

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
January 20, 2009

ROLL CALL

President, Maxine A. Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:02 p.m.

Present were: President, Maxine A. Swanson; Secretary, Deborah S. Wisowaty; Treasurer, David C. Westen; Members, Mark W. Moersch, Sharon R. Laughlin & Michael S. Golden.

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

Absent was: Vice President, Paul J. Nelson.

AUDIENCE TO VISITORS:

Mr. Kami Farahmandpour updated the board on the budget and status of the entire project. The three components of the project are the HVAC, Façade & Roof. The roofing project has not been active due to the weather. The coating will be done in the spring. 80 percent of the leaks are gone with patching ongoing. By the final spring inspection, the flat roof should be water tight.

As for the custom color metal sheeting for the downspouts and fascia, Knickerbocker will purchase the material at a savings to us. It did require a change order which has been issued.

The HVAC portion of the project is headed by BCA with Mr. Farahmandpour's coordination with all the construction teams. The units are complete and going through an adjustment phase. They will need to be hooked up to the fire alarm by ADT to meet fire codes. This requires the roofing contractor to drill through the roof, which was not included in their cost. An allowance for that is expected in the spring along with testing the AC part of the HVAC units. Mr. Farahmandpour is retaining 5% of the contract of Bremer Sheet Metal's payment until the HVAC is running comfortably and service contract disputes resolved. He clarified a service contract typically begins upon substantial completion for those concerned. While Bremer created many issues and may not have been the best company to work with, Mr. Farahmandpour stated on a positive note they are close to being done.

The Façade portion of the project is going well. Walter Daniels has been providing good communication and overall has been fair with extra change costs. The east elevation is done, except for caulking, which is temperature sensitive. The windows will be installed in the spring and the south side is stripped with no further action till spring. A south side leak was detected and resolved quickly. No further leaks observed.

Mr. Farahmandpour then went over the Project Budget Summary. The Façade, Roof and HVAC sections each show the bid price and all subsequent change orders. The contingency of \$50,000 was taken out and used elsewhere. A Professional Fee section was added, as was an estimated cost of the parapet for \$100,000.00. Legally it does not have to go out to bid as it is part of the project. Mr. Farahmandpour suggested Walter Daniels do the job, but even a project split between Knickerbocker and Walter Daniels is being considered. All option will be explored. The sidewalks were taken out

due to budget constraints. Once firmer numbers are revealed sidewalks will be readdressed. A change order for painting the south wall to tie into the building has been budgeted but not confirmed. HVAC Change Order 1 is for the legs for the HVAC units, to improve maintenance accessibility. The HVAC Change Order 2 is for the interior grate covers. The cost of \$4,000.00 for drywall and framing has not been finalized. The Façade Change Orders lump together items that cover the entire building such as; fire hydrant work, rust on metal studs, spraying insulation, realigning downspouts, implementing fixed windows in public areas, etc. A credit of \$2,226.00 was noted for the leftover sheet metal for the downspouts. Knickerbocker change order for \$24,162.55 included the new stainless steel angles for the brick work and the enclosure to keep working which Walter Daniels paid half.

A \$10,000.00 cushion is left. At this point, it is Mr. Farahmandpour's best projection. The parapet is budgeted for \$100,000.00 and he is hoping it comes in at \$60,000.00 - \$70,000.00. Painting the back wall can also be eliminated. The library's reserve fund can be reviewed later if needed to finish the project.

The construction communication meetings have made the difference on this project in comparison to the last project. All parties are on the same page and no further action from the board was needed at this time.

SECRETARY'S REPORT:

1. Approval of the minutes as Received or Corrected.

- Mrs. Wisowaty made and Mrs. Laughlin seconded the motion to approve the minutes from Tuesday, November 18, 2008.

Voice vote: Ayes: All Nays: None Motion Passed.

FINANCIAL REPORT:

1. Approval of Bills Payable

- Mr. Westen made Mr. Golden seconded the motion to approve the Bills Payable for **November 2008** in the amount of \$ 183,549.82. The motion carried on the following

Roll Call:

Ayes:

Mr. Westen

Mr. Golden

Mrs. Laughlin

Mr. Moersch

Mrs. Wisowaty

Mrs. Swanson

Nays:

Check # 9526 made out to Balance Electric in the amount of \$9,950.00 was questioned by Mr. Golden. Mrs. Adamowski reminded the board of the decision to handle mezzanine lighting improvements as needed on their own.

Questions covering the Audit were held for the February Meeting, when the Auditor is in attendance.

- Mr. Westen made Mr. Moersch seconded the motion to approve the Bills Payable for **December 2008** in the amount of \$423,585.62. The motion carried on the following

Roll Call:

Ayes

Mr. Golden
Mrs. Laughlin
Mr. Moersch
Mrs. Wisowaty
Mrs. Swanson
Mr. Westen

Nays

Check #9570 covers installation of a new infrared door light. This repair keeps the elevator door from shutting on patrons and was long overdue.

Check #9575 BTC is as is stated for designs for the roof repairs.

The extra work that goes into including the GADSBY changes increases the time and cost of an audit. Compared to other library's we are getting a good deal.

2. Treasurer's Report- None

LIBRARIAN'S REPORT:

- We may not have the luxury to do the sidewalk project on our own. Mrs. Adamowski has been in contact with the Village. The current Mayor is not up for re-election and with that the work for the Library sidewalks may be superseded by other business from the incoming mayor. Mrs. Adamowski is still very hopeful and is willing to squeeze it in the budget if needed. The funds are not available for this project through the Library Foundation at this time.
- The Long Range Plan is in the works. A survey for the public is being formulated even at the student level for a real picture of what the community needs, wants and expects. Children and seniors will be our focus. Our efforts to address Business needs have not been well received in the past. Once the data is gathered Mary Jane Keppler will direct the meetings and help formulate a plan.
- All Job Descriptions have been reviewed and updated by the staff.
- The Itasca Historical quilt, on loan from the Historical Society, will be hung on the elevator wall in the mezzanine. The library quilt will be framed as it is owned by the library and hung in the west meeting room. Mrs. Adamowski would like to relocate the flame plaque to a wall that better displays it.
- Archival shelving, sponsored by the Village, is up in the mezzanine closet. Materials transferring to the library from the Historical Society are marked; however, awaiting better weather for ease in moving. Trustees Swanson and Laughlin volunteered to help receive and organize the materials. New file cabinets and other organizational items will be needed to complete this area. It was noted that a sprinkler head exists in the archive closet and may give cause for more protective storage boxes. As for ownership of the historical archives, legal documents show the Itasca Historical Society. The Village owns the Depot not the property inside.
- All trustees are invited to the Itasca Safety Commission on Feb. 9th and 10th. It is a full day of site visits with the World Health Commission and the National Safety

Commission.

- Mrs. Adamowski has had numerous issues with the HVAC system and staff of Brehmer. She called in the Architects Engineer to review the project for resolution and he confirmed her claims that the thermostats were not set correctly along with other issues. Adjustments were made to the thermostats, they are being monitored and other issues are being resolved.
- Mrs. Laughlin thanked Mrs. Adamowski for the books in memory of her family member.

Mrs. Swanson stated her congratulations in Mrs. Adamowski's election to the Executive Director's Search Committee.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS:

NEW BUSINESS:

1. Motion to approve closing the library on July 3, 2009.

Mr. Moersch made and Mrs. Laughlin seconded the motion to close the library on July 3, 2009.

Voice vote: Ayes: All Nays: None Motion Passed.

Mrs. Swanson did not like the idea of the library being closed for three days in a row.

Mrs. Swanson never got a response on the 24/7 librarian feature on our website. Mrs. Adamowski will look into this.

ADJOURNMENT:

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

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

The meeting adjourned at 8:12 p.m.

Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

Deborah S. Wisowaty, Secretary

Date