

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
November 18, 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; Secretary, Deborah S. Wisowaty; Treasurer, David C. Westen; Members, Sharon R. Laughlin & Michael S. Golden.

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

Absent was: Member, Mark W. Moersch

AUDIENCE TO VISITORS: None

SECRETARY'S REPORT:

1.) Approval of the minutes as Received or Corrected.

- Mrs. Wisowaty made and Mr. Westen seconded the motion to approve the minutes for Tuesday October 21st.

Voice vote:

Ayes: 7 Nays: 0 Motion passed.

FINANCIAL REPORT:

1. Approval of Bills Payable

Mr. Westen made Mr. Golden seconded the motion to approve the Bills Payable in the amount of \$ 375,967.52. The motion carried on the following

ROLL CALL:

AYES

NAYS

Mrs. Wisowaty

Mrs. Laughlin

Mr. Golden

Mr. Westen

Mrs. Swanson

Mr. Nelson

2. Treasurer's Report-

- Mr. Westen pointed out that the Village paid our bond in error. Check # 9517 to Village of Itasca is reimbursement of \$168,846.88.
- Mr. Golden was concerned with the cost of the lawyer's bill, check #9511. The bill was for the processing of the paperwork for the referendum and construction project. Mrs. Wnuk verified the bill as covered services for April through September, 13.5 hours of service at a rate of \$170.00 per hour.

LIBRARIAN'S REPORT:

Construction update:

- The work is going well. The board was reminded that the wall system is a layered system. The new wall is so thick the water pipes have to be brought out to meet the wall.
- A heated winter enclosure will be done by the end of the week to allow the stucco

to be finished.

- The windows will be installed through the inside.
- Brick work on the south side brick will begin this week. The goal is to have all brick work for the south and east sides done before closing shop.
- Three HVACs will be installed next week, followed by patch and repair work with the roofing company.
- In the spring, the south and west side of the building will be applied with stucco.
- The Construction team will be ahead of schedule when they button the library up for the winter. Material and unexpected delays did not slow down the work, just advanced it.
- The custom color sheet metal for the downspouts and screen is ordered.
- Mold was found in the columns. All are being opened to test and clean. These columns are assessable from the outside of the building. Testing will be done before the library opens.
- Materials from the Field Report document the project well. A full report will be presented in paper and disc at the end of the project.
- No construction meeting this Friday. The next meeting is Dec. 5th at 8:00 a.m.
- Mr. Golden had concerns with moving on to the south side and wrapping up the building with the possibility of damage over winter. Mrs. Adamowski stated the owner is not responsible for any damage during this time. Walter Daniels will monitor the building enclosure.
- The problem with the HVAC units had to do with the smoke detectors not disconnected before removal. An alarm exists in the units and a secondary alarm will be connected to our main panel for safety. This will come at a cost of \$3,000-4,000. As for structural damage, water was coming in from the old units, which were full of mold. Proper installation of the new units will insure this will never happen again.
- The large black vents upstairs will be framed out for a finished look. The black was actually dirt.
- All parties are working on the same page and looking out for one another to attain the best product.
- The library's lot line does not cover the area for the future patio. Mrs. Adamowski will discuss this with the Village. It is hoped that since land improvement is being made it will not be a problem for the project.

Other business:

- Mrs. Adamowski and Mrs. Swanson were in attendance at the Nature Center Meeting. The new group is doing a good job. They encouraged all to attend the next meeting with better circulation of the meeting time. The Itasca River Walk and Health World were also discussed at the meeting. It is progressing and is sure to be nice.
- The Archives from the Historical Museum are coming to the Library. Mrs. Adamowski is looking into the best way to organize them on a budget. They will be here before the holidays.
- The election drew 1600 voters to the library. This traffic was also filtered into the library.
- The Library has taken its annual Holiday Family. It is a family of four. A wish list is on the door of the lounge. Those that want to participate are encouraged.
- Information on the upcoming changes to minimum wage was included to show that a salary analysis is needed. In 2010 the starting salary for a Circulation

Attendant will match that of a minimum wage shelver.

- The Bank is going with the Illinois Prime Fund at 2.5% with our account. The Illinois fund is only at 1.46%. This proves the bank is working for us.

Mrs. Swanson stated that the Book Talk videos (via Youtube) on the library's website are really cool.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS:

NEW BUSINESS:

- 1.) Motion to approve amended 2008 Appropriation & Levy.
Mr. Westen made and Mrs. Wisowaty seconded the motion to approve the amended 2008 Appropriation & Levy.

ROLL CALL:

AYES

NAYS

Mrs. Laughlin

Mr. Golden

Mr. Westen

Mrs. Swanson

Mr. Nelson

Mrs. Wisowaty

Mrs. Westen stated the change was a technicality, due to inclusion of the referendum. The Budget levied for a typical 5% it does not insure that is what will be given. If an increase is not levied, you can not get it to meet your increase. The levy is broken down into separate funds which cover accounts. The cap is 5%.

- 2.) Motion to approve LINC Budget.
Mr. Westen made and Mrs. Wisowaty seconded the motion to approve the 2009-2010 LINC Operating Budget for \$633,480.00.

ROLL CALL:

AYES

NAYS

Mr. Golden

Mr. Westen

Mrs. Swanson

Mr. Nelson

Mrs. Wisowaty

Mrs. Laughlin

IMRF is going up 13% 2009 and 17% in 2010 due to the poor economy. They are trying to stay ahead for those retiring. Retirees are offered insurance which is estimated as well. Mr. Golden considers this double dipping. Mr. Westen was not sure it was double dipping, just trying to build back up the lost money. The only suggestion was to vote for the party that would not run IMRF in that manner at the next election.

3.) Motion to approve closing the library at 3:00 p.m. on Dec. 19, 2008.

Mrs. Wisowaty made and Mrs. Laughlin seconded the motion to close the library at 3:00 p.m. on Dec. 19, 2008.

Mrs. Adamowski announced that all trustees are invited to the Staff Holiday Party. She would like to serve wine with permission from the Village.

Mrs. Swanson ended the meeting with praise for Mrs. Adamowski on being on top of the construction project.

Mrs. Adamowski noted the new design library cards will be available in February.

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 7:45 p.m.

Minutes were written by Constance Ronnberg.

Respectfully Submitted,

Deborah S. Wisowaty, Secretary