

**Regular Board Meeting**  
**Monday November 28, 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 7:00PM on November 28, 2016 in the library at 4000 W Pratt Ave, Lincolnwood, IL 60712

2. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Martel (7:05), Poulosom, Stavinoga  
Trustees Absent: None  
Staff Present: Bochenski, Keegan, Levine, Skrzypinski  
Visitors Present: Paul Inserra, Dan Pohrte, Tiffany Nash

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 October 24, 2016 Regular Board Meeting
- Approve Minutes of November 10, 2016 Finance & Facilities Committee Meeting
- Approve Financial Report and Disbursements for period 10/1/2016-10/31/2016
- Approve FY17 Per Capita Grant Application

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

5. FY16 AUDIT PRESENTATION AND ACCEPTANCE

Trustee Martel arrived. Paul Inserra from McClure, Inserra & Company reviewed the various components of the FY15 audit and responded to questions. The presentation and review process resulted in the following key conclusions:

- The library was issued a clean opinion for the FY16 audit
- The library's fund balances and general financial position at the close of the fiscal remains strong and the library ended FY16 with a \$120,804 increase in our net position

Mr. Inserra reported that he anticipates that the library will need to revised the capital assets list for the FY17 audit as a result of the renovation project, including moving certain previous building improvements off the asset list.

Trustee Poulosom moved and Trustee Gimbel seconded to **ACCEPT THE FY16 AUDIT AS PRESENTED.** **Aye:** Beard, Berger, George, Gimbel, Martel, Poulosom, Stavinoga **Nay:** none **Abstain:** none **Absent:** none

6. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski gave an overview of the progress of the construction project, which is currently about 71% complete overall. Overall we have encumbered about \$150,000 of our \$264,500 trade allowance, which is 57% of the total. She also gave an overview of the construction items completed since the last Board meeting:

- Completed all Phase 2 work and opened to the public

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- Began HVAC rough in
- Completed build out of reading box
- Completed electrical wall rough in
- Completed electrical wall rough in and passed inspection
- Completed installation of electrical floor conduit and passed inspection
- Completed painting of roof plaster
- Completed paver installation in ½ of the front plaza
- Completed preparation for snow melt system
- Completed underslab plumbing and passed inspection
- Demolished concrete ramp and front entrance canopy
- Demolished walls, carpet, ceilings, bathroom fixtures
- Excavated and poured concrete piers for new steel
- Install Millennium Tile at small area outside fireplace
- Installed new roofing and copings at reading box and front entrance
- Installed piping for new plumbing and passed inspection
- Installed steel at reading box, north wall windows, and meeting room operable partition
- Laid out interior wall locations and began framing and drywalling
- Landscaped at North, East, and South walls
- Masonry demolition and repair at north wall for new windows and doors
- Removed dedication plaques
- Switched to use the new temporary front doors

Trustees discussed the most recent change orders:

- **Data ports at study room monitors.** These were missed in the design, and gives us maximum flexibility in the private study rooms. Estimated add of \$450.
- **Women's bathroom rework.** We encountered several items in the men's bathrooms that needed remediation, and expected to find the same when we started the women's. They have been confirmed, and we need to do some plumbing modifications to meet ADA and rework the floor drain to accommodate the new tile. Estimated add of \$2,000 for everything.
- **Column build out.** We discovered a steel column on the north wall that stuck out about 8 inches into the adult space (this is at the point of the 1997 addition). We built out around with drywall. Estimated add of \$500.
- **Double wall at vestibule for fire panel.** The fire panel that was specified is very large and needed additional wall thickness to accommodate it. Estimated add of \$500.
- **Reading Box newspaper shelving.** I had mentioned this one previously, when we removed the reclaimed wood in the reading box a design for the alcove newspaper shelving was not added. Add of \$2,000.
- **Landscaping credits.** There were a couple of small deducts for a revision of plant quantities from construction set and a paver edging substitute. Deduct of \$929.
- **Final price on adjusted canopy in front plaza.** When we did our cost reductions the architects said they would reduce the canopy by a certain percentage, but final drawings came later. The canopy needs to be extended slightly to be supported by the column that was installed in Phase 1. Add of \$1,100.
- **Existing foundation excavation.** The plumber ran into another existing foundation that needed to be removed when he was excavating channels for plumbing in Room A. Add of \$700.
- **Repair underground conduit in parking lot.** We have underground conduit running from the library to the islands in our parking lot. These are private lines and therefore not marked by JULIE. The line to the main parking lot island lights was cut during excavation of the front plaza and needed to be repaired. Add of \$1,541.

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- **Illuminated area of assisted rescue signage.** This is part of the north wall door hardware permit requirements that are just now getting priced out. Code requires special lighted signage on our egress doors on the north wall. (This doesn't have anything to do with the panic hardware, just the signage). Add of \$1,325
- **Additional outlets at mailroom and staff lounge.** Wall outlets at the mailroom and staff lounge were not sufficient to meet our technology needs, three additional were required. Add of \$450.

Tiffany Nash and Dan Pohrte from Product Architecture + Design answered questions about the project and stated that they feel that it is coming along nicely.

7. APPROVE AND ADOPT ORDINANCE NO 2016/17-4 PROVIDING FOR THE LEVYING OF TAXES FOR THE FISCAL YEAR BEGINNING 7/1/2016 AND ENDING 6/30/17

Trustees discussed the proposed 2016 levy, taking into consideration economic factors in Lincolnwood and Illinois, the fiscal needs of the library, CPI, the tax cap, and the levies of other taxing bodies. Trustees agreed to only increase the levy by the Consumer Price Index, which is .7%.

Trustee Martel moved and Trustee George seconded to **APPROVE ORDINANCE NO 2016/17-4 PROVIDING FOR THE LEVYING OF TAXES FOR THE FISCAL YEAR BEGINNING 7/1/2016 AND ENDING 6/30/17 IN THE AMOUNT OF \$2,519,000** (although not appended to these minutes, a copy of this Ordinance is available for inspection at the library.) **Aye:** Beard, Berger, George, Gimbel, Martel, Poulosom, Stavinoga **Nay:** none **Abstain:** none **Absent:** none

8. DECEMBER 26, 2016 REGULAR BOARD MEETING - CANCEL

Trustees discussed two upcoming meetings, the December 26, 2016 Regular Board Meeting, and the December 1, 2016 Finance & Facilities Committee Meeting. After some deliberation, the Board agreed on the following upcoming meetings:

Trustee Martel moved and Trustee Poulosom seconded to **CANCEL THE DECEMBER 26, 2016 REGULAR BOARD MEETING AND RESCHEDULE THE FINANCE & FACILITIES COMMITTEE MEETING TO DECEMBER 12, 2016.** Voice vote carried unanimously.

9. REPORTS

Library Director Su Bochenski, Head of Community Engagement Deb Keegan, and Head of Youth & Teen Services Sharon Levine presented the highlights of their written reports and answered questions.

Trustees discussed the proposed grand opening events and provided feedback and suggestions, and ideas for the time capsule.

10. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Finance & Facility Committee: Monday December 12, 2016 6:30PM
- Regular Board Meeting: Monday January 23, 2016 7:00PM

11. ADJOURNMENT

Trustee Martel moved and Trustee Poulosom seconded that **THE MEETING BE ADJOURNED AT 8:30 PM.** Voice vote carried unanimously.

  
Secretary