

Board of Trustees Meeting
July 14, 2009
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:08 P.M.
2. Pledge of allegiance
3. Roll call—The following trustees were present: Kari Fickes, Ann Glynn, Phillip Lukacek, and Tom Miller.
Stephanie Daujatas was absent with prior notification.
Also present: Ronald McGrath of Tria Architecture; Administrative Librarian Carol Hall; John Hayner, from State Representative Kevin Joyce’s office.
4. Renovation Bid Award--Motion to move item number 4 to after Consent Agenda by Kari Fickes, seconded by Tom Miller. The motion carried.
5. Motion to establish Consent Agenda including items A, B, C, D, and E by Tom Miller seconded by Phil Lukacek
 - A. Approve minutes of June 9 Regular Board Meeting
 - B. Approve minutes of June 15 Marketing Committee Meeting
 - C. Approve minutes of July 1 Finance Committee Meeting
 - D. Approve Treasurer’s Report

Balance, June 1, 2009	\$1,087,119.91
Revenues	7,599.99
Expenditures	83,513.90
Balance, June 30, 2009	\$1,011,206.00
 - E. Approve payment of monthly bills in the amount of \$ 5,300.96

Yes: Kari Fickes, Ann Glynn, Phillip Lukacek, and Tom Miller.
No: None
6. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Phil Lukacek, seconded by Tom Miller.
Yes: Kari Fickes, Ann Glynn, Phillip Lukacek, and Tom Miller
No: None
7. Public Comment
8. Renovation bid award—A discussion of the submitted bids followed.

Ron McGrath of Tria Architecture said we received 20 Bidders of Record and in the end received 14 bids. Tria Architecture has reviewed the qualifications and references of the low bid contractor, George Allen Construction, and has found no evidence which would disqualify them from being awarded the contract for this work. Tria

Architecture recommends that we award the contract for the construction to George Allen construction with a bid of \$234, 820. The only scheduling concern from the contractor was the case work for the desks, and he recommends we come up with a short-term contingency plan if there is any delay.

- Kari asked if George Allen uses their own carpenters and plumbers. Ron thought they used many of their own carpenters but had cut down on staff because of the current economy.
- Kari also requested a history of the company and a list of projects in case of any press inquiries. Ron didn't have this but will look into getting it.
- Kari asked if the contractor would fix the driveway if they damaged it during construction. Ron said the contractor would take precautions to avoid this.
- Phil asked about progress reports, and Ron said we would get meeting minutes to forward on to us, and he would be out here frequently to update us. We wouldn't receive written progress reports.
- Phil asked about the railing replacement and Ron explained that they did not think it necessary to change the railing.
- It was moved by Kari that we accept the bid from George Allen Construction for the base bid and alternate numbers 2, 3, 4, 6, 7, 8 and 9 for a total bid of \$234, 820. The work will start August 1st and end August 31st. Tom Miller seconded the motion.

Yes: Kari Fickes, Ann Glynn, Phillip Lukacek, and Tom Miller.

No: None

9. Communications –

- Worth Reporter Ad - We will do the Back to School and Worth Days ads for the Reporter. The Back to School ad will include copy about the library being closed.
- Kari will attend the Village Hall meeting about Worth Days on behalf of the Library.

10. Librarian's Report

- Tandem Landscaping would like to schedule the gutter repair on the West side of the building for an autumn date to be determined. The board found this acceptable.
- The architect's floor plan drawing was put on display Monday, and a handout with questions and answers and a list of neighboring libraries was made available to patrons.
- We will have an announcement on the marquee reminding patrons to renew their library cards.
- A meeting is scheduled for Tuesday, July 21st at 7 P.M., to interview candidates for board vacancies.
- Head of Circulation Laura Monday would like the board to consider implementing the family block feature in our circulation system; her description of this feature and its benefits follows my report. The board would like to pursue this feature.
- The bid specifications did not include packing, storing, and returning books to the shelves. I received two proposals, but both exceeded the \$20,000 bid threshold.

Carol is working with both moving companies to eliminate items to be packed and stored such that the cost of services can be lowered. Of the two bids received, Hallett's storage cost per month is \$800, and the other company's fee is \$2,400. This is a particular concern should the renovation require additional storage time.

- Carol will work on getting a press kit together for the media with a press release, floor plan and information on the contractor.

11. President's Report

- Kari said it was a pleasure to work with Tria Architecture, and we have been very satisfied with their work. Thanks go out to all the bidders.
- The library was awarded \$25,000 from the Capital Projects Fund to be used for renovations. To date, we have not received any details on time frame or stipulations of use.
- We have just two weeks to get ready for renovations. If there is a day or night that the Library staff needs help, please let the board know so that we can help out.

12. Committee Reports

- A. Building & Grounds Committee
 - i. Interior renovations – The committee is very satisfied with the numbers that came in for the bids. Our next step is to think about what additional projects we can/should take on.
- B. Technology Committee – GAC is going to be coming in to help us move the networking equipment. The next thing we will need to talk with them about is getting the wireless up and running for the laptops we will be getting. Additionally, we should revisit upgrading the cameras after the renovation. Carol suggested we look into trying to refocus and/or clean the current cameras as well.
- C. Marketing/Publicity Committee – At our meeting we discussed how we would communicate the news of our renovation internally and externally. We will need to work on a press kit for the media and need to get information on the website. Stephanie's friend created a few logos, and the committee will look at these during their next committee meeting.
- D. Policy & Personnel Committee – Nothing new during the renovation.
- E. Finance Committee

13. Unfinished Business

- Worth Reporter Ad – Ann will work with Carol on the copy. Kari Fickes moved to place an ad in the worth reporter not to exceed \$300; this was seconded by Phil Lukacek.

Yes – Kari Fickes, Ann Glynn, Phillip Lukacek, and Tom Miller.

No - None

- The board would like Laura to work on the Family Block. Kari recommends we add this to our policy in August.

Yes – All

No – None

- Motion to approve the cost for Hallet Moving Company not to exceed \$19,999

Yes – Kari Fickes, Ann Glynn, Phillip Lukacek, and Tom Miller.

- No - None

14. New business

- A. Ordinance 2010-1 Budget and Appropriation Ordinance—Motion to approve Ordinance 2010-1 by Kari Fickes, seconded by Phil Lukacek. Yes- Kari Fickes, Ann Glynn, Phillip Lukacek, and Tom Miller.
No - None

- B. Appointment of two trustees to audit board minutes—Kari appointed Kari Fickes and Phil Lukacek to audit board minutes.

15. Set dates for committee meetings – None set at this time.

16. Public comment – John Hayner from Kevin Joyce’s office explained that his role in Representative Joyce’s office is to connect the dots between wants and needs of organizations.

17. Adjournment—Motion to adjourn the meeting at 8:31 P.M. by Kari Fickes, seconded by Ann Glynn.

The motion carried, and the meeting adjourned.

Ann Glynn, Secretary

Kari Fickes, President