

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
October 21, 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, Mark W. Moersch, Michael S. Golden.

Also Present: Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk; Business Assistant, Constance Ronnberg, High School visitors from Sweden; Julia Ronnberg & Adam Svensson.

AUDIENCE TO VISITORS:

SECRETARY'S REPORT:

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

- Mr. Westen made and Mrs. Wisowaty seconded the motion to approve the minutes of the regular board meeting of September 16, 2008.

Voice vote:

Ayes: 7 Nays: 0 Motion passed.

- Mr. Westen made and Mrs. Moersch seconded the motion to approve the Special Board Minutes from October 7th 2008.

Voice vote:

Ayes: 5, Mr. Nelson & Mr. Moersch abstained. Nays: 0 Motion passed.

- Mr. Westen made and Mrs. Wisowaty seconded the motion to approve the minutes of the Special Board minutes from October 14th 2008.

Voice vote:

Ayes: 5, Mr. Nelson & Mr. Moersch abstained. Nays: 0 Motion passed.

FINANCIAL REPORT:

1. Approval of Bills Payable

Mr. Westen made Mrs. Wisowaty seconded the motion to approve the Bills Payable in the amount of \$ 134,162.82 plus payment of the final check for the interior project of \$ 44,610.00 for a total of \$178,772.82. The motion carried on the following

ROLL CALL:

AYES

Mrs. Wisowaty

Mr. Moersch

Mrs. Laughlin

Mr. Golden

Mr. Westen

Mrs. Swanson

Mr. Nelson

NAYS

The final payment concludes the work from the interior project phase. Mrs. Adamowski is happy with what was accomplished given the buildings inherent design issues.

Mr. Golden questioned check #9455 to Miller and Cooper as they are no longer our Auditors. Mrs. Wnuk explained that the bill is for last year's audit, which was lost in the Village. Mrs. Wnuk called the Village three times about our portion of the bill with no response. Since Miller and Cooper are no longer our appointed auditors, they notified us directly. It was clarified that the Village had not paid our portion of the bill. Mrs. Wnuk has requested a separate invoice from the new auditors, to eliminate this in the future.

Check # 9433 for Building Technologies design roof repairs was confirmed for Mr. Farahmandpour. While page 7 and 8 of the financials details the project budget and money draws, Mr. Golden requested a spreadsheet that is more in line with Mr. Farahmandpour updated budget. Mrs. Adamowski stated a spreadsheet would be done. At this point, no bills have come in to construct one. Mrs. Wnuk did point out to the board page 8 of the financials details the build/improve account #6150. It shows the monthly expenses of \$26,082.56, payment to BTC and budget amounts. A more detailed spreadsheet will be worked out.

Mrs. Swanson reminded the board that the upstairs lighting project is a stand alone project taken on by the library, not part of the interior project which was paid and closed.

2. Treasurer's Report- none

LIBRARIAN'S REPORT:

- **Construction update:**

1. Project schedule, issue log and field report are all hand-outs that are discussed at the weekly construction meetings. (BTC generates the Field report).
2. With all the materials on site, the project is moving quickly.
3. The plastering company was fired by Walter Daniels. Kelly Plastering is coming in to do the stucco work. Walter Daniels stated that this new company is a better quality company. It will set us back one week.
4. The brick work is temperature sensitive at 40 degrees. If the weather drops, they will secure the building for the spring. Window installation will not be affected.
5. HVAC units will be installed October 27th. The public will be entering through the receiving room door. Entrance and overhead work in prior projects have been done before and are not a problem.
6. Attorney, Bob Kay has advised the library that it is not necessary to go to bid on the parapet, however, suggests going to bid with the sidewalks. The sidewalk on the west wall will need to be cut to fit the angle bracket. Walter Daniels will stone the area if not able to brick before weather changes. A credit would be issued for that area by Walter Daniels if they do not get the sidewalk bid. The unofficial rough quote by Walter Daniels on the sidewalk is \$56,000. The rough estimate was based on Mrs. Swanson's and Mrs. Adamowski's explanation of the area. In the meantime, the bid for the

- sidewalks should go out now for the work to be done in the spring. Mr. Golden was concerned as to why work began on the south side with the weather issue and not finishing the east side. Mrs. Adamowski stated Walter Daniels is confident that they can close up the library for the winter. Losing the original plasterers caused a kink in production; the new company cannot mix in time. The Stucco product is a non fading product. Since the down spouts and the parapet wall are being made out of the new custom material, it was requested that down spouts old or new be on over winter.
7. The metal roof will not be painted until the spring.
 8. The public and board response to the brick work was well received.

- Mrs. Adamowski included the I.M.R.F. letter in the packet as information. It summarized it's current financial status and upcoming changes for which the board will have to vote on at a later date.
- **Management Association of Illinois (MAI)**
MAI is needed to do the market analysis and validation of the library's job salary tables. It was last done seven years ago. With a close second increase in minimum wage, the tables for the lower end jobs are now becoming askew. Mr. Golden did not feel this is the time to spend the money. He requested it be budgeted next year. Minimum wage is currently \$7.75 and will go to approximately \$8.50 by next year. Mrs. Adamowski will update job descriptions with the free legal advice of MAI as part of their basic member's dues.
- The Historical Society is meeting at the library on October 27th a determination of the location of the archives will be addressed. If they come here it will add a special collection to the library and add another flavor. It will open up grant opportunities as well. An internship to archive the materials will be investigated.
- The Library portion of the Park District's Halloween Haunted House is looking good and scary. The approximate hours of the Haunted House are Fri. 7-11 pm. & Sat. 8-11 p.m.
- The Village is hosting a thank you lunch tomorrow. The Mayor, Village Administrator, Village Clerk, Public Works Director, Community Services Director and the Police Chief will all be attending.
- The Library card contest was revealed. As part of the Friends of the Library sponsored program the public can pick a new card from the three designs or choose a basic card, during a set group of dates. Gift Certificates were awarded the winning entries.

The agenda for the nature center meeting is not known. With only Fred Maier on staff, it is sure to be a review of what is being done.

Mrs. Sathaye had to overcome the computers fall out due to the LINC office flooding. She and other LINC libraries all felt the effects but all is well now.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS:

NEW BUSINESS:

- 1.) Motion to approve the contract with MAI for \$2,400.00 for the Salary Analysis and Structure Development Project.

No action taken at this time.

ADJOURNMENT:

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

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

The meeting adjourned at 7:52 p.m.

Minutes were written by Constance Ronnberg.

Respectfully Submitted,

Deborah S. Wisowaty, Secretary