

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
4000 W Pratt Ave • Lincolnwood • Illinois 60712

Regular Board Meeting
Monday January 23, 2017 7:00PM
MINUTES

1. 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 7:02PM on January 23, 2017 in the library at 4000 W Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Poulosom, Stavinoga
Trustees Absent: Martel
Staff Present: Bochenski, Keegan, Skrzypinski
Visitors Present: Doug Lim

3. AUDIENCE TO VISITORS

No visitors spoke.

4. CONSENT AGENDA

Trustee Berger moved and Trustee George seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of November 28, 2016 Regular Board Meeting
- Approve Minutes of December 12, 2016 Finance & Facilities Committee Meeting
- Approve Minutes of January 5, 2017 Finance & Facilities Committee Meeting
- Approve Financial Report and Disbursements for periods 11/1/2016-12/31/2016

Aye: Beard, Berger, George, Gimbel, Poulosom, Stavinoga **Nay:** none **Abstain:** none **Absent:** Martel

5. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski gave an overview of the progress of the construction project, which is currently about 99% complete. Overall, we have encumbered about \$177,000 of our \$264,500 trade allowance, which is 67% of the total. Doug Lim from Gilbane was in attendance and answered questions about the project. Bochenski also gave an overview of the construction items completed since the last Board meeting:

- Completed drywalling, taping, mudding and painting
- Completed acoustical ceiling grid and tile installation
- Completed electrical ceiling and walls rough in and trim out
- Completed duct cleaning of entire library with filter replacement
- Completed fire sprinkler installation and passed hydro test
- Completed front plaza canopy steel, roofing, plastering, and metal tile installation
- Completed HVAC installation, testing and balancing
- Completed installation and configuration of fire panel
- Completed installation of interior and exterior doors and hardware (except for glass doors)
- Completed installation of backsplashes in meeting room and staff kitchen
- Completed installation of carpet and of hard tile
- Completed installation of reclaimed wood

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- Completed installation of sinks for meeting room, staff kitchen, maintenance room
- Completed landscaping plantings (except for north and east sides)
- Completed masonry repairs at large east window, north wall, and front canopy
- Completed reading box entirely, all metal tiling installed
- Got the fish tank up and running and have our first round of new fish!
- Installed light fixtures
- Installed glass for north and east wall windows and reading box
- Installed secret purple bricks
- Installed millwork in meeting rooms, adult desk, staff kitchen, mailroom, various counters
- Installed underslab snowmelt system, sand, and pavers at front plaza
- Installed women's and staff bathroom tile floors, walls, fixtures
- Took down all construction fencing
- Took down all temporary walls (have plastic up where necessary)

Trustees discussed the most recent change orders, some of which were new and Director Bochenski verbally reported:

- **Add brown paint behind reclaimed wood & paint north wall exterior doors.** We had been estimating this at \$800 since Phase 1, and the actual cost has come in at \$611.
- **Paint 3 existing louvers in adult clerestory.** The existing louvers were not in great shape, and the project did not call for them to be replaced, so we painted them to blend in with the wall. Add of \$343.
- **Demo and drywall patch at staff bathroom.** We needed to remove and replace existing drywall on the back side of existing walls at the staff bathroom in order to install the new sink carrier in that wall. Add of \$399.
- **Repair server room ceiling.** The plans called to keep the existing ceiling in the server room, but it was torn up when they were working on the HVAC directly above. Estimated add of \$500 to repair.
- **Replace existing water heater pump and gate valve.** These items on our water heater broke, and the project plumber repaired it. (We did get a quote from our regular plumber and it was twice as much.) Add of \$510.25
- **Add outlet in youth area.** This was from phase 2 but we just got the paperwork. We needed to add a convenience outlet in the youth area. Add of \$230.
- **Install 4 mounts and screens in study and meeting rooms.** This work was left out of the project and we needed our screens installed properly. Add of \$1,200.
- **Add fire pull station at staff entrance per Village.** Code required us to add another fire pull at the new staff entrance. Add of \$280.
- **Repair 6 fan powered boxes.** During the balancing of our new HVAC system the contractor found six problems with our fan powered boxes. Two boxes had broken motors and four had relays that did not work. One of the boxes is right at a wall/ceiling joint, so there are costs included for a small amount of demo and repair of the drywall. Add of \$2500.
- **Remove existing clerestory window screens.** Because we decided to hold off on the UV film and/or electrical screens in the adult clerestory windows, we removed the existing ones so we could evaluate the glare. Add of \$469.
- **Remove drywall temporary partition between phases 1&3, hang plastic.** We needed to take down the old partition but still needed construction and entrance/exit protection during the last pieces of the work. Add of \$469.

Director Bochenski reported that there were several larger outstanding items to complete the project:

- Install laptop counter (week of February 6)
- Install interior sliding glass doors (February 1)
- Install lighting and HVAC control systems

There are also a number of smaller items to be completed during the last punch list phase, which are expected to be completed within the next 30-60 days.

6. REVIEW AND APPROVE RESOLUTION 2016/17-3 REGARDING THE DELIVERY AND SALE OF ALCOHOLIC BEVERAGES IN LIBRARY BUILDINGS

Trustees reviewed the recent amendment to the Liquor Control Act, which, under certain conditions, allows the deliver/sale of alcoholic beverages in any building owned by a library district. Upcoming events that will be covered by the policy are the February 3 staff party and the March 2 Community Partners Grand Reopening event, where we plan to serve wine. Trustees discussed the policy and requested two changes; 1) change all plural “buildings” to singular “library” and 2) change the required approval from the Library Director to the Board.

Trustee Poulson moved and Trustee Stavinoga seconded to **APPROVE RESOLUTION 2016/17-3 REGARDING THE DELIVERY AND SALE OF ALCOHOLIC BEVERAGES IN LIBRARY BUILDINGS AS AMENDED.**

Aye: Beard, Berger, George, Gimbel, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** Martel

7. LIBRARY DIRECTOR EVALUATION PROCESS AND TIMELINE

Trustees discussed options for streamlining the Library Director evaluation process, and also to encourage more participation from all Board members. Trustees agreed to hold a special board meeting on Monday March 6, 2017 at 7:00PM with the sole agenda item to be the Director evaluation. Any decisions regarding the Director’s salary will be made at the special March 6 meeting. Trustees will discuss the Director’s performance together, and Trustee Poulson will schedule a separate meeting with Director Bochenski to deliver the results of the evaluation.

Trustees also agreed that the previous evaluation document had too many categories, and Director Bochenski will provide the list of nine categories that all other library staff are evaluated against. The Board recognized that they may want to add additional categories to account for the specialized nature of the Director’s responsibilities.

8. REPORTS

Library Director Su Bochenski presented the highlights of her written reports and answered questions. She reported that the library was closely watching the changes to the Affordable Care Act and will make any necessary adjustments to the employee health insurance plan. She also reported that the library was switching to a new consolidated online event management and virtual services tool, Communico. This new product will replace several existing systems, and allow the library to take advantage of the new technology in the renovated library.

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Head of Community Engagement Deb Keegan gave an overview of the three planned grand reopening events and encouraged Trustees to attend. She also presented an idea of commissioning an artist to create a model of the library in Lego, at a cost of \$2,000. Trustees agreed that it was an interesting idea but did not want to pursue it at this time.

- Sunday February 19 1:00-3:00PM Grand Reopening Ceremony
- Thursday March 2 5:00-7:00PM Community Partners Event
- Sunday March 12 2:00- 5:00PM Lincolnwood Chamber Orchestra

9. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS


The following meetings were scheduled or confirmed:

Regular Board Meeting: Monday February 27, 2017 7:00PM

- Special Board Meeting – Library Director Evaluation: Monday March 6, 2017 7:00PM

10. ADJOURNMENT

Trustee Berger moved and Trustee George seconded that **THE MEETING BE ADJOURNED AT 8:35 PM.**
Voice vote carried unanimously.


Secretary