

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Orland Park Public Library held September 21, 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, Ahl, Lebert, Wydajewski (arrival 7:35 p.m.)

Members absent: None

Librarians present: Weimar, Wagner

Guests: Melissa Panio, Public Information Coordinator

Prior to the start of the meeting Melissa Panio took a series of pictures of Trustee Ahl, in honor of her Trustee of the Year award, which will be featured in the next OPPL newsletter and other news media.

Hillman moved to approve the August Board minutes. Lebert seconded the approval of the minutes. Motion passed. All ayes, no nays. Due to Hillman's wrist injury, the August board minutes were signed by Secretary Pro Tem Ahl.

Minutes

None.

Introduction of Visitors

Thank you note to the Library Trustees from Amy Najewski, Youth Services. Amy thanked the Trustees for the donation of books in her mother's memory.

Correspondence

Thank you card to the Library Trustees from Alice Prendergast for their selections.

The Director stated that the Treasurer's Report Schedule II, page 8, gives us a snapshot of the Operating Fund. Overall, we are doing well and we are under budget in many of the line items with three months remaining in our budget year. Sims 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; 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 August, 2009 in the amount of \$121,677.52 and the first half of September, 2009 in the amount of \$115,545.52 and was seconded by Hillman with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Jennings – aye; Ahl – aye; Lebert - aye. Motion passed. All ayes, no nays.

Before Director Weimar began her report, Melissa Panio, Public Information Coordinator, spoke before the Board. In support of the green initiative, Panio distributed for the Board's viewing, a sustainable bag much like you will find at a Jewel or Trader Joe's store, for use by our patrons. Panio has researched the cost of these bags. Panio continued that we would have to order in large volume. Panio will look into online ordering which could lower the price. Hillman asked if we could put a place on the bag where children could put their names. The library will investigate this feature.

Librarian's Report

Personnel

- The YS Page filed for Unemployment Compensation. We have filed a protest. IDES is still sending paperwork.
- We will have another FMLA leave beginning October 26 in Adult Services.
- An Adult Services staff member resigned unexpectedly on Sunday. The position has

been posted.

Finances

- KTJ sent a letter regarding the settlement of the 2003 and 2004 tax rate objection. Some are still pending.
- We contacted MLS and Orland Park has been granted approval to start spending the Bobby Rush Grant 2009 monies. We have proceeded to purchase the materials stated in the grant.
- Marquette Bank has asked that the Treasurer sign two change of address forms that ensure that our Marquette Bank account statements continue to go to Hearne, but any other correspondence involving our account be sent to the library's address. Treasurer Healy signed the two forms.
- The preliminary tax rate sheets from Cook County have not been distributed.
- The meeting with PMA, Hearne and the library in regards to the Debt Service fund is pending due to the lateness of the tax bills.

Publicity

- We had a favorable reference to our landscaping in the SouthtownStar on August 26, 2009.
- The Tribune did an article on the memorial donation service we offer to patrons.
- The SouthtownStar did an article on Banned Books Week for the September 21, 2009 edition and we were featured in it.
- We will be firming up our policy and procedures in working with the news media.
- The web site revision will be uploaded for the public by October 1.
- The new design for the newsletter was debuted this issue.

Internet Kiosk in Lobby

Cain Millwork sent schematic drawings of the Internet kiosks. We had a question as to accessing the LCD screen if it needed to be changed and Cain is getting back to the Library Director. We picked out the laminate color for the plam countertop.

Statistics

The circulation went up 9% last month.

Legislation

The Sunshine Law changed the parameters of a FOIA request. This law goes into effect in January, 2010. We have a shorter time to comply and the requester need not put it on a standard form. The library also must designate a FOIA officer to handle these requests. After attending the Trustee Social at Tinley Park Public Library on September 11, we have obtained some information that we can put into procedures. Although a form is not necessary for a requester, it would be expedient to have a standard form to help us comply with the requests. This will be finished for the October board meeting. The Library Director will be the designated FOIA officer and will obtain training from the Attorney General's office as stated in the new legislation.

Strategic Planning

The Management Team including Assistant Heads met on September 16 for an afternoon to discuss the 2010-2013 Strategic Plan. They came up with some great ideas and it will be a board agenda item for December, 2009. Because Trustee Hillman is new to the Board the Director will have a copy of the Strategic Plan 2006-2009 sent to her.

Library 2.0 skills will begin for the staff in October. This is a voluntary program and a token of achievement will be given to those who complete the 15 activities. The Director showed the Board the mug which will be given to those who successfully complete the program.

Per Capita Grant

The 2010 Per Capita Grant application has been completed. The major components of attaching a maintenance plan, completing the TechAtlas requirements off of the Illinois Webjunction site, checking our web site to see if it is compliant with ADA, and the ILLINET component were all completed and will be sent in this week after the Library Board approves it.

Building Maintenance Plan

We are submitting to you our Building Maintenance Plan as required by the State for the 2010 Per Capita Grant. It is a working document which will be reviewed and revised each year as the building maintenance needs change.

The board expressed that the plan was detailed and comprehensive.

Audiovisual Systems

It is time to renew the contract with Sound Vision to provide preventive maintenance on the audiovisual systems located in Rooms 104 and 105, the Youth Services Program room and the Computer Lab. Sound Vision has offered us an alternative to their usual PM agreement. They now sell blocks of service time. This is a prepaid service agreement that is 20% off their regular labor rates and they do not "expire." They can be used for preventive maintenance, firmware updates, repairs and staff training.

We ask the Board to approve the purchase of 30 hours of block time from Sound Vision for service and preventive maintenance calls at the cost of \$2,836.89.

Holiday Lights

Bright Ideas Inc. has sent us their 2009 proposal for holiday lights at the cost of \$1,742. This is the same price as last year. They require ½ the amount now and ½ at the beginning of installation. Last year we paid the whole amount up front and we had problems with them switching installation appointments. This year, the Assistant Director recommends we only pay ½ now as a way to insure they keep their appointments.

We ask the Board to approve the installation of our holiday lights by Bright Ideas Inc. for a cost of \$1,742, paying half now and half at installation.

Furniture

We have a proposal from Becki Jeka of OEC Business Interiors for a furniture maintenance agreement at the cost of \$3,000. It is on the agenda "for action" but at this time "for discussion" would be more appropriate.

This agreement is for five (5) days of labor and covers the wood chairs (200), tables (77) and carrels (104). This covers re-finishing the wood and re-upholstering with fabric from our attic stock. Jeka estimates they can do 20 chairs or 10 tables or a combination of both each day. These five days a year would take care of about half our furniture inventory. Administration staff would choose which pieces needed work. This type of agreement is designed to repair such issues as wearing of table edges, indentations in the woodwork, and other minor problems. We have some questions that have come up and we'd also like to get proposals from other companies who may provide the same service.

Maintenance Update

The new logo has been installed on the library van and looks fantastic.

Maintenance Superintendent Steve Newman has begun preparing the building for winter with routine maintenance such as cleaning the air handlers and installing new filters. He has also switched out lawn sprinkler heads to better reach certain areas due to bushes growing bigger, etc.

Other Staff Reports

Friends Update

The Friends annual meeting is Sunday, October 18, at 1:30 pm. to be followed by a performance of the Wesoly Lud Polish Folk Dance Ensemble of Chicago. The Board members are 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

Unfinished Business

1. Christmas Lights. Ahl made a motion to approve the Bright Ideas Inc. 2009 proposal for holiday lights at the cost of \$1,742 which we will pay ½ now and ½ at installation. Sims seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays.

New Business

2. Sound Vision contract. Sims moved to approve the Sound Vision contract for the purchase of 30 hours of block time for service and preventive maintenance calls at the cost of \$2,836.89. Healy seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Ahl – aye; Lebert – aye; Jennings – aye; Hillman - aye. Motion passed. All ayes, no nays.

3. Building Maintenance Plan. Ahl moved to approve the Building Maintenance Plan as submitted. Lebert seconded. Motion passed. All ayes, no nays.

4. Furniture Maintenance Agreement. This item was tabled until more information could be obtained.

5. FY2010 Budget. The Director is currently putting together the FY2010 budget. \$1.5 million budget is what we will be working with in 2010. The director stated we need to hire a full-time web developer and graphic artist. Health care insurance cost is going up. The director will bring more information to next month's meeting. Book expenses remain the same. The electronic databases line item was reduced. The Director discussed using Special Reserve monies next fiscal

year the for children’s preschool area, a senior area to be located on the second floor and appropriate seating in the computer areas.

6. Freedom of Information Act legislation. As was discussed in the Director’s Report, Weimar will be the designated FOIA officer and will receive training from the Attorney General’s office in compliance with the new legislation.

7. Per Capita Grant requirements. The 2010 Per Capita Grant application has been completed. After discussion, Wydajewski made a motion to accept and approve the 2010 Per Capital Grant as written. Lebert seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion passed. All ayes, no nays. The document was signed by President Jennings. The Board instructed Ahl, as Secretary Pro Tem, to sign Secretary Hillman’s name to the document due to Hillman’s wrist injury.

Trustees Ahl and Hillman attended the Trustee Social at the Tinley Park Public Library with the Director. Ahl feels our Recycled Reads area for the Friends of the Orland Park Public Library needs to be highlighted so that patrons know it is there. Ahl and Hillman were impressed with Tinley Park’s Friends’ room which had an awning over the top of the door with the word “Bookstore,” which accentuated their store front theme. Ways of highlighting this area will be investigated.

Announcements

Sims made a motion to go into Closed Session at 9:05 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body. Lebert seconded with a roll call vote as follows: Wydajewski –aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert = aye; Jennings – aye. Motion carried. All ayes, no nays.

Executive Session

Wydajewski made a motion to return to Open Session at 9:25 p.m. Ahl seconded with a roll call vote as follows: Wydajewski – aye; Healy – aye; Sims – aye; Hillman – aye; Ahl – aye; Lebert – aye; Jennings – aye. Motion carried. All ayes, no nays.

Wydajewski moved to adjourn at 9:26 p.m.

Adjournment

Carole Hillman, Secretary

Approved: _____

Date: _____

Minutes prepared by Dorothy Phelan