

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
April 21, 2009

**ROLL CALL**

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

**Present were:** President, Maxine A. Swanson; Vice President, Paul J. Nelson; Secretary, Deborah S. Wisowaty; Treasurer, David C. Westen; Members, Mark W. Moersch & Michael S. Golden.

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

**Absent was:** Member, Sharon R. Laughlin.

**AUDIENCE TO VISITORS: Kami Farahmandpour, BTC**

Mr. Farahmandpour updated the board on the construction progress and its budget. The roof and façade are going well. The new downspouts had to be realigned to fit properly, which was addressed through a change order.

Regarding the parapet bids, since the roofing contractor can only do the sheet metal portion of the parapet, their bid could not compete with Walter Daniels.

Roof leaks continue to be patched as they present themselves. In regards to the photo of the cut in the roof, it was not linked to a specific contractor and has been fixed. Mr. Farahmandpour reminded the board the objective with the roof project was to repair it so it would last another 5 years.

At project end, a complete digital copy of all the components of the construction project will be presented to Mrs. Adamowski. It will contain drawings, correspondence, pictures, construction meeting minutes, field reports, cut sheets, etc...

The project is over budget due to the parapet since it was not part of the original project and due to a technicality in Village codes, it must be included in the library's exterior façade rehab. A waiver on this parapet from the Village under its new administration was discussed; however, Mr. Farahmandpour reminded the board that the building permit was issued under good faith that the parapet was to be included in the project. The cost of the parapet is over the estimated cost due to the costly structural components necessary to tie the parapet into the front beam of the building.

What to do with the excess custom color sheet metal was discussed. Mr. Farahmandpour suggesting keeping some of it for future repairs, but the library can also try to sell the surplus.

Mr. Farahmandpour went through the budgeted items and change orders in his Budget Summary. He feels we are 95% done with the change orders. It was also noted that the west sidewalk is higher than the building which means water is running into the building instead of away as it should. This will be addressed under the sidewalk and landscaping project.

Work will not be complete by Memorial Day. The façade walls should be done for the

pool opening, but work will continue on the roof and parapet. Before any power washing is done, the gutters will be up and protection in place for the stucco.

### **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 from Tuesday, March 17, 2009.

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

### **FINANCIAL REPORT:**

#### **1. Approval of Bills Payable**

- Mr. Westen made Mr. Moersch seconded the motion to approve the Bills Payable in the amount of \$ 102,111.88. The motion carried on the following

**Roll Call:**

**Ayes:**

**Mr. Moersch**

**Mrs. Wisowaty**

**Mr. Golden**

**Mr. Westen**

**Mrs. Swanson**

**Mr. Nelson**

**Nays:**

It was noted that the line for Design Roof Repairs comes out of the referendum funds and Sikich provides our Technology Service.

#### **2. Treasurer's Report- None**

### **LIBRARIAN'S REPORT:**

- The sidewalk bids were opened. The bids ranged from \$64,000 to \$ 88,000. The total with all four alternates ranged from \$88,000 to \$109,000. Mrs. Adamowski spoke with the incoming Mayor about the Village matching funds with the library to make the exterior sidewalk and landscape project possible. The new mayor was open to it. The library portion of funds would come from the reserves. An official proposal will be presented to the Village Board. There is a need for a property survey before any work is done as it has been found that the west sidewalks are higher than the building thus causing water run off issues. Mrs. Wnuk gave the board the financial outlook of the library and discussed the library reserves which are approximately \$424,000.00, with an average surplus of \$60,000.00 per year. The interest earned this year on the project funds CD was \$28,227.79 and the operating funds CD earned \$21,136.95 almost \$50,000.00 total. Mrs. Wnuk and Mrs. Adamowski advised the board that the funds are available to completely finish the outside look of the library. No action was requested from the board at this time.
- A Trustee Strategic Planning meeting will take place at the May Board Meeting. A consultant will lead the brainstorming session.
- The Itasca Business Council has disbanded. A networking group now exists and they have Itasca Information folders available at the Village for new businesses in the Community. Mrs. Adamowski and Mrs. Sathaye will be attending their meetings.

- The Friends of the Library's Spring Market is Saturday, April 25, 2009.
- The Library is working with the National Safety Council (NSA) as Safety Ambassadors to help educate the public. The Library and Park District will be doing a program on Fall Preventions. The Library and NSA are doing two programs on Teen Driving and Distracting Driving in June.
- The Historical Quilt is hanging upstairs. The Library Quilt is framed and hanging in the West Meeting Room. A quilter's name plaque will be hung. A smaller "Readers are Leaders" quilt was given to the Children's Department by the Itasca Quilters Group.
- The Library is asking the public to donate their used DVD to increase our collection.

**REPORTS OF COMMITTEES OF OFFICERS:** None

**OLD BUSINESS:**

1. Discussion of Depot Museum and Archive Collection.

The archives are in the library and housed in the archives closet. The Milwaukee Railroad has arranged to share the Depot with the Itasca Historical Society. The Village will repaint the Depot to its original colors, new lighting will be installed and code issues will be resolved. The Park District is the only entity that can levy for the museum. The levy of \$10,000 would be given to the Library to use to hire a Specialist to organize and maintain the archives. An Intergovernmental group would do the hiring and interviewing. This person can then be the coordinator for getting the history of Itasca into the Schools. The first step in the process is to organize the materials. The next is the library will write the grant to digitize the materials. Itasca resident and author, Mr. Danzer, offered to write the text and organize the information for Mrs. Adamowski's pictorial history of Itasca which will be housed in the mezzanine. Itasca resident, Elaine Dolenz, will also assist in filling in the holes with pictures. Mrs. Adamowski will work on the funding. Mrs. Adamowski will report on the progress on a monthly basis. Our Library's history will be displayed on the elevator wall. Mrs. Swanson praised Mrs. Adamowski for making this happen and working through a tense intergovernmental climate.

**NEW BUSINESS:**

1. Motion to approve change in DVD loan period from 1 week to 3 days.

Mr. Westen made and Mrs. Wisowaty seconded the motion to approve change in the DVD loan period from 1 week to 3 days and can not be renewed.

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

2. Motion to approve 2009/2010 Library Budget.

- Mr. Westen made and Mr. Moersch seconded the motion to approve the Library Budget for 2009/2010 Operating Fund in the amount of \$ 1,349,981.00.

- Mr. Westen made and Mrs. Wisowaty seconded the motion to approve the 2009/2010 Debt fund in the amount of \$241,088.00.

**Roll Call:**

**Ayes:**

**Mrs. Wisowaty**

**Mr. Golden**

**Mr. Westen**

**Mrs. Swanson**

**Mr. Nelson**

**Mr. Moersch**

**Nays:**

3. Discussion of Library Survey Results  
The Board was pleased with the results.

**EXECUTIVE SESSION:**

1. Discussion of Library Director Evaluation.

The board entered executive session at 8:33 p.m.

The board exited executive session at 9:25 p.m.

**ADJOURNMENT:**

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

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

The meeting adjourned at 9:25 p.m.

Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

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Deborah S. Wisowaty, Secretary

\_\_\_\_\_  
Date