

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
March 18, 2008

ROLL CALL

Treasurer, David C. Westen called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

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

Also Present: Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk; Business Assistant, Constance Ronnberg; BCA Architect, Jeff Keppler & BTC Engineer, Kami Farahmandpour.

Absent was: President, Maxine A. Swanson

AUDIENCE TO VISITORS:

BTC Engineer, Kami Farahmandpour & BCA Architect, Jeff Keppler returned to follow up with the color and design options for the building facade. With no consensus on the two color options, Mr. Keppler and Mr. Farahmandpour encouraged the board to have samples painted directly on the building. The east facing wall was agreed upon as the best spot for sun and shade comparison. Mrs. Adamowski is very concerned with the panels appearing too metallic. The option of traditional stucco was discussed. It has the same drainage system as the panel system and is a less expensive alternative with unlimited paint options. A decision on color must be made by the end of April. The bid results may eliminate any panel options if they come in higher than expected. At that time, the project will need to be re-bid using stucco construction.

Mr. Farahmandpour reiterated the bidding process to the board. He would like the board to interview the finalists. Four contractors took the roof bid and six took the facade. Whether the project was advertised in the local paper was a point of concern. Mrs. Adamowski will confirm or proceed with placement in the paper. If necessary an addendum will be sent to all who took the bid, giving bidders the opportunity to revise their bids and extending the bid time. The panel colors that are being considered are Champagne, Sierra Tan and Pueblo Tan.

Mrs. Adamowski proceeded to explain her concerns with completing the current project. She began by telling Mr. Keppler that the mezzanine lighting will be done by the library as the quote from Walter Daniels was too high.

She discussed her displeasure with the poor quality screen in the Young Adult Area. It poses a safety issue. She is holding the bill until it is built correctly and is safe.

A bill is also pending payment for the HVAC that runs the computer room. It was installed last fall and shorted out due to weather. Project Supervisor, Bob Arnold, was unaware of the bill. Mr. Keppler is following up.

The columns on the canopy were capped but the pipes are rusting and coloring the surrounding concrete. Mr. Keppler noted that the painting on the canopy is still incomplete.

Mr. Keppler stated we are at the stage for a final punch list to get the fall project with Walter Daniels complete. A defined time is given to complete the punch list. A collective list of items will be presented to Walter Daniels for immediate action. Mr. Keppler will keep in touch with Mrs. Adamowski on the progress. The library is still holding a 10% retainer. Mr. Keppler didn't feel the length of completion time was too far over the norm. Smaller projects and changes tend to affect the time line. He did

apologize for not getting the punch list going sooner. He was waiting for a decision on the lighting so that it could all be done at once.

SECRETARY'S REPORT:

- Mr. Westen made and Mr. Moersch seconded the motion to approve the minutes of the last Board Meeting.
Voice Vote: Ayes: All Nays: None Motion Passed

FINANCIAL REPORT:

1. Approval of Bills Payable

Mr. Westen made and Mr. Moersch seconded the motion to approve the Bills Payable in the amount of \$ 163,936.47.

Voice Vote: Ayes: All Nays: None Motion Passed

2. Treasurer's Report- None

LIBRARIAN'S REPORT:

- The 2008-2009 Budget was included in this month's board packet. Mrs. Adamowski wanted the board to have ample opportunity to review the figures before next month's meeting when it is up for approval. The Mortgage payment changed from \$30,000.00 to \$45,000.00 was noted as well as a baseline 3% cost of living increase with employee salaries. With the bond funds not being sold until the end of April, changes in the debt fund will need Irwin Lyon's expertise. Business Manager, Izabela Wnuk, will review the financial monitoring of the funds with him.
- Lori Craft is in the DLS Newsletter once again.
- Library Bond Consul, Wendy Flaherty impressed the Village so much that they are refinancing their bonds with her as well. The Village and Library bonds are not tied to each other, but she would like to sell all bonds at the same time for a better return. We are able to save on her fee due to the Village using her services. The Library's continued sharing of information and services with the Village will be brought up at the Shape of Itasca.
- Mrs. Audrey Mensching's account of her memory of the first Library in Itasca was shared and will be used in the future photo/memory gallery in the library.
- The meet and greet for the new District 10 Superintendent, Dr. Marcia Tornatore was mentioned and attendance was encouraged.
- The book, Funny in Farsi, was handed out. It is the bridging two communities adult read.
- Internet Safety Specialist with the Attorney Generals Office, Sarah Migas will speak on the topics of social networking. Blogs, Chat rooms, etc. at the Library on March 31st at 7:00 p.m. The program is sponsored by the Itasca Youth Council, Illinois State Representative, Dennis Roboletti and the Itasca Community library.
- Apologies to Mrs. Wisowaty for not getting the banners for the Connecting Communities Reading Grant corrected to reflect capitalized town names. The flyers were not able to be stopped at the printer. The banners were shown and will be hung around town in April.
- Our Open House as part of the Wood Dale Grant went well.
- Mrs. Adamowski is on Vacation next week and will be back in the office on April 3rd.
- Mrs. Adamowski's term with ISLAC ended and was presented a nice award. She trustily accepted another term with the group to continue her service.
- Adult Services Department Head, Tuki Sathaye, was nominated and accepted into Synergy. Itasca now has three Librarians that have gone through the highly regarded program.
- E-mailing the Board packet was broached; however, the board was not interested.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Discussion of the 2008-2009 Budget
This was discussed in the Librarian's Report.
- 2.) Approval of the Building Façade Color Scheme
Discussion on this topic occurred under Audience to Visitors. A decision was not necessary at this stage in the project.
- 3.) Approval of the Non-Resident Library Card Participation
Mr. Westen made and Mrs. Laughlin seconded the motion to approve Non-Resident Library Card Participation.
Voice Vote: Ayes: All Nays: None Motion Passed
- 4.) Approval of the Tax Bill Method to Calculate Non-Resident Fees
Mr. Westen made and Mr. Moersch seconded the motion to approve the Tax Bill Method to Calculate Non-Resident Fees.
Voice Vote: Ayes: All Nays: None Motion Passed
- 5.) Approval of the Resolution Authorizing Intervention in Certain Tax Appeal Cases
Mr. Westen made and Mrs. Laughlin seconded the motion to approve the Resolution Authorizing Intervention in Certain Tax Appeal Cases.
Voice Vote: Ayes: All Nays: None Motion Passed

The library belongs to a coalition with the Park District, School District and Lark Park High School in which an attorney is hired as a watch dog to oversea property tax appeals. These funds directly affect the amount of money we receive.

A decrease in funds due to a decrease in home value should not be a concern. The board has never seen such an impact during a recession, as assessments never seem to go down.

EXECUTIVE SESSION:

- 1.) Discussion of Library Director Evaluation.
Mr. Westen made and Mr. Golden seconded the motion to go into executive session at 8:03 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 8:35 p.m.

Minutes were written by Constance Ronnberg.

Respectfully Submitted,

Deborah S. Wisowaty, Secretary