

**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 9, 2015

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Minutes

Trustee Sanders made a motion, seconded by Trustee Burton, to approve the minutes of the regular public meeting of March 12, 2015. Voice vote: all ayes, no nays. Motion passed.

V. Treasurer's Report

The Treasurer reported that the FY2015 Per Capita Grant from the State of Illinois, in the amount of \$27,106.25, had been received. A motion was made by Trustee Burton, seconded by Trustee Sanders, to approve the Treasurer's report as below:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market	\$ 215.86
Illinois Funds Money Market (IFMM) (ePay)	514,691.14
MB Financial Bank	
Money Market Account	245,308.93
Marquette Bank	
Imprest Fund	664.79
Money Market Account	250,035.14
Suburban Bank and Trust	
Expense Account	1,200.97
Money Market Account	11,065.87
Operating Account	180,575.58
<u>Renovation Project</u>	
MB Financial Bank	
Renovation PUD (Public Unit Deposit) LOC (Letter of Credit)	2,986,005.08

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

VI. Approval of Bills

There was a motion made by Trustee Geoghegan and seconded by Trustee Sanders to approve payment of regular monthly bills in the amount of \$34,207.37. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Kirvelaitis and Sanders—ayes, no nays, Trustees Hogan and Skibinski—absent. Motion passed. A motion was then made by Trustee Burton and seconded by Trustee Geoghegan to approve

renovation project payables in the amount of \$21,873.45. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Kirvelaitis and Sanders—ayes, no nays, Trustees Hogan and Skibinski—absent. Motion passed.

VII. Public Participation

The Board welcomed incoming trustee Tom Culcasi. He would take the oath of office on May 18.

VIII. Presentation of Design Plan—Engberg Anderson Architects

Joseph Huberty, Partner, and Shaun Kelly, Senior Associate, of Engberg Anderson, Inc. reviewed the architectural plan. Many of the improvements would focus on the public experience of the building. The cross-axis and “processional” with its dramatic, high ceilings would be reemphasized, making the open space feel brighter and cheerier. Reused shelving would be lowered and reconfigured in a less linear fashion, and the collections would flow more logically, with seating “neighborhoods” interspersed throughout. A quiet, glassed-in reading area and more study rooms would provide privacy along the periphery.

Roofing and parking lot repairs were a structural necessity. Other than the meeting room extension, the most noticeable, street-view change would be to the book drop, which was being moved to an “island”. The new location would be equally convenient for patrons and materials receiving staff. Traffic flow would become one-way. To avoid inclement weather delays, new construction would be scheduled first.

Staff zones were being reorganized according to department and function. For example, there would be a separate materials intake area behind the internal book drop. Most existing staff furniture was being reused. Since cubicle systems were actually more expensive than drywall, non-load-bearing walls would divide areas by function.

The children’s department would be divided into zones serving different age groups. A child-sized door at the entrance would invite young visitors in, while capturing some of the inevitable noise. Parents would have their own seating zone to engage with their children or relax while waiting for their children. A less exposed, glass-enclosed teen section would appeal more to its target patrons without sacrificing supervision.

A plan for Interior finishes and furniture should be available at the May meeting.

IX. Presentation of Design Development Cost Estimate—Jack Hayes, Frederick Quinn Corp. (FQC)

Jack Hayes, President, and Neil Larson, Manager of Pre-Construction, Frederick Quinn Corporation presented a renovation budget based on the design development drawings and schematic design narrative submitted by Engberg Anderson in March, as well as the facility assessment report developed by Dewberry Architects in 2013. The estimated budget totaled \$2.9 million, or \$100,000 over budget, but the difference was expected to be recouped from the contingency. At this point, the numbers represented educated guesses; precise figures would be available obtained during the bidding process. The anticipated mid-August start date proved financially advantageous to the Library, since demand for labor and materials was higher in the summertime due to school projects, which had to be completed before summer’s end.

Supplementary endeavors (such as restroom updates and the exterior book drop), which had never been integrated into the original plan, would be financed from the Library’s capital reserves account. The list of owner-provided items, which would be paid for from bond proceeds already in the renovation account, included media integration, security enhancements and collection moving costs. Landscaping would be funded from the Library operating budget.

Mr. Hayes informed the Board that additional cost savings might be achieved by strategic phasing of the project. His team would prepare a detailed recommendation of phasing options for Board review at the next meeting. The Board would discuss its priorities regarding Library operations, and FQC would provide a cost/benefit analysis of proposed phasing.

Treasurer Geoghegan expressed some concern over the current state of the mechanical systems. Mr. Larson responded that the firm's engineers did not recommend replacement of any complete systems at this time. For example, the boilers still had an anticipated, industry-standard life expectancy of five years and if one were to fail, each of the others could run the entire building by itself. The cooling system would have to be replaced eventually, but there were five to eight years of life remaining for the fan and motor. Director Pointon stated that the referendum was meant to enable the Library to save money for the gradual, planned replacement of failing mechanicals. Trustee Geoghegan re-emphasized the goals of the referendum, wishing to ensure adherence to them.

X. Reports

A. President

No report.

B. Library Director

The Director referred to her monthly report. She would be on vacation April 10-19.

C. Attorney

No report.

D. Committees

1. Finance

2. Building and Grounds

3. Policy and Personnel

4. Planning and Goals

No reports.

5. Technology

Contracting an audio/visual consultant would be beneficial to the renovation process. The consultant would evaluate the Library's audiovisual needs for the new meeting and activity spaces, find potential cost savings, develop an A/V design, recommend user-friendly products and equipment, assist with installation and programming, and coordinate with the architects and electricians to produce a coherent and workable scheme. A motion was made by Trustee Camalliere, seconded by Trustee Sanders, to authorize the Director, in consultation with the President and Technology Committee Chairman, to hire a media integration consultant to the Library for an amount not to exceed \$8,000. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Kirvelaitis and Sanders—ayes, no nays, Trustees Hogan and Skibinski—absent. Motion passed.

IX. Old Business

A. Renovation Project

Renovation was discussed at length in Sections VIII. and IX.

X. New Business

A. Approval of Design Plan for Renovation Project

The trustees concurred that they would not approve the project budget. The totals had deviated from the original, and certain components, including building mechanicals, which the Board had

deemed integral to the plan, were not incorporated into the final numbers. Trustee Camalliere made a motion, seconded by Trustee Sanders, to approve only the concept of the renovation design as presented by Engberg Anderson Architects. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Kirvelaitis and Sanders—ayes, no nays, Trustees Hogan and Skibinski—absent. Motion passed.

B. Approval of Budget for Renovation Project

The Board deferred action on the construction budget until additional information was obtained from the project engineers and potential cost-saving measures were analyzed.

C. Approval of Landscaping Services, April—November 2015

The Library had received bids from Anasinski Cleaning, Inc. of Lemont, Walsh Landscape, Construction and Maintenance of Bolingbrook, and Sanchez Landscaping of Bolingbrook. Current provider, Premier Landscape Contractors of Lemont, had not submitted a quote. The Director recommended Walsh: its proposal was detailed and covered the widest breadth of services, including some that had been overlooked by previous landscapers. For the record, the spouse of Library clerk Jennifer Gould was a Walsh employee, but this association had no bearing on the Board's decision. There was a motion made by Trustee Burton and seconded by Trustee Geoghegan to contract Walsh Landscape, Construction and Maintenance for the season, April 1 through November 30, 2015 in the amount of \$4,980. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Kirvelaitis and Sanders—ayes, no nays, Trustees Hogan and Skibinski—absent. Motion passed.

D. Amendment to Authority to Spend Policy—First Reading

The Board reviewed amendments to the policy. A vote would be taken next month.

E. Change of Date for Regular May Board Meeting

The date for the next Board meeting was moved from the second Thursday of the month, May 14th, to Monday, May 18, 2015 because, under Illinois statute (75 ILCS 16/30-10), new trustees cannot take office until the third Monday of the month following the election

F. Working Budget for Fiscal Year 2015-2016

The Finance Committee would convene before the next scheduled Board meeting to determine tax revenue projections and review the Fund Balance Report.

XI. Communications / Correspondence

There were no new letters or invitations to share.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

Trustee Burton made a motion, seconded by Trustee Sanders, to adjourn the meeting at 9:09 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis