

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
February 19, 2008

ROLL CALL

President, Maxine A. Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

Present were: President, Maxine A. Swanson; Vice President, Paul J. Nelson; Treasurer, David C. Westen; Secretary, Deborah S. Wisowaty, Members: Sharon R. Laughlin & Michael S. Golden.

Also Present: Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk; BCA Architect, Rick McCarthy; BTC Engineer, Kami Farahmandpour & Miller Cooper & Co., Auditor, Irwin Lyons.

Absent was: Member, Mark W. Moersch.

AUDIENCE TO VISITORS:

- 1.) Rick McCarthy, BCA Architect
- 2.) Kami Farahmandpour, BTC Engineer
- 3.) Irwin Lyons, Miller cooper & Co. (Auditor)

Mr. Lyons started the audience to visitors by presenting the Audit Report for 2007-2008. He guided the board through its format and highlights. The Library has improved its reserves with a comfortable excess in the General Fund. The net assets have increased. Mr. Lyons encouraged the board to read the footnotes on pages 16 and 17 as they provide detailed information on policy, debt and capital assets. A new disclosure of separate levies was also noted.

With the standards groups measuring all entities the same, the said standards which the auditor must follow trickles down from public companies. This presents a challenge for reporting smaller entities like the library, as can be seen in the Managers Letter in regard to issues of control. Smaller companies do not have access to feasible options like employing layers of control.

On a side note, Mr. Lyons stated the audit report was late this year due to the Village's reports. In the future, reporting the library's portion of the audit will not be effected by the Village. It will be reported annually in the fall.

Mr. Lyons summarized both the Managers letter and the Disclosure Letter. He also clarified that a general audit is not done by the state; however, the Library is required to hire a Certified Public Accountant to file an audit with the state.

In closing, Mr. Lyons continues to enjoy working with the Library and reminded the board his assistance is available throughout the year. The 2008-2009 Audit looks to be challenging with 8 new standards to follow.

Switching gears, Mr. Farahmandpour and Mr. McCarthy opened a discussion on the upcoming Roof and Façade Construction Project. Mr. Farahmandpour presented his project documents. It was important to the board that Mr. Farahmandpour be on hand during construction to make sure it is done correctly. He confirmed he would be on site during the first test windows to make sure the system is installed correctly. After a rhythm is set, they will be on hand a couple times a week. As for warranties, each product carries its own. Workmanship and materials are 2 years and each section of the panel carries its own warranty. The roof has two warranties, roof and manufacturers warranty on materials. The facade has its own set. With a new flat roof not in the budget, the flat roof will carry a coating and patching warranty. The flat roof has to be patched with rubber as that is what is down currently. A revision of the roof budget can be

looked at again if necessary. All warranties are awarded at the end of the job and Mr. Farahmandpour understands the board's concerns to make sure they are all handed in at that time.

Mr. McCarthy had the pleasure of disclosing the color choices for the facade and the roof. With three entities needed to be coordinated to arrange the work, Mr. Farahmandpour stated it is inherent that problems will arise. The parties under coordination are roofers, HVAC and façade contractors. A deadline does exist with paybacks for missed dates under normal conditions of weather. Project meetings will keep all types of delays in check.

Once the board selects a contractor, a contract is drawn and signed. 4-6 qualified contractors are being given the bid package. It is also advertised in the paper. Mr. Farahmandpour is responsible for the bidding process on the facade and roof. Mr. McCarthy is responsible for the bidding process on the HVAC. A board member and the Director are advised to sit in on the interviews. A tentative schedule for the process follows; bids are out the third week of March to the first week of April; second week of April contractors sign. Funds should be made available June 1st to issue deposits. It was reiterated to the board the essential coordination needed in staging the construction process with all its players.

A special meeting to sign the contract was discussed. Mr. Farahmandpour advised that our Attorney, Mr. Kay should be at the contract signing.

As standard procedure, a preconstruction survey is done documenting conditions of the building and grounds prior to construction. This protects and assists with any damages incurred by construction.

The discussion turned to HVAC and the screen wall. The Village is adhering to the Library's original drawings not the final drawings; a screen wall to block HVAC is being demanded by the Village. Options like a variance or painting the HVAC units to blend into the back wall were discussed. Mrs. Adamowski is hopeful that the Village will be open to a variance so it becomes a mute point.

The discussion slipped back to the color of the roof and the facade. Mr. McCarthy suggested a neutral gray base with a smaller stripe to break up the mass. The board was not in full agreement. A mock up of the color and pattern choices was suggested, as well as a reasonable listing of local buildings with the same product. Making the building look pleasing to the Community is the number one priority of the board. A final decision on the color was not made, but all agreed to a stripe pattern. The combinations of Castle Gray/Oyster & Castle Gray/Metallic Copper will be mocked up with paint to help the board decide. Mr. McCarthy's opinion on the color choice is Castle Gray/ Metallic Copper.

Finally, new HVAC units are raised to specifications. Unit 8 is a Trane unit.

SECRETARY'S REPORT:

- Mr. Westen made and Mrs. Wisowaty seconded the motion to approve the minutes of the last Board Meeting.

Voice Vote: Ayes: All Nays: None Abstained: Mr. Westen Motion Passed

FINANCIAL REPORT:

1. Approval of Bills Payable

Mr. Westen made and Mr. Golden seconded the motion to approve the Bills Payable in the amount of \$ 151,169.89.

Voice Vote: Ayes: All Nays: None Motion Passed

2. Treasurer's Report- None

The bill from Power Systems Cable for \$7,000 was for cabling the mezzanine for all the new computers.

LIBRARIAN'S REPORT:

- The Referendum passed!
- As a former Teacher, Mrs. Wisowaty requested that Itasca and Wood Dale be capitalized in the 'Connecting Communities Through Reading' publicity. Mrs. Adamowski will see to that change.
- There was an issue with the new small HVAC York unit. The unit was specifically for the computer room as part of the move upstairs. It blew a fuse during one of the first snow storms of 2007. York had the audacity to bill us for the repairs. Mrs. Adamowski will not pay the bill and has taken up the battle against York.
- Mrs. Adamowski expanded on her challenges with informing the community about the referendum. The word referendum itself puts up walls for many taxpayers.

Mrs. Swanson stated it was nice to see Mrs. Adamowski's name in the ILA Reporter and that the Library Foundation is up to \$28,000.

Mrs. Swanson requested information on the mezzanine lighting. A diagram was drawn by the Architect and a proposal was submitted to Walter Daniels, but it came back too high, per BCA. It was returned to Walter Daniels for revisions.

Finally, Mrs. Swanson was happy to see Mrs. Adamowski as a panelist for the program at Dominican University titled "Taking the Lead: Career Development and Networking".

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS: None

NEW BUSINESS:

Mrs. Swanson requested Mrs. Adamowski sit in on next months Executive Session to hear the board's comments as her evaluation is in process.

EXECUTIVE SESSION:

1.) Discussion of Library Director Evaluation.

Mr. Westen made and Mr. Golden seconded the motion to go into executive session at 9:11 p.m.

Voice Vote: Ayes: All Nays: None Motion Passed

Mr. Nelson made and Mr. Golden seconded the motion to end executive session at 9:52 p.m.

Voice Vote: Ayes: All Nays: None Motion Passed

ADJOURNMENT:

With no further business before the board Mr. Westen made and Mr. Golden seconded the motion to adjourn.

Voice Vote: Ayes: All Nays: None Motion passed.

The meeting adjourned at 9:10 p.m.

Minutes written by Izabela Wnuk & Constance Ronnberg.

Respectfully Submitted,

Deborah S. Wisowaty, Secretary