

**Regular Board Meeting
Monday July 25, 2016 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 7:01PM on July 25, 2016 in the Police/Fire Training Room at 6900 N Lincoln Ave.

2. APPOINT ACTING SECRETARY

President Beard appointed Trustee Stavinoga to serve as Acting Secretary.

3. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Martel, Stavinoga
Trustees Absent: Poulson
Staff Present: Bochenski, Keegan, Skrzypinski
Visitors Present: None

4. CONSENT AGENDA

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

- Approve Minutes of June 16, 2016 Regular Board Meeting
- Approve Minutes of July 7, 2016 Finance & Facilities Committee Meeting
- Approve Financial Report and Disbursements for period 6/1/2016-6/30/2016

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

5. AUDIENCE TO VISITORS

There were no visitors present.

6. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski reviewed construction progress to date and gave an overview of change orders since the last meeting. She reported that the library is on target with the budget and to date has encumbered about 12% of the total trade allowances. The project is approximately 33% complete. Director Bochenski gave an overview of the panic hardware change order, explaining that the code-required hardware for the two internal meeting room doors was more expensive than anticipated. Trustees discussed eliminating locks on the doors entirely

Trustee Martel moved and Trustee Berger seconded to **APPROVE THE PANIC HARDWARE CHANGE ORDER AT A COST OF \$10,219.**

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

Trustees discussed the Saturday premium time and agreed that unless there are extenuating circumstances, our construction manager should be managing the contractors to complete the work according to schedule, regardless of what days/hours they have to work. Director Bochenski will go back to the Gilbane construction manager and 1) request a write up of what he considered the extenuating Phase 1 schedule circumstances and 2) ensure that contractors agree to the Phases 2 and 3 schedule and 3) establish that no further premium time would be approved for Phases 2 and 3 (barring any true extenuating circumstances).

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7. APPROVE AND ADOPT ORDINANCE NO 2016-17/1 DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE 2016-2017 FISCAL YEAR

Trustees discussed the ordinance, referring back to the approved FY17 budget as well as the fiscal needs of the library.

Trustee Martel moved and Trustee Gimbel seconded to **APPROVE ORDINANCE NO 2016-17/1 DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE BUILDING FUND FOR THE 2016-2017 FISCAL YEAR**

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

8. APPROVE AMOUNTS FOR TENTATIVE ORDINANCE NO 2016-17/2 PROVIDING FOR THE BUDGET AND APPROPRIATION FOR THE FISCAL YEAR COMMENCING 7/1/16 AND ENDING 6/30/17

Trustees discussed the ordinance and the formula used to derive the appropriation amounts from the approved working budget.

Trustee Martel moved and Trustee Berger seconded to **APPROVE ORDINANCE NO 2016-17/2 PROVIDING FOR THE BUDGET AND APPROPRIATION FOR THE FISCAL YEAR COMMENCING 7/1/16 AND ENDING 6/30/17**

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

9. APPOINT TWO TRUSTEES TO AUDIT THE SECRETARY'S MINUTES AND OTHER RECORDS FOR FY16

President Beard appointed Trustees Poulson and Stavinoga to conduct the FY16 audit.

10. EXTEND THE CURRENT STRATEGIC PLAN

President Beard explained that the current strategic plan has an end date of June 30, 2016, and needs to be extended to accommodate the completion of the construction project, as well as build in time to create a new plan. After discussion, the board came to consensus that the current plan would be extended through June 30, 2017.

11. REPORTS

Director Bochenski reported that Georgia Taliganis, President of the Friends, requested that an article appear in the next library newsletter that explains the transition of donor brick names, and invites residents to come in and take a picture or rubbing of their brick. During the discussion of the bricks Director Bochenski reported that the library had received a quote of \$2,000 to salvage the bricks. Trustees agreed that we should try to do that, understanding that the bricks may not come off unbroken. Trustees requested that Director Bochenski see if the Friends would be willing to split the cost of removal. If the bricks are removed, the library could make them available for owners to pick up by a deadline, perhaps the end of the year.

Trustees discussed the dedication plaque for the construction project, and evaluated options such as adding a new plaque in the current location, or possibly relocating all of the plaques to a less prominent location. Trustees requested that Director Bochenski get prices for both options, and the Board will discuss further when cost information is available.

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12. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS


The following meetings were scheduled or confirmed:

- Finance & Facility Committee: Thursday August 4, 2016 6:30PM
 - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712

- Regular Board Meeting: Monday August 22, 2016 7:00PM
 - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712

13. ADJOURNMENT

Trustee Martel moved and Trustee Stavinoga seconded that **THE MEETING BE ADJOURNED AT 8:04 PM**. Voice vote carried unanimously.


Secretary