

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held September 15, 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, Dr. Carole Hillman, Melissa Panio

Jennings moved to approve the minutes as printed, seconded by Wydajewski. Motion passed. All ayes, no nays.

Minutes

Director Wsol introduced Carole Hillman who is the candidate for Trustee on the Board to fill Dan Muntner's position. Director Wsol next introduced Melissa Panio who is our new Public Information Coordinator, replacing Robin Wagner. Melissa's first day was today. Both were welcomed by the Board.

Introduction of Visitors

None

Correspondence

Wydajewski moved to accept the Treasurer's Report submitted by Hearne & Associates, seconded by Muntner. 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 discussed the financial report noting that no fall tax money has been received as yet. The Director also has heard the tax bills may be out soon with a November 1 due date. Trustee Healy asked if we ever consider used furniture. The Director responded that the furniture purchase shown in the financial report was a third stool for behind the Circulation Desk and because it should be the same the color and style of the others at the Desk.

Muntner moved to approve the Accounts Payable for the second half of August, 2008 in the amount of \$115,337.60 and the first half of September, 2008 in the amount of \$130,911.16 and was seconded by Wydajewski 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..

Mary and I have worked this month to finish the budget, levy and appropriation for presentation at tonight's meeting. We met with the Finance Committee to review the numbers. We have also received a preliminary rate sheet from Cook County to use in our preparations

Librarian's Report

We have interviewed and hired a new Public Information Coordinator, Melissa Panio who began today.

Mary and I attended the quarterly administrators meeting at MLS on September 4th. At the SWAN meeting we received information about the next upgrade installation which will take place in October. Peter is already making plans and expects this installation to be much easier than the last because of our move to thin clients. At the MLS meeting we received an update on legislation relating to libraries; the governor vetoed increases in public and school per capita grant ceilings, which have not been increased for over thirty years. The MLS bylaws and role of the Public Library Advisory Committee have also been updated.

On September 10th Mary and I attended the dedication of the remodeled William A. Leonard

library in Robbins. They replaced the roof, painted and installed new carpeting through construction grant funding. We met Secretary of State and State Librarian Jesse White.

Next week many of our staff will attend the ILA Conference in Chicago. Nancy Heuser and I will attend on Thursday when Nancy and the Orland Park Public Library receive the Highsmith Award for innovative and creative programming.

Since this is my last report as the Library Director, I would like to provide a status report on major projects we have worked on recently.

- We have revised all policies and written several new ones, which Mary has organized into an easily accessible manual and distributed to staff and Board.
- We have revised the personnel policy and added sections for driving on library business and background checks.
- We have written a new Disaster Plan.
- We have revised the library's 457 (b) Plan.
- We have put in place a new salary schedule and revised all job descriptions.
- We work annually with financial advisors to develop a cash flow and financial plan for the library.
- We have put in place a PIC system and Mary created a manual for their use.
- We have created and put in place an Emergency Response Plan.
- We are in year two of our Strategic Plan.
- We are in the process of implementing changes in the provision of technology services which will improve access, speed and functionality.

Building

- Mike Wessman from W.E. O'Neil came out two weeks ago and found the power supply for the front doors. Steve ordered the Von Drupin power boxes and the doors are working properly.
- After a rainfall several weeks ago, Steve had found a leak near the second floor staircase. He discovered caulking near the weep holes and fixed it. When it rained this weekend, it did not leak.
- We do have a leak in Technical Services on the first floor near the outside wall. Steve is looking into making sure it is sealed properly. The water apparently leaks between the brick and cement wall.

Other Staff Reports

Vehicle

- The second driving safety course is scheduled for November 24th. A discount is applied to your insurance with the certificate they issue. This course is available for both staff and Board members that drive on library business.

Furniture

- Youth Services will be placing an order for shelving for both the Youth area and Teen Services. In particular, magazine shelving is needed to replace the display shelving that was installed when we opened.

Per Capita Grant

- The Per Capita Grant is ready to be signed and we asked the Center for Independent Living to come out and evaluate our building for the self-evaluation on ADA compliance. They sent Art Johnson from their Blue Island satellite office and he toured the building last Friday. He was very complimentary. We have four wall mounted phones which Mr. Johnson noted was over 48 inches high from the ground. We can move the phones and submit this corrective action for ADA compliance.

Personnel

- Tom East was hired for the Custodian position and he started September 2nd.
- Melissa Panio was hired to fill the Public Information Coordinator position.

On a final note Weimar informed the Board that they have placed the library's Emergency Response Plan in nomination to win the Best Practices Award sponsored by the Metropolitan

Library System. Also, Weimar stated that Director Sharon Wsol's name as been placed in nomination for a lifetime achievement award at MLS. We await the results.

At this time Trustee Lebert asked what Synergy represents in the Department Reports. Director Wsol responded that Synergy is a program run by the State Library to cultivate and develop leaders. There is a class of 30 every year. Mary Adamowski is a Synergist and Diane Srebro is a current Synergist.

See Staff Reports.

Building and Maintenance

None.

Finance

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. FY 08-09 Operating Budget. The Director presented an overview of revenues and expenses for the next fiscal year. She reminded the Board that this will be a 15 month year, October 1, 2008 through December 31, 2009. The Board considered the presentation and the Director clarified several items. Muntner moved to approve the Fiscal Year 08-09 Operating Budget. Wydajewski seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Jennings – aye; Lebert – aye. Motion passed. All ayes, no nays.

Unfinished Business

2. Levy and appropriation. Director Wsol gave a presentation of the 2008 levy and appropriation. At the October meeting the Board will approve the Levy and for submission to Cook County for collection in 2009.

3. 2009 Per Capita Grant. Ahl moved to approve the 2009 Per Capita Grant, seconded by Muntner with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Muntner – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

1. Appointment of new library trustee. Muntner moved to appoint Carole Hillman to be Trustee of the Board of the Orland Park Public Library, to fill the vacated seat of Daniel Muntner. This will take effect at the November Board meeting. Wydajewski seconded. Motion carried. All ayes, no nays.

New Business

Director Wsol presented each of the Board of Directors with a small gift. Director Wsol stated it was a pleasure and an honor to have worked with all of them on the Board of Directors. Trustee Muntner stated that throughout his time on the Board he best remembers the Director's professionalism. Ahl further commented on the achievements during Director Wsol's tenure. Wydajewski remembered how much the Board and Wsol had gone through together. President Sims said she leaves big shoes to fill. Lastly, Director Wsol said it was a privilege to work for the Board. Wsol said she will miss all the staff and Board of Directors.

Announcements

None

Executive Session

Muntner moved to adjourn at 8:37 p.m.

Adjournment

Catherine Morrissey Lebert, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan