

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES OF THE LEMONT PUBLIC LIBRARY DISTRICT
COOK AND DUPAGE COUNTIES, ILLINOIS
HELD AT THE LIBRARY DISTRICT MEETING ROOM
50 EAST WEND STREET, LEMONT, ILLINOIS**

April 10, 2014

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Daniel Geoghegan, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

A motion was made by Trustee Hogan and seconded by Trustee Sanders to approve the minutes of the regular meeting of March 11, 2014. Voice vote: all ayes, no nays. Motion passed. A second motion was made by Trustee Burton and seconded by Trustee Hogan to approve the minutes of the special meeting of April 1, 2014. Voice vote: all ayes, no nays. Motion passed.

V Treasurer's Report

Trustee Hogan made a motion, seconded by Trustee Burton, to approve the treasurer's report as submitted:

| | |
|---|-------------|
| Illinois Public Treasurer's Investment Pool | |
| Illinois Funds Money Market e-Pay | \$ 1,682.44 |
| Illinois Funds Money Market (IFMM) | 351,672.72 |
| MB Financial Bank | |
| Money Market Account | 250,089.37 |
| Marquette Bank | |
| Imprest Fund | 453.91 |
| Money Market Account | 250,035.42 |
| Suburban Bank and Trust | |
| Expense Account | 404.90 |
| Money Market Account | 10,783.83 |
| Operating Account | 167,317.80 |

A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Motion passed.

VI. Approval of Bills

There was a motion made by Trustee Hogan and seconded by Trustee Geoghegan to approve payment of bills in the amount of \$52,990.31. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Motion passed.

VII. Public Participation

There were no public comments.

VIII. **Presentation by John Shales, Shales McNutt Construction**

John Shales, President of Shales McNutt Construction, and architect Shaun Kelly from Engberg Anderson, Inc. had come to answer trustees' questions about the conceptual design plan and cost estimates presented at the special meeting on April 1, 2014.

Initial questions pertained to the design of the new space. For the sake of continuity, the architects did not deviate much from the look of the existing structure when developing the front view. The addition had the same roof-line detailing as the original structure; however, echoing the sloped roof of the existing building would mean significantly altering the façade.

Trustee Hogan asked whether the flat roof over the meeting room would not create drainage problems. Mr. Kelly assured her that the roof only appeared flat; it was actually gently sloped to eliminate the accumulation of rainwater.

President Kirvelaitis mentioned that the small courtyard adjoining the meeting rooms enabled users to "spill" outside in nicer weather. A glass door, not shown in the drawings, would be incorporated into the tall windows to conform to fire safety codes. This redesign would also require relocation of the flagpole.

Director Pointon asked about the possibility of elevating the demonstration space in the new meeting room to better sight lines. Mr. Kelly replied that a change of even one step would involve installing a ramp, in compliance with ADA.

Trustee Geoghegan remembered someone from Engberg Anderson mentioning the existence of another plan without the meeting room addition. Mr. Kelly said that the architects had started on an alternative concept diagram but had never completed it or cost estimates developed. Trustee Skibinski commented that, without the addition, Engberg's plan would be less a renovation but more a refurbishing as outlined in Dewberry Architects' spring 2013 facility assessment.

The President addressed another patron's interest in having the updated building LEED-certified. Mr. Kelly asserted that all of Engberg Anderson's projects meet certified level under current standards (the next version of LEED is due out in the fall). The U.S. Green Building Council rating systems apply only to buildings that are being newly constructed or going through a major renovation. Since the architects must complete and submit the application to USGBC (the only entity able to grant certification), and the paperwork is time-consuming, an additional cost would be incurred by the Library. Mr. Kelly would submit an estimate of the additional cost to pursue LEED certification.

A certified level is attainable; **most municipalities aim for silver accreditation**. Points are earned for energy conservation, building health (materials with recycled content, interior finishes with low VOC emissions, etc.) and the actual site (sustainable, well-connected neighborhood.) Aiming for gold certification was not advisable, as it would require substantial restroom renovation and increase the project's bottom line considerably.

Mr. Shales reviewed the Updated Schematic Design Budget dated March 26, 2014 and presented during the second community planning meeting, item-by-item. Working on the assumption that the Library would remain in operation during construction, Shales included costs for life safety precautions, exiting and separating occupied spaces from construction zones. If a referendum were passed in November, they would be prepared to solicit bids for project work in spring of 2015.

President Kirvelaitis wondered **whether the eight percent contingency line was sufficient**. He cited another recent Shales McNutt project, the Downers Grove Public Library, for which bids came in more

than \$400,000 over budget. Mr. Shales admitted the error, noting that the underestimation was the firm's first since 1983 and that the party responsible for it was no longer with the company. The architects and contractors revamped plans to decrease the final cost, and Shales McNutt absorbed the rebidding expense. Both Engberg Anderson and Shale McNutt were in the habit of updating their calculations throughout the course of the project. Shales McNutt had six library clients currently under construction, with two more coming up over the summer.

The cost breakdown prompted the most questions. Trustee Camalliere was concerned that a member of the public had interpreted the \$750,000 cost for the addition in terms of a residential property, asking who would pay \$750,000 for a 1,500 square-foot home. Mr. Kelly emphasized that there was **no basis for comparing commercial to residential construction**. Public construction projects required steel joists (not wood frames), commercial grade finishes for frequent use and traffic, a sprinkler system and the fulfillment of many other code requirements. Technical equipment, like projection screens, was essential to the meeting room. It turned out that roofing for the entire building was also incorporated into the cost of the addition. Trustees requested that roofing expenses be split proportionately between the existing building and addition, as lumping the cost together could be misleading. Trustee Camalliere observed that the Board members should be able to respond consistently and accurately to public questions and comments.

The Director said that she had not been aware that the schematic design budget would be broken out between existing structure and addition until the night of the presentation to the community. The two-column approach only seemed to fuel confusing cost comparisons. Mr. Kelly conceded that costs could also be left in one column. Mrs. Pointon suggested enumerating the capital replacement components of the Dewberry report under a separate heading, while Shale would list its own block of recommended mechanicals separately. Trustees Burton, Hogan and Sanders agreed that patrons needed to understand that **the Library would have to spend a minimum of \$500,000 just to maintain the current facilities**.

Director Pointon inquired whether the insurance line item was comprehensive. Mr. Shales responded that the estimate included general liability coverage for the actual construction process of this particular project. They were also required by law to carry performance and payment bonds. He advised the Director to keep the Library's insurance agent advised of construction progress. The agent could provide an all-risk or builder's-risk policy as a rider at an additional cost.

According to Mr. Kelly, the line item for electrical costs contained "the lifeblood of (library) service delivery". This expense did not pertain to aesthetics, but rather to meeting the increased demands of information technology and address another of patrons' chief complaints—poor lighting. Engberg Anderson planned to rewire the entire network, expand existing outlets, and replace the current panel system (on breakers) with a more advanced, code-compliant, universal control system. The entire building would also be relamped for uniformity and energy efficiency, so the Library would not have to purchase or stock 20 different bulbs as replacements.

Included in Engberg Anderson's services were participation in a limited number of public Question & Answer sessions as well as referendum counseling. Mr. Kelly would still refine, soften and populate the interior images, before the Director ordered presentation boards. Circulation Manager Jackie Lakatos also requested a detailed drawing of the new circulation desk and work area.

Trustee Hogan remarked that a physical, three-dimensional **model** would be a valuable visual aid. The architects would submit an estimate. Mr. Kelly advised against too large a representation, which would be pricier and immobile. A 24- by 36-inch model was a good scale, portable, more cost-effective, and could be completed in 4-6 weeks, if the Library decided to order it.

IX. Reports

A. President

The President reminded the trustees that their Statements of Economic Interests should be filed with the Cook County Clerk by May 1, 2014.

B. Library Director

The Director submitted her written monthly report. Since the Library would be hosting the bimonthly Lemont Administrators Lunch on the next day, Friday, April 11th, Director Pointon would be able to share Engberg Anderson's PowerPoint presentation with guests and conduct a tour of the building.

C. Attorney

If the trustees decide to proceed with a referendum in November, Library legal counsel Eric Hanson would begin drafting the necessary documents. The Board would first have to adopt an ordinance no later than August. The Director would verify the legal limit for expenditures related to disseminating referendum information. The Library also consulted attorneys after a Johnson Controls technician was injured by rental equipment on Library premises.

D. Committees

1. Finance

2. Building and Grounds

3. Policy and Personnel

4. Planning and Goals

No reports.

5. Technology

The Committee met at 6:00 p.m., prior to the regular Board meeting, to update its long-range technology plan; finalize 2014-2015 working budget requests; discuss technology requirements for the Fiscal Year 2015 Public Library Per Capita and Equalization Grant; and review the proposed copier lease agreement.

Trustee Hogan made a motion, seconded by Trustee Skibinski, to enter into a new five-year lease agreement with Interact Business Products LLC for two Kyocera copiers (public and staff) and a public printer at a cost of \$630 per month. The Library would be locked into the contract for three years with a guaranteed fee increase of no more than five percent in Years 4 and 5 of the agreement. This represented a substantial savings over finishing out the existing contract. The new copiers offered function upgrades, including faster copying, the ability to print banners and temporary signage and scanning to the Cloud. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski — ayes, no nays. Motion passed.

X. Old Business

A. Update on Conceptual Space Planning Study

See item VIII. *Presentation by John Shales, Shales McNutt Construction.*

B. Updates to Library By-Laws

A vote was postponed until the May meeting.

XI. New Business

A. Copier Lease Agreement

See D.5. *Technology Committee Report.*

B. Working Budget, Fiscal Year 2014-2015

The director submitted a timeline for preparing the working budget for the 2014-2015 fiscal year. The President recommended that all of the committees revisit their policies, prior to submitting their budgetary requests to the Finance Committee. The working budget would be approved at the June Board meeting.

XII. Communications / Correspondence

No letters or notifications, other than those mentioned in the Director's report, were received.

XIII. Executive Session

There was no need to move into executive session.

XIV. Adjournment

A motion was made by Trustee Burton and seconded by Trustee Hogan to adjourn the meeting at 8:24 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis