Outreach Services, Kelly Cuci, for her outstanding work of managing the Technical Services Department since March 15, 2010. There was no objection to this action. It was decided \$1,000.00 to be the amount. This will be viewed as a bonus.

b. Approval of Personnel Committee Meeting Minutes – for Action. Ahl moved to approve the Personnel Committee Meeting Minutes. Lebert seconded the motion. Motion passed.

No report at this time.

None.

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

**Law**

**Automation**

**Strategic Plan**

**Long Term Planning**

**Building Committee**

**Capital Campaign Committee**

**Unfinished Business**

1. Business Manager's Job Description Revision – For Action. Wydajewski moved to adopt the Finance Manager's Job Description as revised under our discussion this evening. Ahl seconded. Motion passed. All ayes, no nays.

**New Business**

2. Resolution For Participation in State of Illinois Federal Property Surplus Program – For Action. The Director stated we need to produce and sign this Resolution to be considered for the State of Illinois Federal Property Surplus Program. Ahl moved to adopt the Resolution for Participation in State of Illinois Federal Property Surplus Program. Hillman seconded. Motion passed. All ayes, no nays. President Jennings and Secretary Hillman signed the document.

3. FY 2011 Budget – For Discussion.

Trustee Ahl asked who would be attending ILA conference at Navy Pier to be held September 28 – 30. The Director stated Trustees Lebert, Ahl and Healy would be attending Trustee Day on Thursday, September 30.

**Announcements**

None.

**Executive Session**

Wydajewski moved to adjourn at 9:28 p.m.

**Adjournment**

Carole Hillman, Secretary

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

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

Minutes prepared by Dorothy Phelan