

**Regular Board Meeting
Thursday May 21, 2015 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 6:34PM on May 21, 2015 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Gimbel, George, Martel, Poulsom, Stavinoga
Trustees Absent: none
Staff Present: Bochenski, Fardoux, Hunt, Lin, Lofquist, Roothaan, Thayer
Visitors Present: Doug Lim, Derek Ward, Tiffany Nash, Dan Pohrte, Wally Hadelers

C. SWEARING IN OF NEWLY ELECTED TRUSTEES KENDRA L. BEARD, JAMES E. BERGER, REUBEN GEORGE, AND CHRISTOPHER M. MARTEL

The newly elected trustees individually read the oath of office aloud, administered by notary public and Library Director Su Bochenski.

D. ELECTION OF BOARD OFFICERS

Trustees reviewed the recommended slate of officers from the nominating committee and entertained any further nominations from the floor.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED ELECTING THE RECOMMENDED SLATE OF OFFICERS AS PRESENTED: KENDRA L. BEARD-PRESIDENT; CHRISTOPHER M. MARTEL-VICE PRESIDENT; JAMES E. BERGER-TREASURER; LINDA POULSOM-SECRETARY.

E. CONSENT AGENDA

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

- Approve Minutes of April 16, 2015 Finance & Facilities Committee Meeting
- Approve Minutes of April 16, 2015 Regular Board Meeting (*amended to correct agenda item D from Trustee Fields to Trustee Martel*)
- Approve Minutes of April 22, 2015 Staffing & Personnel Committee Meeting
- Approve Financial Report for periods ending 4/30/15
- Approve Disbursements for periods 4/1/15-4/30/15
- Receive Reports of Standing Committees

F. RENOVATION UPDATE: SCHEMATIC DESIGN PRESENTATION TO VERIFY PROJECT COST AND SCOPE

With agreement from all Trustees, this agenda item was moved up to accommodate the schedule of our visitors. Doug Lim and Wally Hadelers from Gilbane presented the schematic design, phasing scheme, and summary budget.

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Mr. Lim reviewed the overall schedule milestone dates, and highlighted one of the most important dates, the date that we go out to bid for subcontractors, which is scheduled to happen around November 20, 2015. There is little to no activity on the project from the time when the bids go out and the recommendation to award, which is scheduled to occur at the January 21, 2016 board meeting. Trustee Martel asked if we should fast track some of the bids, and Mr. Lim replied that we don't want to commit to any subcontractors until we see the big picture. Mr. Lim estimates that we will have 19-22 separate bids.

Trustee Gimbel asked about the potential library closings, and Mr. Lim explained that each closing would likely be only for 1-2 days (maybe 3-4 for the parking lot), and we would plan for these closings well in advance. The primary consideration for closing is patron and staff safety.

Trustees discussed the possibility of a second entrance/exit in the back parking lot and considered issues such as the lot emptying onto a residential street (Keystone Ave) and the loss of two parking spaces. Trustees asked Director Bochenski for her opinion, and she said that the plans to widen the main entrance should resolve a good portion of our parking lot traffic issues. Should the library ever acquire additional property a second entrance should be considered, especially if it could exit onto Crawford Ave.

Trustees considered the list of alternates, and Mr. Pohrte explained that alternates #1 and #2 (power upgrade and fire alarm upgrades) were related to Village code, and the library may or may not need to upgrade. Once the plans go to the Village they will inform us how to handle the upgrades. Trustees also asked about the possibility of burying the power lines outside the library, and staff and Gilbane will investigate. The board also talked about the new parking lot, and questioned whether we needed to update our sewer pipes or catch basins, or build a new reservoir as in the back lot. Mr. Lim explained that we may want to ask for alternate bids up front, and then evaluate the cost of the base bids in order to determine if we are able to afford any alternates.

Trustees asked for the cost of squaring off the round room and adding a window, and Gilbane said the price would be around \$30,000. Trustee Gimbel asked if disposal costs were included, and Mr. Lim replied that all regular disposal costs were included, but that any contaminated disposal would be extra.

President Beard went around the table and asked each trustee if they were comfortable with the total construction cost of \$3,959,927, and no one voiced any concerns.

Wally Hadel from Gilbane presented the summary construction schedule and explained the proposed phasing of the building and also the site plan. He explained that the considerations he took into account when creating the schedule were:

- Limit disruption balanced with cost considerations
- Limit interruptions
- Keep as much as possible of what patrons are used to
- Keep some bathrooms open at all times
- Move the collection as little as possible

Trustee Martel asked about the cost difference for two phases instead of the four listed, and Wally said that he based his decision on disruption vs. the cost. Trustees agreed that the four phases seemed to best meet the needs of the community in terms of limiting disruption.

G. PRESIDENT'S REPORT

President Beard gave a short presentation as an example of the type of advocacy Trustees are expected to perform in relation to the upcoming presentation.

Trustees scheduled the board retreat for Monday July 20, 2015 from 4:00-8:00PM, at a location to be determined. The board will work with facilitator Stu Wilson of Library Strategies to conduct the retreat, which will focus on roles and responsibilities and communication.

H. LIBRARY DIRECTOR'S REPORT

Head of Technical Services Shao-Chen Lin, Office Manager Amy Thayer, and Library Director Su Bochenski presented the highlights of their written reports and answered questions. Director Bochenski introduced new Program Coordinator Emily Lofquist and welcomed her to the library.

During the Director's report Director Bochenski reported that there have been negotiations between our construction manager, Gilbane, and the library's attorney regarding the rider that our attorney presented. Director Bochenski said that we are close to resolution on the narrative components of the contract. Trustee Martel said that the construction manager cost of \$430,000 seems high (especially compared to the \$390,000 for the architect), and said he will try to provide some independent data regarding an average cost. Director Bochenski will ask other libraries for comparison numbers, and will work with Gilbane to 1) break out the pre-construction costs and 2) discuss the costs in general. The construction manager contract will appear on the June 18, 2015 board agenda for final approval, and Doug Lim from Gilbane will be at the meeting to answer any questions.

I. AUDIENCE TO VISITORS

No visitors spoke during this agenda item.

J. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

President of the Friends and Director Bochenski met with artist's agent Lee Karpowicz to discuss the process of choosing a sculpture. Ms. Karpowicz will select 5-7 artists with work that meets the library's criteria, and present options to the Sculpture Committee in July. If existing work is available, the committee will recommend one or more works to the Library Board. If no existing work is found, then the committee will work to identify an artist to commission a piece. The artist's renderings will be presented to the Library Board for approval prior to commencing work.

Trustee Poulos volunteered to be the library board representative on the Sculpture Committee.

K. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

L. UNFINISHED BUSINESS

a. **Review and approve updated Employee Handbook and Personnel Policy**

Trustees reviewed the recommendation from the Staffing & Personnel Committee to approve the updated Employee Handbook and Personnel Policy. Director Bochenski reviewed the primary changes and noted that the only real change in benefits was to increase the bereavement leave from "up to 3 days" to "up to 5 days" to accommodate employees who may have to travel in conjunction with a death in their immediate family. Trustee Martel asked if there were any changes

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to the retirement plan contributions, and Director Bochenski responded that the board approves that annually along with the budget in a separate resolution.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED THE UPDATED EMPLOYEE HANDBOOK AND PERSONNEL POLICY AS PRESENTED.

b. Review and approve new IT Services provider

Office Manager Amy Thayer reviewed the recommendation to hire Computer View Inc. as the library's new IT services provider. She cited the firm's extensive library experience as a main reason for the recommendation. Ms. Thayer explained that currently the library's technology infrastructure needs significant improvements, but when the improvements are completed she anticipates that the IT services provider contract will be less expensive. Trustees verified that this is a one-year contract, and because of the amount, it would be brought to the board each year for approval.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN ROLL WAS CALLED THE BOARD APPROVED HIRING COMPUTER VIEW INC. TO PROVIDE IT SERVICES FROM JULY 1, 2015 THROUGH JUNE 30, 2016 AT A COST NOT TO EXCEED \$80,000.

c. Review and approve new Accounting Services provider

Director Bochenski reviewed the recommendation to hire Lauterbach and Amen as the library's new accounting services provider. She cited the firm's robust web-based accounting system, Accounting CS as a main reason for the recommendation. A secondary reason is that staff would prefer not to change both accountants and auditors at the same time, and on the eve of our renovation. Bochenski recommends that the library retains McClure Inserra as our auditor through the FY17 audit, and then go out for a formal bid to evaluate other firms.

ON A MOTION BY TRUSTEE STAVINOVA, SECONDED BY TRUSTEE GEORGE, AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN ROLL WAS CALLED THE BOARD APPROVED HIRING LAUTERBACH AND AMEN TO PROVIDE ACCOUNTING SERVICES FROM JULY 1, 2015 THROUGH JUNE 30, 2016 AT A COST NOT TO EXCEED \$14,000.

M. NEW BUSINESS

a. Discuss library board meeting schedule for FY16

Trustee George asked the board to review the current board meeting schedule (the 3rd Thursday of the month) and consider changing it to either Mondays or Tuesdays. Trustees discussed the request, and due to scheduling conflicts with other board members, agreed to leave it on the 3rd Thursday. Trustees also agreed to schedule special board meetings or committee meetings on Mondays or Tuesdays whenever possible.

b. Consider closing the library Sunday 7/5 in observance of Independence Day

Director Bochenski explained that the library will be closed on Saturday 7/4 in observance of Independence Day. Because the holiday falls on a Saturday this year, she asked the board to consider closing on Sunday July 5 as well, in recognition that many people (patrons and staff) will be using it as a holiday weekend. She reported that other area libraries were split on this decision, some are closing Friday 7/3 (the official federal holiday), some are closing on Sunday, some are doing neither and closing only on Saturday. Trustee Poulosom inquired if any libraries were closing on

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all three days, and Director Bochenski said she was not aware of any. Director Bochenski stated that closing on Sunday has a lesser impact than closing on Friday, because the library is open only four hours on Sundays.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE MARTEL AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED CLOSING THE LIBRARY ON SUNDAY JULY 5, 2015 IN ADDITION TO SATURDAY JULY 4, 2015 IN RECOGNITION OF INDEPENDENCE DAY.

N. BOARD ACTION CHART

Trustee Martel requested that the library statistics be presented in a more meaningful manner (graphs), and include more history than just the previous year. President Beard suggested that the full statistics only be included in the board packet on a quarterly basis. This item will be added to the board action chart. Director Bochenski commented that this item has been planned for a while, so the transition will not be difficult.

O. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Finance & Facilities Committee: May 26, 2015 6:30PM
- Regular Board Meeting: June 18, 2015 6:30PM
- Board Retreat: July 20, 2015 4:00PM

P. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE GEORGE, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 8:58PM.

/S/

Linda Poulsom, Secretary