

Regular Board Meeting
Thursday February 19, 6:30PM
MINUTES

A. CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 6:36PM on February 19, 2015 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Martel, Poulosom
Trustees Absent: Gimbel, Stavinoga
Staff Present: Bochenski, Keegan, Sehgal, Thayer
Visitors Present: Reuben George, Dan Pohrte and Tiffany Nash-Product Architecture + Design; Steve Larson-Ehlers Inc.; Tom Lena -Frederick Quinn, Craig Klatzco

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve Minutes of January 15, 2015 Regular Board Meeting
- Approve Financial Report for periods ending 1/31/15
- Approve Disbursements for periods 1/1/15-1/31/15
- Receive Reports of Standing Committees

D. UNFINISHED BUSINESS

With the consent of all Trustees, the agenda items for unfinished and new business were moved up to accommodate the schedules of the invited guests.

a) **Financial Report and Plan**

Steve Larson from Ehlers Inc. presented the next draft of the financial report. He gave a review of the project and explained the importance of the financing timeline and drawdown schedule.

He explained that he made two significant changes to the financial projections spreadsheet. He increased the total project cost to match the final Master Plan number (an increase of approximately \$300,000). He also decreased the expense inflation assumption from 3% to 2.5%, which made a significant difference in achieving and exceeding the target operating balance.

Mr. Larson explained the difference between a debt certificate and general obligation bonds. Debt certificates are repaid out of operating revenue, and there is limited obligation. Many libraries use this method, especially if they have a good credit rating like Lincolnwood does (AA-). General obligation bonds require a bond levy to be filed with the county clerk, but the levy is abated every year. This method provides added security for investors, which means the interest rate can sometimes be slightly lower.

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Trustee Martel requested that an alternate projection spreadsheet be run with the scenario of the budget from the Master Plan without the 25% contingency. Mr. Larson will complete the EAV spreadsheet, the additional scenario, and correct page 12 to assume a January 2016 dating, and then the financial report will be considered finished.

Trustees reviewed the general financial plan for use in public communications, and Trustee Martel requested that we insert a range of \$3M-\$5M instead of the "not to exceed \$5.612M" to allow for any changes to the scope of the project.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE BERGER AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FINANCIAL PLAN FOR USE IN PUBLIC COMMUNICATIONS AS AMENDED.

b) Renovation Next Steps

Dan Pohrte from Product Architecture + Design reviewed the project schedule and reported that the building review has begun, and the survey and the title search have been ordered. He gave a brief explanation of the Construction Manager model and the Design/Bid/Build model. Trustees discussed the details of the Construction manager model at length.

The board reviewed the proposed project schedule and agreed to push back the Schematic Design Presentation to the May 21 board meeting, allowing for enough time to advertise, interview, and hire the construction manager.

The board had initial discussions about the construction schedule, and Mr. Pohrte talked about starting some interior work in winter 2015/16, with the roof construction to begin as soon as possible in spring 2016. Mr. Pohrte asked the board to consider that summer is typically school construction season, and we may be competing for resources.

Trustees reviewed the Construction Manager RFQ, which emphasized the need for a firm who has experience with phased library projects. Mr. Pohrte confirmed that the costs will be broken out by the construction manager in the next estimate in the schematic design. Trustee Martel inquired about having a temporary firm provide cost estimates for schematic design, and then bring the final construction manager on prior to construction. Mr. Porte explained that if the selected firm does not provide the original estimates, they will re-do the estimate because they are responsible for bringing the project in on budget, and it would likely result in duplicate work.

Director Bochenski explained the construction manager selection process, which will consist of staff reviewing/rating the RFQ responses, and short-listing two to three firms who will interview with the entire board. Bochenski asked if any Trustees would like to participate in the RFQ review, and Trustee Martel volunteered. The board requested that the interviews include the actual project manager and on-site superintendent who will be working on our project.

Trustee Poulosom noted that the word "city" should be changed to "village" when referring to Lincolnwood.

The board directed Director Bochenski to update the schedule and update the "village" instances, and then publish the RFQ, including notice in the newspaper.

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E. NEW BUSINESS

a) **Review Public Computer Usage Policy**

Trustees reviewed the staff-recommended changes to the Public Computer Usage Policy. Office Manager Thayer explained that the primary changes were 1) to include language appropriate for the new circulating devices and 2) to clean up the language and remove unnecessary items.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED THE PUBLIC COMPUTER USAGE POLICY AS PRESENTED.

F. PRESIDENT'S REPORT

No report.

G. LIBRARY DIRECTOR'S REPORT

Head of Circulation Vandana Sehgal and Director Bochenski presented the highlights of their written reports and answered questions.

H. AUDIENCE TO VISITORS

Lincolnwood resident Reuben George introduced himself as a Library Trustee candidate in the upcoming election.

Craig Klatzco commented on the anticipated changes in the state budget with the new governor, and noted that the annual Per Capita Grant (approximately \$15,000 for the library) may not be available in the future.

I. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

No report.

J. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

K. ADJOURN TO CLOSED SESSION (96)

As pursuant to 5 ILCS 120/2 C (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING YES, THE BOARD ADJOURNED TO CLOSED SESSION AT 8:46PM FOR THE PURPOSE OF REVIEWING AND MAKING DETERMINATIONS REGARDING THE MINUTES AND RECORDINGS OF PREVIOUSLY HELD CLOSED SESSIONS.

L. RECONVENE OPEN SESSION

President Beard reconvened the meeting in open session at 8:52PM.

ON A MOTION BY TRUSTEE FIELDS, SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING YES, THE BOARD MADE THE FOLLOWING DETERMINATIONS REGARDING THE MINUTES AND RECORDINGS OF PREVIOUSLY HELD CLOSED SESSIONS.

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<u>Closed Session at:</u>	<u>Reason for Closed Session</u>	<u>Determination Made</u>
Minutes:		
11/19/09 Regular Board Meeting	Possible land acquisition	Do not release
01/28/10 Regular Board Meeting	Possible land acquisition	Do not release
06/23/11 Regular Board Meeting	Possible land acquisition	Do not release
07/21/11 Regular Board Meeting	Possible land acquisition	Do not release
03/20/14 Regular Board Meeting	Personnel	Do not release
04/02/14 Special Board Meeting	Personnel	Do not release
04/17/14 Regular Board Meeting	Personnel	Do not release
08/21/14 Regular Board Meeting	Review of closed minutes	Approve and release
Recordings:		
02/21/13 Regular Board Meeting	Review of closed minutes	Destroy
03/21/13 Staffing & Personnel	Personnel	Destroy
03/21/13 Regular Board Meeting	Personnel	Destroy
05/16/13 Committee of the Whole	Personnel	Destroy
08/15/13 Regular Board Meeting	Review of closed minutes	Destroy

M. BOARD ACTION CHART

No items added. The automated phone attendant has been implemented, and so that item will be removed from the chart.

N. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

- Staffing & Personnel Committee: Wednesday March 11, 2015 6:30PM
 - Trustees agreed to reschedule the March 19 Staffing & Personnel Committee meeting to March 11 at 6:30PM
- Regular Board Meeting: March 19, 2015 6:30PM

O. ADJOURNMENT

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:05PM.

/S/

Dany R. Fields, Secretary